#2

**January 2016**

**Your name: Date:**

EXTENSION CHECKLIST

1□ “No problem…go ahead and plan on extending me.”

2□ “If you need to…okay. But give me plenty of notice, especially if I’m going to owe. I hate surprises. **And I agree to get my information in no later than Friday, March 18, 2016…YIKES!**”

3□ “I’m on the fence. I’m willing to consider it but I’d really prefer NOT to extend my tax return.”

4□ “Due to special circumstances I really can’t be extended this year.” Please, tell us why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Also, please understand that, to accommodate you, we will need to have all of your information in no later than Monday, February 29, 2016**.

5□ “I just don’t *want* to be extended.”   
**To accommodate you, we will need to have ALL of your information in no later than Monday, February 29, 2016.**