

YOUR DETAILS

NAME: _____ DATE OF BIRTH: _____

PARTNER'S NAME: _____ DATE OF BIRTH: _____

PHONE NO. DAYTIME: _____ AFTER HOURS: _____

MOBILE NO. : _____

POSTAL ADDRESS: _____

STREET ADDRESS: _____

EMAIL ADDRESS: _____

NAMES OF DEPENDANT CHILDREN: _____ DATE OF BIRTH: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

❖ In the event that you receive a tax refund, would you like us to withdraw our preparation fee from this refund? **(If you choose this option a cheque will be issued for the balance)**

Yes No

❖ How would you like to be notified/receive your completed tax return(s)?

By phone By post By email

INDIVIDUALS ONLY

As your Tax Returns are not due for lodgement until **March 2010**, please advise:

❖ Is your Return required urgently? (In peak period July / December there is a two to three week turnaround).

Yes No

❖ If no, please indicate the period that would be suitable:

3 – 5 weeks 5 - 7 weeks 7 – 9 weeks Anytime before Due Date

BUSINESS CLIENTS

As business returns are more complex, the usual time needed to complete your financial reports and/or income tax returns will be six to eight weeks.

❖ Would you like to receive newsletter via email? Yes No