

myBBD Tax Preparation Process

Tax Drop: Call or email our office to schedule a time to provide us with all your tax documents.

If you provide your documents electronically, we request you have an online appointment to review.



**Start Here:
Your Tax Drop**



**Your BBD AIC
Prepares your
return**

Your AIC: Your "AIC" is your *Accountant in Charge*. This is the person assigned to your engagement to be your primary point of contact.

Your AIC will assist you with: tax preparation, tax questions, payroll, accounting questions, etc.



Your copies posted to

myBBD Pass



myBBD Pass

All your important tax documents will be stored in your myBBD Pass account.

- Documents to sign will be posted here.
- Your completed tax return will be posted here.

myBBD
Interactive Review



Interactive Review: We will contact you to review your return online with BBD.

This review will allow us to make any final adjustments, answer questions you might have and provide direction for filing.

Go to
myBBD Pass
Download and Sign
E-file documents

