



WELLNESS TIPS

TAX TIME PREP



TIPS TO ORGANIZE FOR TAX DAY

Tax time can be one of the most stressful parts of the year, and the thought of getting ready to file your annual return may leave you feeling anxious and overwhelmed. The following are some simple steps that you can take to set yourself up for success, decrease stress, and feel more in control while you prepare your tax return.

Don't Procrastinate

Tax returns are always due by April 15th, so there are no excuses when it comes to not knowing your deadlines! Prepare your return as early as possible, regardless of knowing you owe or are expecting a refund. The earlier it is prepared, the better you'll feel.

Get Organized

Keep all the documents you need in a large envelope, label them, and place them somewhere safe but handy during the year. Use it to collect receipts, important tax slips, and items you may need during the year. When it comes time to dig out the envelope and start going through everything, everything will be in one place.

Plan it Out

There are some quick yet important decisions you should make early on so that you can focus on the more tedious parts of preparing your tax return. Decide if you will file either online or via mail. Put it in your calendar to give yourself a deadline to finish, and allow wiggle room in case something unexpected comes up. After you have finished preparing your tax return, reflect and revise your plan so that you can apply it next year.

Review Your Pay Statements...

Keeping an eye on your pay statements throughout the year is always a good idea, but especially so when it comes to preparing for your return. Make sure taxation of your pay is accurate and without unexplainable fluctuations. Unsure if a change in pay is accurate? Touch base with your employer.

...And Your Investments too.

Keep an eye on your investments, and make sure any documentation you receive is set aside with your pay statements and other important tax time documents.