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CAMPANA, CAMPANA & CO., INC.
5445 BEAVERCREST DR. SUITE 5
LORAIN, OH 44053-1730
440-282-1511

5400 VICTORIA DRIVE
LORAIN, OH 44053-3527

Dear Valued Client:

To assist us with getting your taxes prepared as efficiently as possible, please submit the following documentation. If any information does not apply to you, please draw a line through it.

- Forms W-2 for wages, salaries and tips.
- All Forms 1099 for interest, dividends, miscellaneous income, etc.
- Brokerage statements showing investment transactions for stocks, bonds, etc.
- Schedule K-1 showing income from partnerships, S corporations, etc.
- 1098 Statements supporting deductions for mortgage interest and taxes.
- List of all estimates made, date sent, & amount, if applicable.
- All Closing Statements from PURCHASE, SALE, or REFINANCE of all houses.
- Any Purchase Papers for any non-business automobiles or boats bought in 2004.
- Information forms: Schedule C business or Schedule E rental property.
- Any tax notices sent to you by the IRS, State or any city agencies.

Thank you for the opportunity to serve you. Remember, for prompt service, PLEASE CALL US NOW WITH ANY QUESTIONS or e-mail us at Campanainc@yahoo.com. Having questions answered now and having all the necessary paperwork to us when the taxes are brought in will help speed up the process.

Please keep in mind that we are now licensed to provide you with financial services. This includes setting up new accounts or transferring accounts including annuities, 401 K, life insurance, mutual funds, etc. This year *E Filing is available* to most clients for a small fee. Let us know if you are interested.

Sincerely,
Tom Campana, Gina Campana, Nicole Hamrick and Staff