



## New! Electronic Delivery of Your 2019 Tax Return

In order to keep up with advances in technology, we are utilizing a new and exciting process this year for delivering your tax return, called **SafeSend Returns**. **SafeSend Returns** will allow us to securely deliver your tax return electronically, with easy to follow instructions. Please take a few minutes to read this overview to ensure a positive experience.

The **SafeSend Returns** process is easy and will work as follows:

- Once your 2019 Tax Return has been prepared, you will receive an e-mail from: [tmelton@sharrardmcgee.com](mailto:tmelton@sharrardmcgee.com) telling you the return is ready.
- Another email will follow from [noreply@safesendreturns.com](mailto:noreply@safesendreturns.com).
- If you don't see the email from [noreply@safesendreturns.com](mailto:noreply@safesendreturns.com) please be sure to check your JUNK/SPAM folder.
- Our firm name will be indicated in the e-mail from **SafeSend Returns**.
- This e-mail will include a secure link.
- To authenticate your identity, you will be prompted to enter the last 4 digits of your social security number. This will send an access code to your email address. Copy and paste the access code into the designated area. Press continue to authenticate your identity.
- Follow the steps for completion.
- Review your Returns.
- Manually or Electronically E-Sign your e-File Authorization forms.
- If you choose to electronically E-sign, you will need to answer 3 out of 5 security questions correctly in order to verify your identity. AFTER you complete the signing process, a separate e-mail will be sent to your spouse if filing jointly.
- You may download and/or print your returns.
- This process can be completed on any device (PC, Mac, Smart Phone and/or Tablet).

For additional assistance, we will provide a link to a short video in the initial e-mail on how to complete the process.

We feel confident you will enjoy the ease of use and security of this new process and we look forward to your feedback. Should you have any questions, please feel free to contact [tmelton@sharrardmcgee.com](mailto:tmelton@sharrardmcgee.com) at any time.