LAVATAI TAX SERVICE

Phone Numbers:
(562) 788-7389 • (562) 867-3002
14600 Lakewood Blvd.
Bellflower CA 90706

Hours During Tax Season (Jan. - April):
8am to 8pm, Monday - Friday • 8am to 6pm Saturday

Hours Off Season (May - Dec.)
By Appointment

Instructions for Files:

1. On the Upload Page, enter information in the **Label Field** (required). Use a name, company name or other text. The Label helps to identify the sender.
3. Add up to 25 files per upload. If needed, more than one upload batch can be sent. There is also a total file size limitation of 100MB (total of all files in the batch). There will be a notification when no more files can be added.
4. There will be a warning if the file type is not permitted.
5. Smaller batches may be easier to work with but you need to re-enter the label for each upload. This method can also help to organize groups with a unique label.
6. As files are added there may be a short delay as each file is prepared for upload, this is normal.
7. Click or Tap the **Upload** button to send the batch.

File and Folder Names:

1. Prepare files by adding text to each file name (such as "W2", "1099" or other description). This allows quick identification.
2. If possible, please check files for malware.
3. Please avoid the use of special characters, blank spaces and punctuation marks in file or folder names. Only use letters, numbers, the underline (_) or hyphen (-). Otherwise there could be a problem with file downloads.
4. Items to avoid: ~ ` + = ; : / \ < > , .@ # $ % & * ( ) { } [ ] ' " ? ^ !

File Types:

Allowed file types are those that would commonly be used to upload tax documents:

- Graphic file types: .jpg, .jpeg, gif, .bmp & .png
- Word and Excel file types: .txt, .xls, .xlsx, .doc & .docx
- Adobe Acrobat .pdf
- Compressed File Types: .zip, .rar, .sit, .sitx
- Other Text and Spreadsheet Types: .odt, .wps, .wpd, .odb, .ods, .sdc, .sdw, .sxc, .swx, .sxw

Upload Security:

File are protected during upload using file transfer encryption. The Lavatai server is secured using advanced security tools. Additionally all website files and data are secured using industry standard tools.

Instructions for Uploading:

1. **Upload by Drag-and-Drop:**

   On a Desktop or Laptop computer you can drag files directly into the Drag & Drop Area.
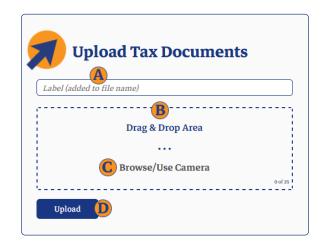
   Select several files and drag them as a group.

2. **Upload by Browsing:**

   Select the **Browse/Use Camera** link. A file selection window will open, just select files in the standard manner for your computer or mobile device. On mobile devices choose files instead of camera.

3. **Upload by Snapshot:**

   The **Browse/Use Camera** link can also upload a photo from your smart phone or tablet camera. Please include document information as part of the photo. (This is needed since the auto-generated snapshot name does not include any identifying information).

   For best results take the snapshot in a well-lighted area and keep the image in focus (check the image before uploading).

The Upload Screen

A. The **Form Label** is a required input for information used to identify the sender.
B. **Drag and Drop** files within the dotted area for upload.
C. Select the **Browse/Use Camera** link to browse for files or use the camera to take snapshot.
D. Click or tap the **Upload Button** to send the file batch.