



JPT FINANCIAL SOLUTIONS, INC.

accounting control consultants & solutions specialists

Joseph-Paul Timpano, CPA
President
419 River Road
Bogota, New Jersey 07603

Tel: 201-996-9854
Fax: 201-996-0874
eMail: jp.timpano@gmail.com
Website: www.jptfinancial.com

RE: Preparation of 3rd Quarter 2018 New Jersey Sales Tax Return

Dear Client:

Your 3rd quarter 2018 sales tax return for the State of New Jersey is due to be filed by October 20, 2018. Please provide me with the following information **by Wednesday, October 10, 2018** for the past quarter (7/1/18 – 9/30/18) 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