

STATE FINAL ACTION ITEM

- E-File Sheet: Sign on “your signature” line and “spouse signature” line if applicable. **PLEASE NOTE: DO NOT SIGN ON “ERO SIGNATURE” LINE.** Once signed, return the form to Schuring & Uitermarkt.
- Payment Voucher: If there’s an amount due, a payment voucher will be included. After returning signed E-File sheets to Schuring & Uitermarkt, mail payment with voucher to the IRS at the address listed on voucher.

Schuring & Uitermarkt will E-File your return on your behalf. No additional action is needed once we receive the signed E-File sheet and you mail your payment to the IRS.

US FINAL ACTION ITEM

- Capitalization Policy: If applicable, a capitalization policy will be included. Sign on “Taxpayer signature” line and return to Schuring & Uitermarkt.
- E-File Sheet: Sign on “your signature” and “spouse signature” if applicable, when required. **PLEASE NOTE: DO NOT SIGN ON “ERO SIGNATURE” LINE.** Once signed, return the form to Schuring & Uitermarkt.
- Consent to Use: Sign and date the form and return to Schuring & Uitermarkt.
- Invoice from S&U: Submit payment to Schuring & Uitermarkt at your earliest convenience.
- Audit Protection Invoice from Schuring & Uitermarkt: If you choose to enroll in the Audit Protection, submit payment with the invoice to Schuring & Uitermarkt. This is an optional program offered for personal returns. For additional information on the Audit Protection program, [click here](#).
- Payment Voucher: If there’s an amount due, a payment voucher will be included. After returning signed E-File sheets to Schuring & Uitermarkt, mail payment with voucher to the IRS at the address listed on voucher.
- Estimate Vouchers: If applicable, estimate vouchers will be included. The dates these need to be paid are printed on the voucher. After returning signed E-File sheets to Schuring & Uitermarkt, mail payment with voucher to the IRS at the address listed on the voucher based on the dates on the vouchers.

Schuring & Uitermarkt will E-File your return on your behalf. No additional action is needed once we receive the signed E-File sheet and you mail your payment to the IRS.

ENGAGEMENT LETTER ACTION ITEM

- Engagement Letter: If included, sign and initial where indicated. Engagement letters will vary based on your individual and business needs. Engagement letters for individuals may not require a signature.

PROMISSORY NOTE

- Promissory note: If included, sign and return promissory note to Schuring & Uitermarkt.

MINUTES

- Minutes: If included, sign and return minutes to Schuring & Uitermarkt.

All documents may be returned to Schuring & Uitermarkt via NetClient, email, fax, mail, or dropped off at our office.