



JPT FINANCIAL SOLUTIONS, INC.

accounting control consultants & solutions specialists

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RE: Preparation of 1st Quarter 2018 New Jersey Sales Tax Return

Dear Client:

Your 1ST quarter 2018 sales tax return for the State of New Jersey is due to be filed by April 20, 2018. Please provide me with the following information **by Tuesday, April 10, 2018** for the past quarter (1/1/18 – 3/31/18) so that I can file your return on your behalf with sufficient time:

- 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

If you have any questions, please let me know. Thanks and regards JP

Joseph-Paul Timpano, CPA