



# Amendment Request

**Fax To 678-807-5262**

Request for Year 20 \_\_\_\_\_

EFIN

Branch #

\_\_\_\_\_

\_\_\_\_\_

Your Name and Fax #

\_\_\_\_\_

Taxpayer Name and SSN

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Reason for this Request

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**Instructions:** If we prepared the original return, we just need this cover sheet and any documents pertaining to the amendment.

**If we did not prepare the original return, we will need:** this cover sheet, the Taxpayer Information Sheet, Due Diligence Sheets, Healthcare Information Sheet, all income forms (W-2's, 1099's, etc.), and all relevant supporting documents (Self-Employed Due Diligence Interview Sheet, Itemized Deduction Expense Sheet, etc.) and a copy of the original return.

**We cannot begin processing this request unless we have all the above information.**

Please do not fax anything to this number but amendments and prior year return requests.