



Southern California

2007 Cut-Off Dates and Processing Schedule

To ensure that your returns are delivered to your office or are available for pick-up at the processing center by Tuesday, April 17th, returns must be in the Anaheim office on or before the dates and times listed below.

All returns to be held for pick-up at the Anaheim office must be picked up by 4:45 p.m. on Tuesday, April 17th.

Service Bureau (Batch) Returns

Returns Shipped to you via: **Must be in Anaheim by:**

Returns to be shipped via U.S. Mail or UPS	2:30 p.m. Wednesday, April 11
Telephone Reruns to be shipped via U.S. Mail or UPS.....	11:00 a.m. Friday, April 13
Returns to be delivered by Courier.....	Friday, April 13
Telephone Reruns to be delivered by Courier	12:00 noon Saturday, April 14
Returns marked “Hold for Pick-Up” * at our Anaheim Center.....	12:00 noon. Sunday, April 15
Telephone Reruns marked “Hold for Pick-Up” * at our Anaheim Center	12:00 p.m. Monday, April 16

*Returns marked **“Hold for Pick-Up”** can be picked up after 12:00 noon on Tuesday, April 17, 2006.

Note: Special handling options “Hold for Pick-Up” and/or “Expedite” must be marked on Form PI and on the outside of the envelope when submitted for the fastest processing.

Remote Data Entry (RDE) Returns

Returns Shipped to you via: **Must be in Anaheim by:**

Returns and reruns to be shipped via U.S. Mail or UPS	11:00 a.m. Friday, April 13
Returns and reruns to be delivered by Courier	12:00 noon Saturday, April 14
Returns and reruns marked “Hold for Pick-Up” * at our Anaheim Center	12:00 noon Monday, April 16

*Returns marked **“Hold for Pick-Up”** can be picked up after 12:00 noon on Tuesday, April 17, 2006.

Note: Special handling option “Hold for Pick-Up” must be marked on Form PI when submitted for processing.

Please note that our Anaheim Center will be closed on Thursday and Friday, April 19-20. We will resume our normal business hours of 8:30 a.m. to 5:00 p.m. on Monday, April 23.