



Weiss Family  
& Associates P.C.

August 8, 2011

Dear Client,

As you undoubtedly know, electronic communication has become one of the primary sources of business communication today. As such, the governmental agencies are requiring, for the 2011 tax year, that tax preparers file returns for their clients electronically.

In order to facilitate a smooth transition into electronically filing returns for all of our clients we are sending out this letter to gather your latest contact information. We would appreciate it if you could take a few moments to fill out this form and send it back to us by mail, email, or fax, whichever method is most convenient to you.

During the next tax season, we will need to be able to communicate with you electronically to ensure that you have reviewed and approved the filing copy of your return. Therefore having a valid email address that you routinely check is important. If you do not have access to an email account please check the appropriate box on the following form.

In addition to the enclosed contact information form is a mailer we just recently sent out in regards to loan modifications. If you or anyone you know needs help to handle their loan modifications please read and forward the enclosed mailer.

Please don't hesitate to call us if you have any questions or concerns.

Sincerely,

Donald J. Weiss, Esq, CPA

 Weiss Family & Associates P.C.

Client Contact Information

Name

\_\_\_\_\_  
First M. Last

Spouse

\_\_\_\_\_  
First M. Last

Mailing Address

Address Line \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Secondary Mailing Address (if applicable)

Address Line \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Secondary Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Check this box if you have no current active email address.