FOUNDATION COMMUNITIES
PROSPER CENTERS

Drop-Off Tax Preparation

What is Drop-Off Tax Preparation?

We provide the option for clients to "drop off" their tax documents instead of staying on-site through the entire tax preparation process (intake, tax preparation, and review). With Drop-Off, you just complete intake on-site then you leave while our team of IRS-certified tax professionals prepare and review your tax return. When your tax return is complete, we will text or call you to return to the Tax Center.

How long does it take?

The intake interview usually takes about 30 minutes. Your tax return should be ready for pick-up within 1 week.

What do I bring?

- Social security card (or ITIN letter, if applicable) for everyone on the return
- ID for you (and your spouse, if applicable)
- All tax documents (W-2, 1099, 1095-A, etc.) and bank information

Who prepares my tax return?

Our team of IRS-certified tax preparers will prepare and review your return.

Will I have the chance to review my tax return before it is sent to the IRS?

Yes. When your tax return is complete, you will return to the tax center to review your completed return. At that point, you will decide whether you wish to proceed with the tax return as prepared.

How do you protect my identity and documents?

Client confidentiality is our top priority. We are required to follow strict rules to protect your privacy and information.

Who files my tax return with the IRS?

When your tax return is complete and you return to the tax center to review your completed return, you will decide whether you wish to proceed with the completed tax return. If so, we can send your tax return to the IRS electronically. In some cases, you must mail your tax return to the IRS.

Who uses Drop-Off?

Any tax client may choose to use the Drop-Off program to have their tax return prepared. Some people with special circumstances may be referred to the Drop-Off program for specialized tax return preparation. More than 80% of our Drop-Off clients are return clients.