



Tax Filing Process

The information below will guide you through the tax filing process. If you have any questions, we are here to help - just contact our office at [404.220.8958](tel:404.220.8958) or info@peachcap.com.

- Complete your tax organizer. If you have filed your taxes with PeachCap previously, you will receive your personalized organizer by mail or email. If this is your first year working with PeachCap, you can download a blank organizer [HERE](#).
- Next, upload your tax source documents to NetClient CS. Alternatively, you can mail or bring copies of your documents to our office. Please keep all your original documents for your records. For additional information on accessing NetClient CS, click [HERE](#).
- Your Tax Preparer will download and review your documents, prepare, and complete your tax return.
- Your completed return will be uploaded to your NetClient CS portal and you will receive a notification via email that your return has been uploaded and is now available for you to review.
- Your invoice will now also be posted to your NetClient CS portal. For information on accessing your invoice, click [HERE](#).
- Once you have reviewed your tax return, please approve your return and pay your invoice.
- Within 48 hours of your invoice being paid, you will receive your tax return signature request via Our e-signature provider. This will be delivered to your email of record.
- Once you have electronically signed your return, your return will be e-filed within 72 hours.

Please note that you will not receive your electronic e-signature documents until your invoice has been paid.

Please note that tax returns will not be e-filed until all electronic authorization terms have been signed by all clients on the return.

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