IRS Offers Six Top Tax-Time Tips: (with comments)

The income tax filing season has begun and important tax documents should be arriving in your mailbox. Even though your return is not due until April, you can make tax time easier on yourself with an early start. Here are the Internal Revenue Service's top 10 tips to ensure a smooth tax-filing process.

1. Gather your records. Round up any documents you'll need when filing your taxes: receipts, canceled checks and other documents that support income or deductions you're claiming on your return. **(and your organizer!)**

2. Be on the lookout W-2s and 1099s will be coming soon; you'll need these to file your tax return. **(Save all the pages from brokerage houses!)**

3. Have a question? Use the Interactive Tax Assistant available on the IRS website to find answers to your tax questions about credits, deductions, general filing questions and more. **(or call us! That's what we are here for!)**

4. E-file: IRS e-file through our office is the safe, easy and the most common way to file a tax return.   Last year, 79 percent of taxpayers - 106 million people - used IRS e-file. Many tax preparers are now required to use e-file, **and we are one of them because of the volume of returns we prepare**. If you owe taxes, you have payment options to file immediately and pay by the tax deadline. Best of all, the IRS issues refunds to 98 percent of electronic filers by direct deposit within 14 days, if there are no problems, and some may be issued in as few as 10 days. **(New York State is entirely another matter!)**

5. Consider direct deposit. If you elect to have your refund directly deposited into your bank account, you'll receive it faster than a paper check in the mail.

6. Review! Review! Review! Don't rush the process. Mistakes slow down the processing of your return by IRS. Be sure to **double check all the Social Security numbers.** Please also check **the address** and **the bank account numbers** on your return if you have recently moved, as these can be the most common errors.