

DATE: _____

Contact Telephone#: _____



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IMPORTANT NOTICE

The deadline to file your **2016** Federal Income Tax Return is, **Tuesday, April 18th, 2016** and we have not heard from you. Unless we get your tax documents immediately, we will have to file an "Extension of Time to File Tax Return". If you require an "extension, please return this completed form to us by fax or e-mail ASAP. **Our fee for preparation of an extension is \$30.00.**

PLEASE FILL OUT ACCURATELY FOR A TIMELY EXTENSION

Name & SS#: _____
(Taxpayer)

Email: _____
(Taxpayer)

Name & SS#: _____
(Spouse)

Email: _____
(Spouse)

Address: _____

City, State & Zip: _____

Out of State Extension Needed? If yes, State? _____

Total Amount of Federal Income Tax Withheld from Box 2 of ALL W-2's: \$ _____

Total Quarterly Estimated Payments made (if any): \$ _____

Do you expect to owe additional taxes with your tax return?: Yes _____ No _____

Estimated Additional Amount Due with Return, if any?: \$ _____

PLEASE NOTE: An extension only gives you additional time to file your tax return. **It does NOT give additional time to pay your taxes.** To avoid late payment and late filing penalties, you must pay the estimated amount due with the extension.

If you owe additional tax with the extension, please contact us to allow enough time to prepare the extension and to provide a voucher to include with your payment to the IRS in a timely manner.

If you do not owe additional tax with the extension, we will file the extension for you on your behalf **AFTER WE RECEIVE THE INFORMATION ABOVE.**