

# Best Tax Practices - Snail Mail Address

*“Did you get all of your W2’s, 1099’s and other tax documents to do your taxes?”*

That’s a common question when it is time to do your taxes. For some people, it’s not an easy question to answer, especially if they moved during the year or worked for multiple employers or contractors and don’t know how many W2’s or 1099’s they should be expecting.

*“Neither snow nor rain nor heat nor gloom of night stays these couriers from the swift completion of their appointed rounds”* is inscribed on the post office in New York. Though their rounds may not be impeded, getting your mail can be impeded for a number of reasons. Examples include using the CORRECT address at all let alone your CURRENT address. Many mail challenges are minimized by having a mailing address that is not your living address and a separate mailing address provides a lot of options you may not otherwise have and it can increase your security - for your mail and your person.

Furthermore, If you move(d) **and** you put in a Forwarding Order with the Post Office, you should expect it to add up to 2 weeks for your mail to get to your new address (for each Forwarding Order you have submitted).

Getting a **mailing address**, separate from your residential (living) address - such as a proper Post Office Box (P.O. Box) or a private mailbox (PMB) service (i.e., UPS Store or other providers) can help you easily get your mail swiftly and securely. Then you can move every day and not change your mailing address!

If you get a PO Box at the Post Office, your mailing address will be

[Your Name]  
Post Office Box # \_\_\_\_ (or PO Box # \_\_\_\_)  
City, State, Zip

If you get a private mailbox service (PMB), your address will be the physical address of the box service along with your unit number

[Your Name]	[Your Name]
1234 Main St # ____	1234 Main St PMB # ____
City, State, Zip	City, State, Zip

***But, you CANNOT use the term “Post Office Box” (or “PO Box” or “POB”)***

Having a steady and constant mailing address can expedite your mail delivery if you move frequently (or, at all). Having a mailing address that is not your home address provides a level of safety, as you do not have to give out your home address for mail matters. In addition, fees paid for a mailbox service (PO Box or PMB) may be a business expense.

Usually a PMB service is slightly more expensive than a true PO Box however the services and options the private box service offers are usually well worth the small difference in cost. Another valuable plus is that most private box services will let you call them to tell you what you have received, or to have them keep an eye out for a particular piece of mail you are expecting or have them forward your mail (in all or part, for a fee) to you - especially helpful when on location or traveling.

Lastly, be aware of the city in which you get your mailing address. Depending on some circumstances, you could trigger such an event as having to have a business license because of your mailing address. Example, people who have a Schedule C on their tax return and have an address such as an LA city address or a Santa Monica address on their tax return, are required to have an a business license (city address on tax return + Schedule C = business license requirement). Burbank does not have a license requirement for a similar scenario. If you live in Burbank but get a LA mailing address and you then you use that address on your tax return which includes Schedule C, you may be required to have an LA city business license. Check with the city!!!

*This is not a comment, information, or suggestion about not properly having a business license if you are otherwise required to have one; this is about mailing address, safety & security, and ensuring you get your mail.*