

IMPORTANT INSTRUCTIONS FOR FILING YOUR TAX RETURN(S)

Dear _____

In order to complete the filing of your tax returns please follow these instructions:

F E D E R A L	<p>TAX RETURN</p> <p>Refund of _____ Credit to Estimated Tax of _____ Balance due of _____</p> <ul style="list-style-type: none"> • Sign and date your return • Joint returns – both must sign • Mail on or before April 15 • Put daytime phone number on any checks 	<p>ESTIMATED TAXES</p> <p>1st Quarter – due 4-15* \$ _____ Ck.# _____ 2nd Quarter – due 6-15* \$ _____ Ck.# _____ 3rd Quarter – due 9-15* \$ _____ Ck.# _____ 4th Quarter – due 1-15* \$ _____ Ck.# _____</p>	F E D E R A L
<p>Make checks payable to: UNITED STATES TREASURY</p>			
S T A T E	<p>TAX RETURN</p> <p>Refund of _____ Credit to Estimated Tax of _____ Balance due of _____</p> <ul style="list-style-type: none"> • Sign and date your return • Joint returns – both must sign • Mail on or before _____ • Put daytime phone number on any checks 	<p>ESTIMATED TAXES</p> <p>1st Quarter – due _____ \$ _____ Ck.# _____ 2nd Quarter – due _____ \$ _____ Ck.# _____ 3rd Quarter – due _____ \$ _____ Ck.# _____ 4th Quarter – due _____ \$ _____ Ck.# _____</p>	S T A T E
<p>Make checks payable to:</p>			
L O C A L	<p>TAX RETURN</p> <p>Refund of _____ Credit to Estimated Tax of _____ Balance due of _____</p> <ul style="list-style-type: none"> • Sign and date your return • Joint returns – both must sign • Mail on or before _____ • Put daytime phone number on any checks 	<p>Include form number and Social Security Number on all checks for Estimated Tax and/or Balance Due.</p>	L O C A L
<p>Make checks payable to:</p>			

* If the 15th falls on a Saturday, Sunday, or legal holiday, your estimated tax payment is due the next business day.

PLEASE REVIEW EACH TAX RETURN ATTACHED. They were prepared from your records and the information you provided. Because of the declaration you make under penalties of perjury when you sign the forms, you should satisfy yourself that there are no material omissions or misstatements. If you desire, we will be glad to answer your questions and discuss the figures with you.

IF YOUR RETURN SHOULD BE AUDITED or adjusted, contact this office immediately so we can assist you in preparation for it and accompany you if you so desire.

It has been a pleasure to serve you this year, and I look forward to seeing you again.

YOUR TAX PREPARER