



Phone: 405-265-7611 | Fax: 405-265-7686  
1081 S. Cornwell Drive, Suite 201, Yukon, Oklahoma 73099

## **DROP-OFF POLICY**

TAXPAYER/ENTITY NAME: \_\_\_\_\_

### 1. **Services Offered:**

- **Expedited Service:** This guarantees that drop-offs **received before April 1** will be completed within two weeks of receipt. This service is an additional \$100 to the regular service price, and is due at the time of drop-off.

**YES, please expedite my tax return for an additional \$100, due today**

- **Standard Drop-off Service:** Drop-off returns are completed in the order received; turnaround times are not guaranteed. Extensions will be filed on all drop-offs which are not complete before the standard filing deadline applicable to that type of return. Pelican will contact you once the return is complete based on the information provided. *Status requests will not be responded to during tax season.*

**I understand the terms of the Standard Drop-off Service**

- ### 2. **Owing Taxes:** Pelican does not guarantee that your tax return will be completed before the standard filing deadline for your type of tax return, however taxes owed are still due on the standard filing deadline. Even after Pelican submits an “Extension to File” on your behalf, you may accrue “Failure to Pay” interest and penalties.

- Pelican recommends that anyone who expects to owe should be sure to have their taxes completed before the deadline, by booking an appointment or selecting our “Expedite” option.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date