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## **UBU TAX PROFESSIONALS ELITE TAX CENTER**

**TAX ORGANIZATION AND TAX PREPARATION**

**2020 Tax Year**



## EXISTING UBTPE CLIENTS AND ALL NEW CLIENTS

Happy New Year and Upcoming 2021 Tax Season for Tax Year 2020! The President, Gloria J. Boynton Mayo Burrell, wish to express her sincere thanks and appreciation to all of UBUTPE's loyal clients throughout the United States who continue to be a part of the UBU family. We are ready for the new 2021 Tax Season and stand ready to service you efficiently and effectively to help you legally "Maximize Your Tax Dollars."

UBU Tax Professionals Elite ("UBUTPE") had a successful Tax Year in 2019 on behalf of our Tax Clients in spite of the 2020 Coronavirus Pandemic. We were efficient, focused and most of all, welcomed a phenomenal success ratio with our client returns. Tax Year 2020 begins in a few weeks, and we believe you will benefit most by preparing EARLY (NOW!) UBUTPE is a subsidiary of Universal Business Unlimited, Inc.'s Nationwide One-Stop Business and Consumer Service Center (A Name You Can Trust), now located in Georgia, Florida, South Carolina. We are a National Corporation in Three (3) Locations, an in-house and online business that services all 50 states. UBU Tax Professionals Elite ("UBU Tax Pros") through Universal Business Unlimited, Inc. are full-service Tax Centers, and Electronic Filing Originators (EROs) with the IRS. We are available to assist you all year long with your tax needs. We offer Fee-Collect through Santa Barbara Bank, a trusted name with the IRS. For Prior Year Returns, no Fee-Collect is available. However, UBU now accepts Mastercard and Visa for Prior Year Fees for client convenience.

A second round of Stimulus Checks are released beginning December 30, 2020.

## Tax Year 2020 Filing Season Begins February 12, 2021

We look forward to serving you again this year at "UBU Tax Professionals Elite". If you have any questions or concerns, please do not hesitate to contact our offices at the following locations listed below:

**Georgia – Corporate Office:** Phone: 770-681-0944 Fax: 770-473-9895 E-Fax: 803-693-0303  
**Florida – Satellite Office:** Phone: 305-586-8316 Fax: 770-473-9895 E-Fax: 803-693-0303  
**S. Carolina – Satellite Office:** Phone: 877-793-2602 EFax: 803-693-0303 E-Fax: 803-693-0303

GA Cellulars: 404-396-2537 / 470-526-7555 FL Cellular: 305-586-8316 / 305-812-5656

### UBU TAX PROFESSIONALS ELITE EMAILS

Tax Center-Send Docs: [ubutaxes@ubutaxpros.com](mailto:ubutaxes@ubutaxpros.com)  
Preparer Inquiries: [gmayo@ubutaxpros.com](mailto:gmayo@ubutaxpros.com)

Employment: [hiring@ubutaxpros.com](mailto:hiring@ubutaxpros.com)  
UBU Services: [info@universalbizunlimited.com](mailto:info@universalbizunlimited.com)

The Internal Revenue Service announced that the nation's Tax Season will begin Friday, February 12, 2021. This is the official date the IRS begins accepting filed returns. Do not be fooled. UBU reminds taxpayers that, by law, the IRS cannot issue refunds claiming the Earned Income Tax Credit (EITC) and the Additional Child Tax Credit (ACTC) before February 15, 2020. While the IRS will process all returns when received, it cannot issue related refunds before February 15, 2020. The IRS expects the earliest EITC/ACTC related refunds to be available in taxpayer bank accounts or on debit cards beginning approximately Friday, March 26, 2021.

UBUTPE will begin preparing and inputting returns as of Thursday, January 2, 2021 and will submit the returns to the IRS for receipt and processing once their system opens on January 20, 2019. Although the IRS will begin accepting both electronic and paper returns on January 20, 2019, paper returns will be processed in 6-8 weeks, or less, as the IRS system update and COVID-19 delays. The IRS strongly encourage Taxpayers to file their tax returns electronically and choose Direct Deposit for faster tax refunds. The nation's tax deadline this year is April 15, 2021.

Returning and New **UBU Tax Professionals Elite** Clients for the 2020 Tax Year, we welcome you and will continue to Maximize your Tax Dollars and assist you in preparing for your future. Please call immediately to update any new addresses, emails and phone numbers in our System. Our focus is to expedite the process, to ensure that you to receive your refund in a timely manner.

**For All New Clients' Early Registration (You will be one of the first to be accepted by the IRS):**

- (1) Please visit UBU Tax Professionals Elite's website: [www.ubutaxpros.com](http://www.ubutaxpros.com) (Go to Contacts), and
- (2) Complete your Name, Address, Telephone number, Email Address, Name of Person who Referred You (If New Client), and type in the Service Request Box: " Name - 2020 Tax Preparation " and any additional information you would like UBUTPE to know about your 2020 Tax situation. Text the contact number to alert us. Advise if you need prior years prepared.
- (3) Then go to Tax Forms. You should see a **UBU Tax Client Form** and **Tax Engagement Letter** which you will need to download, complete, sign, print and email to [ubutaxes@ubutaxpros.com](mailto:ubutaxes@ubutaxpros.com). If Self-Employed, also complete a Non-W2 Income Statement.
- (4) To expedite the process, Email to [ubutaxes@ubutaxpros.com](mailto:ubutaxes@ubutaxpros.com) or Fax to (803) 693-0303. On Subject Line, place Your Name - 2020 Tax Preparation. We will place you in the System immediately, begin your tax preparation, awaiting any add'l tax documents to finalize the process as follows:

1. 2020 Last paycheck stub (Will need your W-2)
  2. 2020 W-2 Form
  3. 2020 1099 Form for Self-Employed Individuals
  4. 2020 1098 Form for Taxpayers who attended school
  5. 2020 Health Insurance Information Verification or Hardship Exemption Form
  6. Complete 2020 UBUTPE Form for Non-W2 Wage Earners, sign and e-fax to 803-693-0303 or e-mail.
  7. Complete 2020 UBUTPE Short Form Tax Questionnaire and e-fax it to 803-693-0303 or e-mail.
  8. A copy of your unexpired driver's license or other ID (If New Tax Client)
  9. A copy of your Social Security Card for Taxpayer and Dependents
  10. For EITC Taxpayers, Immunization and School Records to verify Residency Requirement - 12 months
  11. 2020 Bank Statements, Credit Card or Bank Card Statements the last 12 months
  12. Bank information, including Routing Number and Account Number for Account you wish your refund to be deposited in.
  13. 2020 Invoices or Record of Income for Sole Proprietors requiring a Schedule C
  14. Any and all receipts or other documentation for expenses relating to your 2020 taxes
  15. If you plan to itemize deductions, fax or e-mail all documentation relating to 2020.
- Email to: [ubutaxes@ubutaxpros.com](mailto:ubutaxes@ubutaxpros.com). All Documents must be legible.

**(To Email Docs: Place your Name and Year in the subject line of e-mails) - Example:**

**John Doe - 2020 Tax Documents: for subsequent emails. John Doe - Describe the document you are sending.**

Your secured, confidential personal information and Tax Documents will be inputted immediately to get you started today. You will be placed in VIP Status. Then call and schedule an office or telephone conference for your Tax Preparation Needs. If you have a difficult or special situation, please also call to schedule appt. Don't Delay! UBU Tax Pros are here to assist you.

For your convenience, visit UBU Tax Professionals Elite: [www.ubutaxpros.com](http://www.ubutaxpros.com). Go to Tax Forms and get started Today by completing the **UBU Main Client Tax Form and Engagement Letter**. You may download, print, and E-Fax to (803) 693-0303 or E-Mail to [ubutaxes@ubutaxpros.com](mailto:ubutaxes@ubutaxpros.com) Your 2021 Tax Return will be placed in a "VIP Status," and expedited, while awaiting your 2020 W-2s, 1099s, or Non-W2 Income Form to complete E-filing. You may complete any additional information or provide remaining documents later.

**WHY USE UBU TAX PROFESSIONALS ELITE? "WE DO IT RIGHT THE FIRST TIME. WE ARE THE BEST AND STAND ABOVE THE REST!" WE ARE DETAILED, CONSISTENT. UBUTPE TRULY CARE ABOUT YOUR FUTURE, AND FOCUS ON OUR CLIENTS' SUCCESS! UBU TAX PROS ARE SEASONED TAX PROFESSIONALS CARE ABOUT YOU. OUR GOAL IS TO MAXIMIZE YOUR TAX DOLLARS LEGALLY. WE ARE HERE FOR YOU TO ANSWER QUESTIONS THE ENTIRE TAX YEAR. OUR PARENT COMPANY, UNIVERSAL BUSINESS UNLIMITED, INC. ALSO OFFERS A HOST OF OTHER BUSINESS, LEGAL, CREDIT AND BANKRUPTCY SERVICES TO HELP YOU OBTAIN A FRESH START IN THE NEW YEAR. CALL AND INQUIRE!**

Beginning in Tax Year 2016 - 2020, if you claim the Earned Income Tax Credit (EITC) or Additional Child Tax Credit (ACTC) on your tax return, the IRS must hold your refund until at least February 15. In the past, the IRS has issued most refunds in less than 21 days (10 days or less, if paid by Direct Deposit). If you elect to receive a check, it could take 4 weeks or longer. Amended Returns will take up to 16 weeks or longer due to COVID-19 delays. However, UBUTPE will accommodate your requests. After the first initial deposit from the IRS in 2019, the normal refund time will be the same as usual.

**INQUIRE ABOUT OUR TPG BANK /FAST CASH ADVANCE PROGRAM, IF YOU ARE IN NEED OF SPECIAL FUNDS PRIOR TO RECEIVING YOUR TAX REFUND. THIS PROGRAM IS AVAILABLE AFTER YOUR TAX RETURN HAS BEEN RECEIVED BY THE IRS. ASK US ABOUT THE DETAILS.**

Please keep in mind it is always possible, but not likely, that your tax return may require additional review and be delayed if you have dealt with any Identity Theft issues, Child Support or Student Loan issues, EIC Credit fraud or other unknown or undisclosed delays. It is our goal to "Maximize Your Tax Dollars" and "Do It Right the First Time," so please disclose any potential challenges you might be facing so we can help.

If you received an Identity Letter Request from the IRS, no need to panic. Simply follow instructions that also appear on our website at [www.ubutaxpros.com](http://www.ubutaxpros.com), call them and verify the information requested only. Do not volunteer information. This is not an audit. It is meant to combat fraud.

If you receive a mail audit letter, do not panic. It is no one's fault. Under the 2015 Path Act, the IRS randomly selects returns for verification. It is important that you keep all receipts during the year whether you think you need them or not. If you chose Tax Protection Plus, simply contact the company and they will assist you. If you did not choose Tax Protection Plus, call UBU Tax Pros so that we may direct you further. Be sure to send a copy for your tax file. Though it is your choice, UBUTPE suggests that you accept Tax Protection Plus to safeguard you in the event of an audit, which is usually very unlikely.

**"REFERRALS" - WE ARE ASKING ALL OF OUR CLIENTS TO SEND US AT LEAST TEN (10) NEW PEOPLE WHO ARE IRS ACCEPTED AND RECEIVE A CHECK FOR \$500.00. THERE WILL BE OTHER SPECIAL INCENTIVES FOR IN THE 2020 TAX YEAR.**

**"HIRING" - UBUTPE is also hiring Tax Preparers who desire to own their own business. but do not desire to work alone for our Associate Program in all 50 States. Please contact one of our offices for more information or visit our tax website at [www.ubutaxpros.com](http://www.ubutaxpros.com). View Employment.**

Thank you for allowing UBUTPE to handle your all of your Personal and Business Tax and Business needs. UBU appreciates your continued patronage and support over the last fifteen (15) years. We look forward to serving your Tax Preparation, Organizational, Tax Resolution and/or Bookkeeping needs for Tax Year 2020. We are here to help you meet all of your financial goals for a successful future, to empower your family. Please refer friends, family, colleagues and associates and earn.

We look forward to Maximizing Your Tax Dollars in Tax Year 2020!!!

**UBU TAX PROFESSIONALS ELITE MANAGEMENT**

**UNIVERSAL BUSINESS UNLIMITED, INC.**  
**ADDITIONAL BUSINESS & LEGAL SERVICES**

- **Also, please keep in mind that the New Year is a great time to reflect on your financial future. You can use a portion of your refund to correct and/or improve your finances and begin the 2020 New Year debt free, with a “Fresh Start” Chapter 7 Bankruptcy, or achieve a higher FICO score with our Credit Assistance Program, AND MANY MORE SERVICES.**  
**[www.universalbizunlimited.com](http://www.universalbizunlimited.com)**
- **UBU is also offering its Homebuyer’s Program for any clients that are interested in purchasing a home. We will expedite the process for you from beginning to closing. Our agent works for Keller Williams Partners.**
- **UBU’s National One-Stop Business & Consumer Service Center has helped thousands of people succeed and change their lives for the better. We will continue to empower our clients to achieve ultimate success and personal growth.**
- **UBU also offer services to assist with preparation of 501c(3) Tax Exempt Status for a competitive rate.**
- **MANY MORE SERVICES.**

**[Visit Universal Business Unlimited, Inc’s website:](http://www.universalbizunlimited.com)**

**[www.universalbizunlimited.com](http://www.universalbizunlimited.com) and submit a request at the Contacts Page, or call [404-396-2537](tel:404-396-2537) or [305-586-8316](tel:305-586-8316) for faster service.**

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