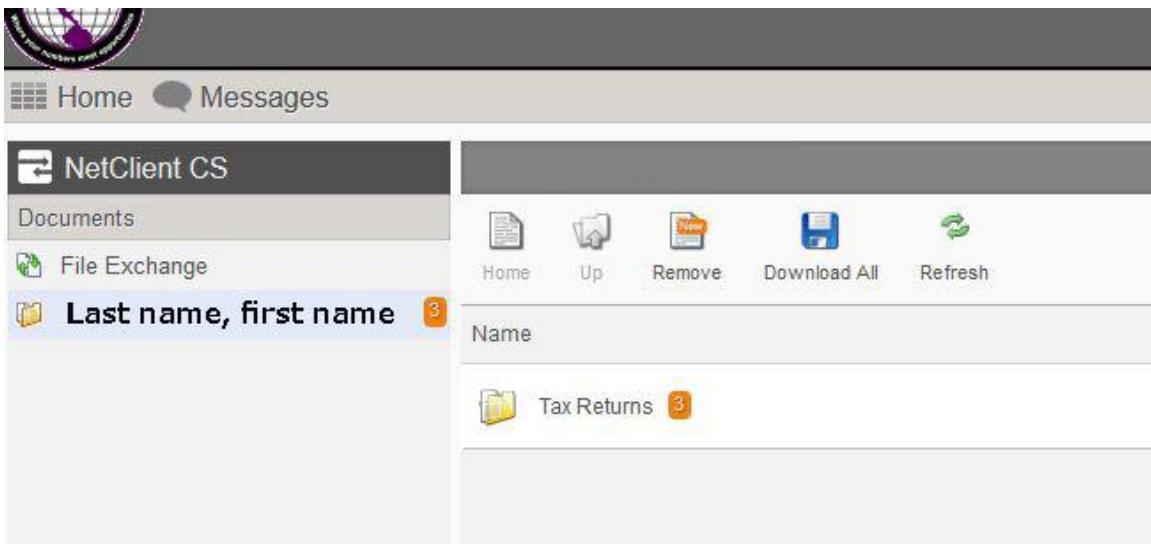




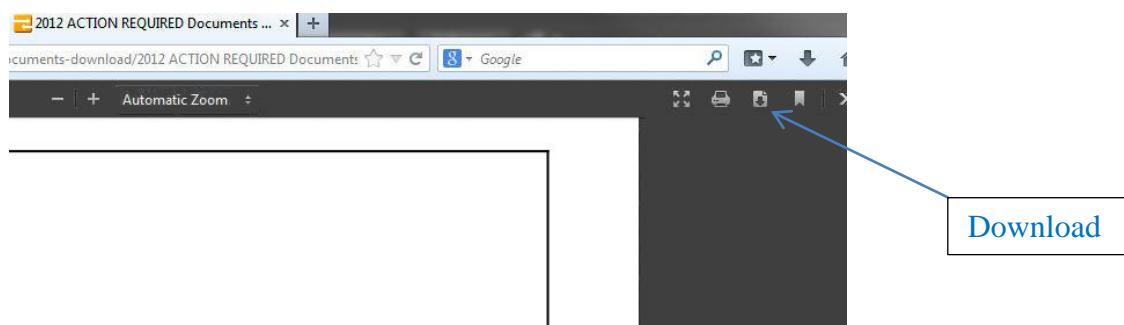
Reviewing and Signing your Taxes

When your taxes are completed by your preparer they will be uploaded to your secure Online account. Before they can be submitted to the taxing agency you need to **review** your returns, **sign** and return the e-file signature form (8879) and **pay** us for our services.

- Log in to your secure online account through our website at www.woodburycpas.com
- To **review** your tax return:
Click on your name in the Documents list, open the tax returns folder, then select the year for the return you wish to view. This will give you a list of all the tax returns, supporting documents and ACTION REQUIRED documents for the year selected.



Click on a return to open it, then you may either review it online, or download it to your computer.



- To **Sign** and return the e-file signature form:
Open the ACTION REQUIRED documents file, and select the page labeled: Form 8879 “IRS e-file signature Authorization”.

The image shows a scanned document of Form 8879, titled "IRS e-file Signature Authorization". At the top left is the number "8879" with "Form" written above it. Below it is the text "Department of the Treasury Internal Revenue Service". At the top right is the year "2012". In the center, the title "IRS e-file Signature Authorization" is printed. Below the title are two instructions: "Do not send to the IRS. This is not a tax return." and "Keep this form for your records." There are also two small checkboxes next to these instructions.

Print this page and sign the appropriate lines (in section two, middle of the page) for “your signature” (taxpayer) and “Spouse’s signature”.

This signed page may then be returned to us in a number of ways. You may bring it in, fax it, mail it, or upload it onto your online account. We **Cannot** file your return until we have received a copy of the signed form.

- To **Pay** us for our services:
Your invoice will be located in the ACTION REQUIRED documents file. You can pay us by check or credit card. If you wish to pay by credit card you may either pay over the phone or fill out the credit card form and fax it or upload it to your online account. We will not file your return until we have received payment.

Note: If you owe taxes, you will find all the instructions and vouchers for payment in the ACTION REQUIRED documents file. If you are getting a refund, you can check on the progress through the 'where's my refund' link on our homepage.