

FRIENDLY REMINDERS PRIOR TO FORWARDING YOUR INFORMATION TO US

	Yes (√)	N/A (√)
<p><i>Have I completed the Logan Katz LLP Checklist and considered Schedules A - G?</i></p> <p>(While these Schedules may appear somewhat overwhelming and time-consuming, they will minimize the follow up required by my Logan Katz LLP preparer and, therefore, will expedite the completion of my return, as well as keep my fees to a minimum!)</p>		
<p><i>Have I signed the engagement letter and enclosed it with my information?</i></p>		
<p><i>Have I made arrangements for the delivery of my return (e.g. courier and address; pick up; etc.)?</i></p>		
<p><i>Have I made payment arrangements with Logan Katz LLP (e.g. Visa or MasterCard number)?</i></p>		
<p><i>Have I made my Logan Katz LLP preparer aware of any exceptional situations applicable in 2013?</i></p>		
<p><i>Have I enclosed my 2012 Notice of Assessment with my information?</i></p> <p>(If Logan Katz LLP does not have my Notice of Assessment, I am exposing myself to errors in filing my 2013 return.)</p>		
<p><i>Have I set up "My Account" and authorized Logan Katz LLP as a representative?</i></p>		
<p><i>If I am a new Logan Katz LLP client, have I enclosed copies of my 1994, 2011 and 2012 income tax returns along with the related Notices of Assessment and Reassessment?</i></p> <p>(i) <i>If I wish to have my income tax refund deposited directly in my bank account, have I informed Logan Katz LLP? Does Logan Katz LLP have my current banking information?</i></p> <p>(ii) <i>If I have amended my banking arrangements, have I informed Logan Katz LLP?</i></p>		
<p><i>Have I made Logan Katz LLP aware of my foreign assets with an aggregate cost in excess of CAD \$100,000?</i></p>		
<p><i>Have I returned my USB memory stick that came with my 2012 final package for Logan Katz LLP to add my 2013 return once completed?</i></p>		

LOGAN KATZ TAX SEASON BUSINESS HOURS

Monday to Friday 8:30 a.m. to 5:00 p.m.
 (including Easter Monday – April 21st)

Also note that some Logan Katz staff may be working later hours during the month of April.
 Kindly make arrangements **prior** to coming to the Logan Katz offices after hours or during the weekend.

(Please ring the doorbell located at our front door if you are visiting our offices outside of our regular business hours)