



(440) 944-4343
32341 Vine St., Willowick OH 44095
huptax.com

Quick pick up

Thank you for helping stop the spread of COVID-19.

- Your completed tax returns are enclosed.
- Please follow the instructions for each item on the left side of your folder.
 - Review the signature pages carefully, especially the bank information. Note any corrections.
 - Sign / initial as indicated and return to us so we can e-file your tax returns.
 - If there is an invoice, please deliver payment by check or credit card (see below).
 - Deliver your signed papers and payment to us in the enclosed envelope. You can 1) drop it in our secure mailbox near our front door (anytime, day or night), or 2) bring it to our walk up window, or 3) call us from our parking lot and we'll come to you.**
 - Follow the instructions for other items on the "Action" side, which *may* include:
 - Your city tax return (RITA, CCA, etc).
 - Payment vouchers for any balance due for your Federal or state returns,
 - Estimated vouchers for quarterly estimates that have been set up.

If paying by credit card:

- use the "Pay" feature on our website, huptax.com, or
- call us with your credit card info (440) 944-4343, or
- complete the form below:

Credit Card number _____ Expiry date _____

Name on the card _____ CVV code _____

Signature: _____ Billing zip code _____