Open the Portable Document Format (PDF) file attachment like you would with any other file attachment. Depending upon your email program, either double-click the file attachment or use the Download button. In order to print your Client Organizer you must have the Adobe® Reader® version 7.0 or greater installed. If it is not already installed on your computer, you may download the free Adobe Reader from http://www.adobe.com/products/acrobat/readstep2.html.

To protect your privacy, your Client Organizer is password protected. When prompted, enter the password using only numbers. *The password to open your Electronic Client Organizer is your SSN. For example, if your Social Security number is 111-22-3333 you would enter 111223333.*

The IRS does not send out unsolicited emails requesting detailed personal information. Such authentic-looking emails are called "phishing" emails and responding may expose you to identity theft. If you receive such an email from the IRS, send a copy of the email to phishing@irs.gov. Please do not respond to the email unless the email request you send to the IRS has been verified as legitimate. You may also contact our office regarding any correspondence, written or electronic, that you receive from the IRS.

In order to meet the filing deadline for your 2009 income tax return, your completed tax organizer needs to be received by our office no later than March 20, 2010. Any information received after that date may require an extension of time be filed for your return. It is your responsibility to contact our office if you require an extension of time to file.

To contact us regarding this message, please call us at 218-263-8420 or email us at djohnson@dijohnsonco.com.

Thank you for the opportunity to serve you.

Sincerely,

D.I. Johnson & Co., Ltd.

IRS CIRCULAR 230 DISCLOSURE REQUIREMENT: IRS Circular 230 requires us to notify you that any tax advice contained in this communication (including attachments) is not intended or written to be used, and cannot be used, by any person for the purpose of avoiding tax penalties that may be imposed by law.