

Mark J. Cisco & Co., Ltd.

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Dear Clients and Friends,

Another year has come to a close. My staff and I have enjoyed working with you during the past year and look forward to seeing you in the next several months as we prepare your 2017 tax returns.

Included in this mailing:

- We have included in this mailing the “yellow” **Agreement for Services, the General Information, and the Health Care Coverage** form that must be completed, signed and included with your other tax related information. Please complete these forms in their entirety, front and back. **Please bring the papers with you to your appointment or drop them off with your tax information or this will delay the processing of your return.**

You can also access the above listed forms and other tax related information on our website at www.ciscocpa.com.

NEW LAST YEAR:

- In order for us to **prepare** your tax return, we must have a copy of your Driver’s License And/or State Issued ID, and that of your spouse, if applicable, as required by the State of Ohio (Ohio residents only). This is for everyone who has a State of Ohio Driver’s License.

Drop Off Service:

- **We encourage you to take advantage of our drop-off service.** You may simply drop off or mail your pertinent information to us and we will complete your return with no appointment necessary.

AGAIN THIS YEAR:

- After your return is completed, you will be notified that your tax return is ready for pick up via mail in the form of a Post Card.
- If you choose to bring in your taxes in April, an additional fee of \$49.00 will be charged for expediting your tax return.

Signatures:

- We will continue to require both the taxpayer and spouse to sign Form 8879–IRS e-file Signature form, which allows us to electronically file your tax return.

Payment is also due at the time of pick up:

- For your convenience we offer payment via check, cash, Visa, MasterCard, Discover & American Express.

Finally, we would like to take this opportunity to thank you for your loyalty as we all look forward to a prosperous and successful 2018.

Sincerely,

Mark J. Cisco, CPA