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Things to Bear in Mind when Preparing Tax Payments by [Lenora Morgan](#)

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If there is one federal duty that you have to fulfill before the year ends, that would be tax preparation. It is the process of preparing taxes as a way to update your status as a taxpayer during a certain period. Although taxpayers themselves can complete the preparation, quite a number of people prefer to hire professionals who can perform the preparation for them. Hiring a tax preparer could be as simple as getting to know a new friend whom you can trust if you observe these simple dos and don'ts.

Do explore all your alternatives first. Are you quite positive you need to hire someone to prepare your taxes? Taxpayers have a lot of other alternatives available when it pertains to tax preparation. You may need to compare the cost of using tax preparation software with the cost of hiring a certified tax preparer. If you would rather hire a preparer, it is strongly recommended to be prudent when picking a tax preparer.

Look into your tax payer's certifications. Before you hire a tax preparer, take time to check on his/her qualifications. This does not turn you into a suspicious person, but simply a wise taxpayer. See if the preparer is licensed to perform tax preparation procedures and is a member of a distinguished organization that manages its members through continuous certification and a code of ethics. You may also look into his/her work history to see if any complaints have been filed against the preparer.

Do ensure your tax preparer signs the pertinent documents and affixes their PTTN. Certified tax preparers including legal practitioners and CPA Sacramento residents can count on are required to sign tax forms that they have handled. They must also indicate their practitioner tax identification number (PTTN) for accountability purposes. Before submitting your tax returns, make sure to verify the PTTN indicated by your preparer.

Don't hastily affix your signature on any tax form. This is one of the usual mistakes you cannot afford to commit during tax preparations. A responsible Sacramento CPA who is licensed to perform tax preparations will not oblige you to sign any documents without giving you the chance to study them. You are responsible for the correctness of every element indicated on your tax forms, so it is strongly advised to review each document before signing it. The same thing goes with acknowledging blank tax returns.

Do produce all the documents necessary for the preparation. The outcome of tax preparation Sacramento preparers have to offer lies in the documents furnished by the taxpayer. Trustworthy preparers in Sacramento will request for copies of all pertinent documents like records and receipts. They may also ask you a series of questions to establish your qualifications as a tax payer.

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[Lenora Morgan](#) - About Author:

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