



Michael A. Gordon, CPA, LLC (an S corporation)  
**“Not Your Basic Bean Counter”**  
290 S. 4<sup>th</sup> Street, Coos Bay, Oregon 97420 541-269-1272

January 2018

#2

Your name: \_\_\_\_\_

Date: \_\_\_\_\_

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## EXTENSION CHECKLIST

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- 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 Monday, March 12, 2018...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: \_\_\_\_\_

**Also, please understand that, to accommodate you, we will need to have all of your information in no later than Monday, February 26, 2018.**

- 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 26, 2018.**

