

Business
by DESIGN



BBD Tax Process

A guide to how we complete your taxes



Your Tax Preparation Process



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

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



All your important tax documents will be stored in your myBBDPass account.

- Documents to sign will be posted here.
- Your completed tax return will be posted here.
- Copies of your original documents will be mailed to you via registered mail.



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.

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.