



GITTELMAN & company, p.c.

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"Tomorrow's knowledge today"

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eSignature for 2021 Tax Returns

Dear Client,

As part of our effort to upgrade our technology to better serve you, we will now be using eSignature to assist with signing and returning all 2021 e-file authorization forms.

When your return is completed, a secure email will be sent to you and your spouse (if filing a joint tax return) which will include a copy of the return and all e-file authorization forms. After you have reviewed your return, you will follow the instructions and use eSignature to sign and return these forms electronically and securely. Separate emails will be sent to taxpayer and spouse. Both will be required to follow these procedures.

Why use eSignature?

Sending eSignature requests for any form or document allows automated status tracking and client reminders.

It will include multiple documents and eSignature fields in one request. An eSignature folder allows for up to 25MB of information to be sent to you as part of the same request.

Please see the link below for the YouTube link that explains and demonstrates how to use eSignature and its advantages.

<https://www.youtube.com/watch?v=DKDKqgc4vIY>

If you have questions on how to use eSignature, please feel free to contact [Donna Swiatek](#) or [Yessica Herrera](#)

If you do not wish to use eSignature you will need to notify Donna or Yessica that you would prefer to receive the e-file authorization forms via secure email, mail or fax.

Thank you for your cooperation.

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