



**SV9 Business Solutions LLC**  
5870 Highway 6 N, Suite 213, Houston, TX 77084  
(832) 535-1899 | [info@sv9bs.com](mailto:info@sv9bs.com) | [www.sv9bs.com](http://www.sv9bs.com)

Thank you for choosing SV9 Business Solutions to prepare your taxes.

Please follow the steps below to begin booking your appointment:

1. Visit our website: [www.sv9bs.com](http://www.sv9bs.com), look for **Tax Preparation Forms** next to the Book Now button
2. Review the **Client Checklist** to ensure you have all the documents ready to file.
3. Download, the **Client Information Package**, it is fillable and easy to navigate. **Complete, Sign and Save all documents.**
4. Take pictures of all your documents with your phone or scan as a PDF and review them to make sure they are viewable (look for the scan document feature on your phone).
5. Download the **TaxesToGo app** and create an account (if you filed with us the previous year, update your app and login with your username and password)
6. Once you are logged in press the Continue button and complete **all 9 easy steps**
7. In Step 3 - Upload Documents (**remember to include your signed Client Information Package, Schedule C Worksheet (for Business Clients Only) and ALL Required documents from the Client Checklist.**
8. You will need this information for Step 8: **Tax Preparer: Tisheka Brown**
9. Submit and you will see **TaxesToGo Congratulations!**
10. **Click Settings > Show My Tax Code** (you will need this code when booking your appointment online)
11. Now you are ready to book your appointment, visit our website: [www.sv9bs.com](http://www.sv9bs.com) to book your appointment!

It's SUPER easy, if you have any questions, feel free to contact our office at (832)535-1899.

Warm regards,

**Tisheka S. W. Brown, BSBA, MAOM**  
CEO