St. Sauver & Szabla CPA's
MAKING TAXES LESS PUZZLING

A Note From Diane & Christie

We are looking forward to another year of serving you. This is what we love to do, and we work hard to make your taxes less puzzling. Over the past year we've been busy with continuing education on the many new legislation changes, as well as process updates, and software improvements.

Please read this entire letter and complete all attached documents. If you need help, please give us a call. Lucy will take January appointments to assist with the organizer if needed.

What's new this year at St. Sauver & Szabla CPA's? Not much!

- Our name has changed but our processes have not.
- **Prices remain the same as last year, unless your filing needs have changed.** Even with all the tax law changes we wanted to keep things affordable and honor our previous promise.
- Invoices will be emailed via **TaxDome** when your return is complete.
    - Payment can be made online or at pickup. Card payments include a **3% service fee**. Please make sure we have a good email address on file.
- **TaxDome is optional**, not required.

Office Hours - Regular tax season hours begin February 2, 2026.

Monday, Wednesday–Friday: 9am–6pm
Saturday: 10am–3pm
Tuesday: Closed
(We are working, but the door will be locked. We are not available for in-person communication.)

General Reminders

1. **Do not bring medical receipts.** Provide totals. Extra document handling may incur additional fees.
2. **Include ALL pages** of investment statements.

Property tax refunds will be processed after May 1 and completed by mid-August.

1. They will **not** appear as an estimate in your tax return.
2. We will send your copy once done by mid-August.

3. Returns are **not ready for pickup** until we call or text you.
    1. Seeing an invoice does *not* mean your return is ready.
4. Our receptionist is **not a tax professional**.
    1. For tax questions, leave a message for Diane or Christie, or write your questions down.
    2. We will call you when working on your return.
5. **Renters** must provide a **CRP** with an electronic filing number to receive the MN rent refund.
    1. Rent refunds are included with your Minnesota tax return.

REMINDER: Missing paperwork—such as an unsigned engagement letter or incomplete questionnaire—will **delay your return** and result in **additional charges**.

Our website has more information: www.stascpas.com

SEE BACKSIDE FOR MORE INFO

DROP OFF OPTION

Paperwork must be received **by March 31** to receive the **$20 drop-off discount**.

(Discount does not apply after March 31.)

Drop-off options:

1. Window drop slot
2. TaxDome upload
3. Mail to PO Box 283, Sartell, MN 56377
4. Fax to 320-252-2430
5. Hand to front desk (if busy, please use the drop slot)

Additional notes:

- Tax returns are processed in the order received. Calling will not expedite your return.
- Processing time ranges from 1 week to 3 weeks depending on workload, difficulty, deadlines, and completeness of paperwork.
- Organized paperwork helps us complete your return faster.
- Please pick up your completed return within 7 days, unless you inform us of a conflict.
- Expedited processing is available for drop-off or TaxDome at a $50 fee. When you upload/drop off, please indicate that you would like it expediated.
- If you drive **45+ miles**, but don't need to sit with a preparer, call us—there may be options to avoid the appointment fee and reduce trips.

APPOINTMENTS

If you scheduled an appointment **before December 3, 2025**, your date and time are printed in your attached organizer. If nothing is listed, **you do not have an appointment**.

- **In-Office Appointment**
  - $50 appointment fee applies.
  - Due to high call volume please schedule online or leave a voicemail.
- **Zoom Appointment**
  - Upload to Tax Dome or drop off documents ahead of time and INDICATE that you have or want a Zoom Appointment.
  - $50 appointment fee applies.
- **45+ Miles Away?**
  - Call us—alternate options may reduce fees and travel.

(*Exceptions may apply based on client needs.*)

If you have any questions, please feel free to contact us at: **320-656-9021, email: info@stascpas.com** or message us in the TaxDome portal. We look forward to serving you.

Sincerely,

Diane St. Sauver

Diane St. Sauver,
Certified Public Accountant

Christie L. Szabla

Christie L. Szabla,
Certified Public Accountant