



Shippen, Pope & Associates, PLLC
CERTIFIED PUBLIC ACCOUNTANTS

December 3, 2018

Get ready for your 2018 income tax return! Please fill out the enclosed information request forms. Based on prior years, we have selected the best organizer that we believe to fit your needs. If you would like something other than what you have received, please feel free to call our office and we will be sure to send it to you right away. If you prefer an electronic organizer that shows some prior year information, please e-mail us at plan@yumacpa.com. Please note that even if you e-mail the electronic organizer back to us, the return cannot be completed until you submit your documents/forms.

Even if you do not fill out the complete organizer, **at a minimum**, please complete the **Engagement Letter and Miscellaneous Tax Question Checklist**.

Avoid penalties and interest charges - Bring information early. Information not received by or appointments scheduled after March 15 could delay the completion of your return and require the filing of an extension. **An extension of time to file does not provide an extension of time for payment of tax liability;** therefore, it will be necessary for you to pay your tax liability with the extension to avoid penalty and interest. Without complete information and adequate time to review it, we cannot guarantee the accuracy of your tax estimate.

We appreciate your business, and we hope you will continue to recommend our firm to your friends and business acquaintances.

Please call as soon as possible to schedule your appointment.

Sincerely,

Shippen, Pope & Associates, PLLC

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Certified Public Accountants

"Planning Makes a Difference"

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