

NEAL REITZ

& COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

3151 Airway Avenue, Suite R-2
Costa Mesa, California 92626
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neal@nealreitzcpas.com

Dear Client:

We are more than happy to provide you additional copies of your tax returns. We suggest you first attempt to locate the original copies which we sent to you after preparing the returns. Due to the costs associated with storage and time incurred in retrieving your returns and information from our files the standard charge for a copy of a tax return is \$50/return per year. **Without such a policy in place, our clients have unfortunately used and abused us in the past as their "record keepers", requesting copies of returns repeatedly throughout the year.**

As an alternative you may request a copy of your Federal return from the IRS for a fee of \$57 per year by completing Form 4506 along with your payment. A copy of your California return may be requested by contacting the Franchise Tax Board and remitting payment of \$20/year for each return.

Please complete the below information to request a copy of your tax return from Neal Reitz & Company:

(Please mark the appropriate boxes)

_____ Please email me a copy of my tax return(s). I have paid the amount listed below online through your website. My email address is: _____.
(Please be sure to check your spam/junk folders)

_____ Please email a copy of my tax return(s) directly to my lender. I have paid the amount listed below online through your website. My lender's email address is: _____.

_____ Please mail me a copy of my tax return(s). I have paid the amount listed below online through your website.

I request copies of my **PERSONAL** tax returns (Federal and State) for the following year(s):

Year: _____ x \$50/return = \$50.00

Year: _____ x \$50/return = \$50.00

Year: _____ x \$50/return = \$50.00

Total = \$ _____

I request copies of my **CORPORATE/PARTERSHIP** tax returns (Federal and State) for the following year(s):

Year: _____ x \$50/return = \$50.00

Year: _____ x \$50/return = \$50.00

Year: _____ x \$50/return = \$50.00

Total = \$ _____

Grand Total (personal plus corporate) = \$ _____

Please FAX (714/437-1294) or email (Brittany@nealreitzcpas.com) this form back to our office Tax return copies will be sent once we receive confirmation of payment.