

FRIENDLY REMINDERS PRIOR TO FORWARDING YOUR INFORMATION TO LOGAN KATZ LLP

☞ *Have I completed the Logan Katz LLP Checklist and considered Schedules A - G?* YES

Though these Schedules may appear somewhat overwhelming and time-consuming, they will minimize the follow up required by my Logan Katz preparer and therefore expedite the completion of my return, as well as keep my fees to a minimum!

☞ *Have I signed the engagement letter and enclosed it with my information?* YES

☞ *Have I made arrangements for the delivery of my return (e.g. courier and address; pick up; etc.)?* YES

☞ *Have I made payment arrangements with Logan Katz (e.g. Visa or Mastercard number)?* YES

☞ *Have I made my Logan Katz preparer aware of any exceptional situation applicable in 2009?* YES

☞ *If I am a new Logan Katz LLP client, have I enclosed a copy of my 2006, 2007 and 2008 income tax returns along with the related Tax Assessments and Reassessments?* YES
N/A

Logan Katz Tax Season Business Hours

Monday to Friday 8:00 a.m. to 5:00 p.m.
(including Good Friday – April 2th, and Easter Monday – April 5th)

Also note that some Logan Katz staff may be working later hours during the month of April.
Kindly make arrangements **prior** to coming to the Logan Katz offices after hours
or during the weekend.

*(Please ring the doorbell located at our front door if you are visiting our offices outside
of our regular business hours)*