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RE: Preparation of 4th Quarter 2009 New Jersey Sales Tax Return

Dear Client:

Your 4th quarter 2009 sales tax return for the State of New Jersey is to be filed by January 20, 2010. Please provide me with the following information **by Wednesday, January 13, 2010** for the past quarter (10/1/09 - 12/31/09):

- 1.) Total Receipts for the Quarter (include ALL cash that you received, INCLUDING receipts that are NOT subject to sales tax)
- 2.) Total Receipts for the Quarter that ARE subject to sales tax
- 3.) Your bank routing number and account number so that the sales tax can be debited from your account and paid electronically

Please provide me with this information no later than **Wednesday, January 13, 2010** so that I can file your return on your behalf with sufficient time.

If you have any questions, please let me know. Thank you for your assistance.

Joseph-Paul Timpano, CPA