

YOUR DETAILS

NAME: _____ DATE OF BIRTH: _____

SPOUSE'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

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. As July to September is our peak period we would appreciate if you could consider dropping in your information after September.

INDIVIDUALS ONLY

As your Tax Returns are not due for lodgement until **March 2012**, 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