

Myer & Myer
Certified Public Accountants

Dear Friends:

Tax season is upon us again, and this year we are mailing you a tax organizer to help you gather tax information and to determine if any new or existing laws require further research for your benefit.

Filling out the organizer, as it applies to you, will help us evaluate your tax situation and concentrate our efforts in preparing a complete return. **Please remember** that failure to fully complete the organizer could result in missed benefits for you and your family.

Use the sections of the organizer that apply. Skip the sections that do not. Do not copy information plainly printed on W-2's, 1099's, 1098's and other tax reporting statements.

When you believe you have accumulated **ALL** of your tax information and completed this organizer you can mail or deliver it to our office at your earliest convenience. When we receive your paperwork we will assume we have everything necessary to compile your tax returns. We will call you in approximately two weeks to let you know the returns were completed or if we have any questions during the preparation of your returns. If you would like us to call you **before** compiling your tax return to discuss any matters, please note on the organizer.

Please try to submit your tax information to our office at your **EARLIEST POSSIBLE CONVENIENCE**; doing so will help ensure timely and efficient processing of your tax return. Paperwork received after March 27, 2012 will be compiled as quickly as possible, but we cannot guarantee the April 17th filing deadline and may need to process an extension.

Thank you for the opportunity to serve you, and for your referrals. If you have any questions, please do not hesitate to call our office during business hours of Monday through Friday from 9am to 5pm and Saturday from 9am to 2pm.

Sincerely,

Myer & Myer

Please read the following and sign below as acceptance of terms.

We will prepare your 2011 federal and state income tax returns from information which you will provide to us. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. We will not audit or independently verify the data you submit. However, we may ask for clarification of some data. You have the final responsibility for your income tax returns and, therefore, you should review them carefully before you sign them. If you have questions about any unique or different situations that occurred during 2011 that you believe will have income tax implications, you are responsible for bringing this to our attention.

The law provides various penalties when taxpayers understate their tax liability. You acknowledge that any such understated tax liability and resulting penalties are your responsibility and not the responsibility of Myer & Myer.

Taxpayer Signature _____

Date _____

Spouse Signature _____

Date _____