

**DLH Tax & Bookkeeping Services**  
**3105 W Marshall St**  
**Suite 214**  
**Richmond, VA 23230**  
**804.303.8105**

To Whom It May Concern:

Thank you for your interest in my tax and bookkeeping services. Below are few preliminary items to complete. You are welcome to drop off you W2 and any information you have. If more information is needed I can pick them up from you.

Thank you in advance for your service and I look forward to a long lasting relationship with you.

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Name/SSN: \_\_\_\_\_

Spouse/SSN: \_\_\_\_\_

Dependents/SSN: \_\_\_\_\_

Dependents/SSN: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number/ \_\_\_\_\_

Best time to call

Again, please don't hesitate to take a business card and call me with any questions or concerns you have. I will speak with you very soon.

Sincerely,

Darrick L Hall



Please print this form and complete the requested information. Then bring this completed form to our scheduled appointment.