



URGENT ATTENTION

CORPORATE TAX FILING DIRECTIONS

Our administration team has created an automated system for tax form issuance and filing protocols that will assure us that your required corporate tax return is filed on time. We will provide a zoom video to show the steps and procedures with links for all of the IRS and State tax forms.

Be sure the data in all of the fields is correct and the type of company is accurate as the forms generated are based on the type of company (either an LLC or a C Corporation)

Steps Required:

Enter the Back Office and go to left side navigation to select **Loan Pipeline** and then select **2022 Tax Filing**. Click on the button "Add New" and complete the information. **NOTE:** It's important to Select the correct Entity type so that the correct form will be provided.

1. Confirm the Corporate data and edit any fields required (the system will show "ready" on the far right of the selected company).
2. Click the button for Filing Federal & State tax forms to print each tax return.
(the mail address will be provided in the Form print as the last page to make it easy to correctly file).
3. Sign and date each tax form on the **Page 1 for Federal (IRS)** and on **Page 3 for State (CA)** of each tax return.
4. Take a photo of the front page and signature page and save the picture to upload by using the Browser button.
5. Acknowledge the final step by checking the box and deliver it to the Back Office.
(this will register the system account on the far right of the selected company as "Complete").
6. We suggest you make a copy of each signed Tax Return form.
7. Mail the signed Tax Forms to the IRS and State addresses as provided in Step 2.

If you don't feel comfortable in using the Backoffice to process the completion of this form (1120 or 1065) two options will be offered:

- (a) a team leader may be able to assist you in the completion to assure proper timing, or
- (b) we will be offering an open schedule for members to come to our special location for tax check-in at our offices - the time schedules will be officially posted and emailed soon.

For any questions, please contact us at email: wowtaxfiling@gmail.com or call us one of the customer services numbers from 8:00am to 8:00pm PST: 949-822-1022 (Spanish) or 714-724-4742 (English).

WOW Administration Team