



## Firm/Personal Information

Name \_\_\_\_\_  
 Firm \_\_\_\_\_  
 Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email (Required) \_\_\_\_\_

Your subscription to Tax News & Tips includes free personalization of your newsletter masthead (page 1) and return address area (page 4). Once the initial masthead and return address area has been created and approved, **charges apply per change request.**

## Masthead Changes

Changes to Masthead (**provide detail**) \_\_\_\_\_

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New Logo/Artwork (**Email electronic sample to: [info@taxnewsandtips.com](mailto:info@taxnewsandtips.com)**)  Color Version  Black & White Version

## Mailing Panel Changes (If different than above)

Use this area if you have changes to the newsletter mailing panel.

Changes to Printed Mailing Panel (**provide detail**) \_\_\_\_\_

Add  Delete  Change (**Bulk Permit**) \_\_\_\_\_

Add  Delete  Change (**Address Correction Requested**) \_\_\_\_\_

## TNT Tip

Included in your order is free personalization of your newsletter masthead (page 1) and return address area (page 4) **for your first issue.** We reserve the right to charge for changes after your first issue, at our discretion. Reasons for charges would include repeated changes or significant artwork/logo modifications. List **ALL** of your changes on **ONE** form. Subsequent changes require a new Masthead Change Form and \$25 fee.

## Changes To Shipping Address (No Charge) (No Post Office Boxes)

Use this area if you have changes to the address you want your newsletters shipped. There is no charge to change the address we ship newsletters to. **UPS will not leave a package at a business without a signature, which will result in extra charges.**

Changes to Shipping Address (**provide detail**) \_\_\_\_\_

## Payment Method

Check in the amount of \$25 | Checks payable to: **Tax News & Tips** • 1224 10th Street #210 • Coronado, CA 92118 (Your cancelled check will be your receipt)

Charge Credit Card \$25 (below)

**By Fax:** Send credit card order to **(855) 385-5736**

**By Credit Card:**

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV Code \_\_\_\_\_

Billing Zip Code \_\_\_\_\_

## Publish Dates

Issue	Order & Masthead Changes Deadline	Shipping Date
Mid Year	April 23rd	May 21
Fall	July 23rd	August 21
Year End	October 23rd	November 21