#3

January 2016

**$$$ 30 COUPON $$$**

***MUST RESPOND BY FEBRUARY 1, 2016***

Here’s what you need to do:

1. Fill in and/or sign items #1-4 (see cover letter) and get them back to us by the deadline above.

2. Sign and date the bottom of this letter.

3. Bring items #1-4 in to our office…mail, email, portal, whatever.

4. You must do this NO LATER THAN February 1, 2016.

5. When you do all of the above, we’ll give you your Organizer to take with you so it can be filled out later (at your convenience).

6. When you come in, we will take this letter and put it in your tax file so that we won’t forget to give you the $30 discount on your 2015 tax return preparation fee.

***“Okay. I brought in items #1-4 on or before 2/1/16, and I want my $30 discount!”***

Signature Date

*Official certification that above client has complied fully with terms of this letter and is, therefore, qualified to receive a $30 discount on his/her 2015 income tax return preparation fee. (Staff initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*