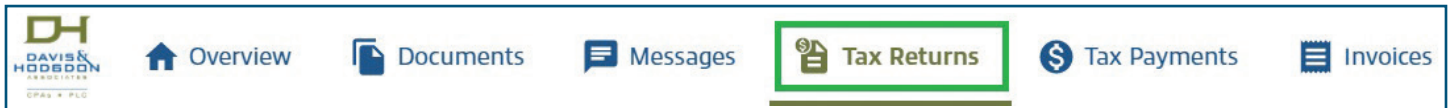


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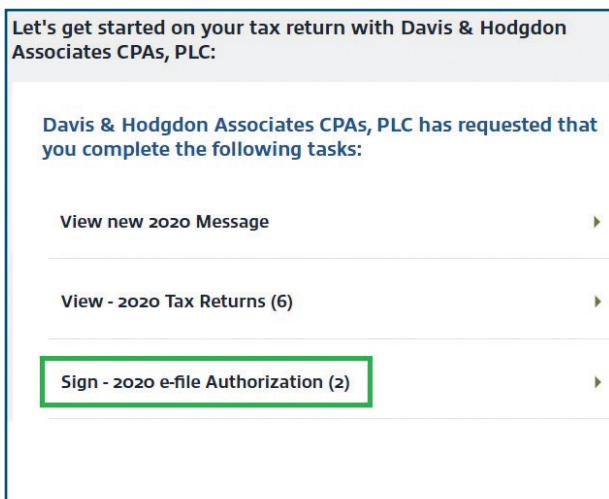
Reviewing and Finalizing Your Return

- Log into your TaxCaddy Account.
- Click the Tax Returns section on the Menu Bar.



- In the Tax Returns section, you will find:
 - a. Filing Instructions, including a Cover Letter with details on finalizing your return.
 - b. Federal Tax Return
 - c. State Tax Return(s)
 - d. Prior 2 years of tax returns (if we prepared them)
- After reviewing your return(s), click the Overview section on the Menu Bar to access electronic filing authorization forms.

Click “Sign-2020 E-file Authorization” from the items listed on the left-side of your screen.



- Scroll down to the To Sign section to review E-file forms to be signed by you:
 - a. IRS E-file Form
 - b. State E-file Form(s) (if applicable)
- Click on the IRS E-file Form and “Sign & Accept”. You will be asked to provide personal information to acknowledge/authenticate your identity to sign the documents.
- Click Submit when done.
- Repeat this step for each E-file authorization form.

When you review and sign your E-file forms, our Team is immediately notified by TaxCaddy.

**Please let us know if you have any questions regarding your return,
prior to completing the E-file forms.**