

## Filing your Return

1. A copy of your return will be provided to review only after I have received a signed copy of my Engagement Letter.
2. Please review your entire tax return. Make sure critical areas such as Name, Social Security, Address and Date of Birth are correct.
3. Form 8879 (e-file signature authorization form that acts as your digital signature allowing me to file your return) will be sent via DocuSign. Form 8879 MUST be signed prior to sending your Federal and State returns.
4. Close out your invoice.