

## FRIENDLY REMINDERS PRIOR TO FORWARDING YOUR INFORMATION TO US

	Yes (√)	N/A (√)
<p><b><i>Have I completed the Logan Katz LLP Checklist and considered Schedules A - G?</i></b></p> <p>(While these Schedules may appear somewhat overwhelming and time-consuming, they will minimize the follow up required by my Logan Katz LLP preparer and, therefore, will expedite the completion of my return, as well as keep my fees to a minimum!)</p>		
<p><b><i>Have I signed the engagement letter and enclosed it with my information?</i></b></p>		
<p><b><i>Have I made arrangements for the delivery of my return (e.g. courier and address; pick up; etc.)?</i></b></p>		
<p><b><i>Have I made payment arrangements with Logan Katz LLP (e.g. Visa or MasterCard number)?</i></b></p>		
<p><b><i>Have I made my Logan Katz LLP preparer aware of any exceptional situations applicable in 2012?</i></b></p>		
<p><b><i>If I am a new Logan Katz LLP client, have I enclosed copies of my 1994, 2010 and 2011 income tax returns along with the related Notices of Assessment and Reassessment?</i></b></p> <p>(i) <i>If I wish to have my income tax refund deposited directly in my bank account, have I informed Logan Katz LLP? Does Logan Katz LLP have my current banking information?</i></p> <p>(ii) <i>If I have amended my banking arrangements, have I informed Logan Katz LLP?</i></p>		

### LOGAN KATZ TAX SEASON BUSINESS HOURS

Monday to Friday 8:30 a.m. to 5:00 p.m.  
 (including Easter Monday – April 1<sup>st</sup>)

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)*