

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 2011?* YES
- ☞ *If I am a new Logan Katz LLP client, have I enclosed a copy of my 2008, 2009 and 2010 income tax returns along with the related Tax Assessments and Reassessments?* YES
N/A

Logan Katz Tax Season Business Hours

Monday to Friday 8:30 a.m. to 5:00 p.m.
(including Good Friday – April 6th and Easter Monday – April 9th)

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)