



October 12, 2009

Dear Client,

**RE: Confirmation of mailing procedures**

In an effort to insure the privacy of the financial and tax records that we mail back to you when we have completed the processing of your tax returns, we would like you to confirm that the procedures that we use are correct and acceptable to you.

Currently, we return your tax records to your residence via UPS (United Postal Service). Since UPS is **not** a government agency they are not allowed by law to leave any documents in your mail box, so they frequently leave them at the front door. The reason we use UPS is because we can track the packages, which we can't do using the US postal service. If you would prefer that your records not be left at your door, we either need to send them to an office address, use the US postal service, or set up the delivery so that they require a signature to deliver them.

When returning your records by USPS (United States Postal Service) if the documents are too large for your mail box they will leave a pick up tag requesting you contact your post office to retrieve the package.

Please indicate in the space provided below the method you would like us to use to return your records. Please also provide the email address that you would like us to use to notify you when we are returning your tax records \_\_\_\_\_@\_\_\_\_\_.\_\_\_\_:

\_\_\_\_\_ UPS (no signature required) \_\_\_\_\_ UPS (signature required) \_\_\_\_\_ US Postal Service  
\_\_\_\_\_ Shred (we only send copies)

Use home address to deliver info: Yes \_\_\_\_\_ if No, please provide alternative address below:

Client Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any special instructions or requests please let us know, and please be certain to call our office and notify us should your preferences change. **Please return this form to our office via fax to 818.449.1817, no cover page required, or scan and email to prichards@fbco.com.**

16830 Ventura Boulevard, Suite 400  
Encino, California 91436  
Tel 818.783.7140 310.284.8267  
Fax 818.783.3706  
Web www.fbco.com