



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**) _____

New Logo/Artwork (**Email electronic sample to: patty@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** • PO Box 88 • Milan, OH 44846 (Your cancelled check will be your receipt)

Charge Credit Card \$25 (below)

By Fax: Send credit card order to **(855) 385-5736** (New Toll-Free Fax Number)

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