

ADAMS and HOOK, LLP
Certified Public Accountants
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"Interpreters of Information"

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TO ALL INDIVIDUAL TAX CLIENTS:

Re: Computer Scheduled Appointment

Below you will find your scheduled appointment date and time for preparation of your **2011** personal income tax returns:

CLIENT: xxx

DATE: xx

TIME: xx

We have **NOT** attached a 'PLANNING LETTER' this year. We now have multiple letters on line at www.adams-hook.com then choose **any letter that you wish**. Should you not be able to access the internet, please let us know and we will find the best method to get you a printed copy. **We also need every client's current email address.**

You now have the option of submitting your income tax data to us utilizing an **ONLINE TAX NOTEBOOK**. This feature has excellent security and is only accessible by passwords that we assign to each client. We also have **paper 'Tax Organizers'** available for all individual clients for whom we prepared returns for 2010. Both options are available by **individual request only**. The short form organizer is on the internet right above the planning letters. We will be 'scanning data' for all 2011 tax returns, but do **not** need the data until you come in for your appointment.

We are 'e-filing' **ALL** individual, and most partnership, fiduciary and corporate tax returns electronically to avoid IRS input errors. Direct deposit of refunds and automatic withdrawals are available if you want to use these! We plan to file **ALL** allowable returns electronically for 2011, unless a specific written request to do otherwise.

For the computer savvy, we are offering online individual tax preparation for **friends and family (non-clients)** at

SelfTaxPrep®.com with  effective around December 26, 2011, for **\$9.95*** (including FREE Federal electronic filing)—**"TRY IT FREE!"** Visit www.selftaxprep.com for access. ****State returns incur other charges. [Only one state return can be filed; No multi-state returns allowed.]**

*Email support and in house uploads are available should the need arise. You can't 'not get finished'.

From the entire staff: Merry Christmas (or Happy Hannukah) and Best to All for 2012!

Sincerely,

Glenn, David, Sharon and Teresa

Our 2012 motto: "Old age isn't the problem, High Mileage with obsolete parts is the issue"!