

DAY \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

December 2011

Dear Clients and Friends,

I hope this holiday note finds you healthy and pray that you are doing well in these tumultuous times.

I have prescheduled your 2011 appointment near the same time as last year unless you requested a different time. Some will just be a "drop off" or a "call for an appt". You are welcome to change your appointment if it isn't convenient. Evenings and Saturday's book up early so be sure you give us a call early if you need to reschedule. Marina will be confirming ALL appointments a few days ahead of your scheduled time.

As in previous years, please drop off, email or fax your information 1-2 weeks prior to your scheduled appointment. This has really alleviated the various trips to the office if you are missing information. Please look at my website for an organizer to help you gather information if you aren't sure what to bring. Last year's tax return is a great resource for what to bring in this year. It is very important that you are prepared when you drop off. This helps to keep me efficient so I prepare an accurate return and keep costs down.

There are not a lot of tax changes this year but there have been some credits that have expired so your tax bill could go up. I will try to put anything new that pops up in December on my website. I have posted the Tax News & Tips Newsletter on my website.

Please sign the **yellow** "permission slip" and the **white** "authorization" form that I have included in this letter. It is very important that they are signed by both of you if you are filing a joint return.

Holiday Blessings & Happy New Year!!!

Sincerely,

Lauren King, EA

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