

January 1, 2008

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Dear Client:

For this tax year, **if you need an appointment**, I will have **individual** tax appointments on Wednesday from 9 a.m. to 6 p.m., Saturday from 9 a.m. to 3 p.m. and Monday, Tuesday, Wednesday, Thursday and Friday at 6:30 p.m. **ALL** appointments will be for **one half hour unless you request** that the scheduler make the appointment for one hour. **You also may mail or drop off your tax information at my office.** There is a mail slot that comes directly into the building for your convenience after hours. If you mail the information, either make a copy of the originals or send to me via certified mail or some other means by which the package may be traced if not delivered. **I must have a signed engagement letter and a completed questionnaire before the returns can be completed.**

I am again offering the option for you to receive your copy of the tax return on a CD with a paper copy of the return. If you want the CD, please be sure to let me know. This copy will be in PDF format. Each year, you will return the CD to me and I will put the latest year on the CD along with copies of many of your tax documents such as W-2s. When you send in your documents, please indicate that you would like this option. There will be no additional charge for this. If you elected this option for 2006, please return the CD when you send your documentation.

Tax returns will again be filed electronically whenever possible. This means that you will receive a copy of the return to review and the return will be electronically filed when I receive the completed authorization and **payment in full** for the return. I do accept VISA, MasterCard and Discover for your convenience.

I have a website at **www.lnorth.com**. Please check this website as it contains forms such as the engagement letter, SS-4, W-4, and W-9 which you can download for your use.

If you have any questions regarding the above or any other issues, please feel free to call my office.

Sincerely,

Leslie I. North