

# FIRSTAX, L.P.

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Work Telephone# \_\_\_\_\_

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Preparer: \_\_\_\_\_

## IMPORTANT NOTICE!

We have not heard from you yet with regards to preparing your 2007 Federal Income Tax Return. The deadline is Tuesday, April 15, 2008! Unless we get your tax data immediately, we may have to file an "Extension of Time to File Tax Return". If you require an "extension", please return this completed form to us via fax ASAP, or, call this information to our offices **TODAY! Our fee for preparation of this extension is \$35.00.**

### WE MUST HAVE ACCURATE INFORMATION TO PREPARE YOUR EXTENSION!

Taxpayer Email: \_\_\_\_\_ Spouse Email: \_\_\_\_\_

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Social Security # - Taxpayer \_\_\_\_\_ SS# - Spouse \_\_\_\_\_

Total Amount – 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 TAX!!!!** To avoid late payment and late filing penalties, you **MUST PAY THE ESTIMATED AMOUNT DUE WITH TAX RETURN WITH THE EXTENSION!!!!!!**

**Lastly, if you do owe additional tax with the extension, please contact us to allow enough time for the extension to be prepared and sent to you so as to allow you to enclose your check to IRS and mail it timely!**

**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!**

Thank You! I am ....

At your service,



Craig Foster, Managing Member  
*FirsTax Management, LLC*, General Partner