



Global Executive Management Solutions

Certified Public Accountants

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I understand you are about to embark on a new international assignment - Congratulations!!!

As part of this assignment, we would like to offer you a service commonly called a "U.S. Exit Interview." This interview is designed to help explain how your U.S. Federal and State income taxes will be impacted due to this assignment and prepare you for and help you plan for the IRC Sec 911 Foreign Earned Income and Housing Exclusion. The interviews are usually about ½-hour long and can be held over the phone.

If you are interested in this meeting, simply complete this form and fax it back to us at (678) 625-7642.

First Name:		Last Name:	
Spouse's First Name:		Spouse's Last Name:	
Business Phone:		Home Phone:	
Mobile Phone:		Spouse's Mobile Phone:	
Work E-mail:		Home E-mail:	
Home Address:		Work Address:	
Anticipated Assignment Length (Circle One):	(Less than 12 months)	(More than 12 months)	(At Least 330 days)

Prior to our meeting we recommend you review our site and develop a list of questions for us. The site is full of expatriate tools and tips. One tool in particular is the travel and workday calendar which is located at <http://www.gemms.us/travel>. Please proceed to this website and download a copy prior to our meeting. Do not print this document. Simply have the electronic version available for us to review and discuss during our meeting.

Finally, I would like to request that you please send a copy of your most recently filed US Federal & State tax returns to us before our meeting.

Our hourly rate is \$200/hr and if your call exceeds the ½- hour anticipated length, the cost for this service will be billed at our hourly rate. Your return of this form is considered agreement to these fees.

If you have any further comments, questions, or concerns, please do not hesitate to contact me.

Very truly yours,

Chuck Heyde, C.P.A.
For Global Executive Management Solutions