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BRIAN SULLIVAN Registered Tax Agent

2011 Tax Preparation Questionnaire

Existing Clients

Your revised Tax Preparation Questionnaire that has been amended to accommodate relevant changes for your 2011 Tax Return. I have attempted to keep my questionnaire relevant to your needs without being too complicated.

My commitment:

I have, and will continue, to offer you the best possible personal and professional tax service to you and I also invite you to compare my fees and services. My fee can be deducted from your refund and the net refund can be direct debited to your nominated account.

At your earliest convenience could you please complete your questionnaire, enclose your payment summary {group certificate(s)} and return to me by either post, fax or email attachment.

Upon receiving your completed questionnaire, I will personally prepare your computerized tax return and forward to you for your inspection and approval prior to electronically lodging with the Australian Taxation Office. Refunds are usually processed within a 14 day timeframe.

If you prefer you are more than welcome to attend my home office at Terrigal for an interview rather than utilizing my questionnaire, **the decision is yours**. However, please book an appointment as soon as practicable to avoid any delays in lodgment.

I would appreciate if you could recommend my tax business to your friends and family.

Brian Sullivan
Registered Tax Agent
Email: bnstax@optusnet.com.au
Mailing Address:
16 Sainsbury Close, Terrigal NSW 2260