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## 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 2017?</i></p>		

### LOGAN KATZ TAX SEASON BUSINESS HOURS

Monday to Friday      8:30 a.m. to 5:00 p.m.

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)*