



October 1, 2007

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ExacNews

ExacTax Client:

ExacTax is well staffed to handle all of your processing needs but volume normally increases at this time. Get your returns in as soon as possible to ensure a timely turnaround.

Regular Office Hours

ExacTax is open from 8:30 to 5:00, Pacific Time, Monday through Friday.

Extended Coverage

All departments will be open on Saturday, October 6th from 9:00 to 3:00, Pacific Time.

Note: UPS does not pick up packages from ExacTax on Saturday. Drop-off and hold for pick-up will be available at our Anaheim office.

Electronic Filing

All requests for electronic filing must be received by ExacTax no later than Sunday, October 14th. Returns that are e-filed timely but are rejected have until Friday, October 19th to make corrections and re-transmit.

Remember: For each e-file return, you must receive an acknowledgment from each taxing agency, or that return will not be considered as having been filed.

RDE Workshop Errata

In the previous bulletin the RDE Workshop dates were incorrectly noted as November 5, 9 and 12. The correct dates remain November 9, 12 and 16.

Shipping Options and Rates

As the deadline approaches you may want to consider other shipping methods for the fastest delivery possible. Below is a recap of the options available. Selecting UPS enhanced shipping or other options will incur the following per-return charges:

Shipping Method	Per Return Charge
UPS Next Day – 10:30 AM Guarantee	\$25.75 (\$10.00 additional for Saturday delivery)
UPS Next Day – 3:00 PM Guarantee	\$17.75 (\$10.00 additional for Saturday delivery)
UPS 2nd Day	\$11.75
Regular US Mail	\$5.50
Confidential Handling	\$3.00
Call When Ready	\$3.00
Special Address	\$4.00

Undeliverable Packages

The additional charge for an undeliverable UPS package (to any address) is \$5.00.



Hold for Pick-Up

There is no additional charge for returns marked as “Hold for pick-up” at ExacTax. However, returns that are not initially marked as “Hold for pick-up” on Form PI and are subsequently picked-up will still be billed the shipping charge, if any, assigned to that return.

Billing Queries and Reminders

When requesting adjustments to your billing, state the problem in the comment section of your remittance and include it with your payment. Any problems or questions regarding billing queries may also be faxed directly to the Accounting Department at 714-999-6566. Requests for credit must be made in writing.

IMPORTANT: *Accounts with an outstanding balance over 21 days will be placed on C.O.D. status. C.O.D. accounts will be shipped UPS C.O.D. until the account is current. → C.O.D. status will delay shipment of proforma and organizers!*