ELECTRONIC SIGNATURE INSTRUCTIONS

WATCH A SHORT 2 MINUTE INSTUCTIONAL VIDEO OR FOLOW THE INSTRUCTIONS BELOW:

- VIDEO: <u>https://proconnect.wistia.com/medias/agm646b2du</u>
- WRITTEN INSTUCTIONS ARE BELOW
- See <u>Page 7</u> to learn how to <u>"Save</u>" a copy of your 2022 Tax Return, signed 8879 and Invoice after signing via DocuSign.
 - Note: A copy of your 2022 Tax Return, signed 8879 and Invoice will be available on the Client Document Portal within 3 business days of signing.
- 1. ALL 8879 ELECTRONIC SIGNATURES ARE SIGNED VIA DOCUSIGN
- 2. YOU WILL RECEVE AN EMAIL FROM LEXINGTON FINANCIAL/DOCUSIGN.
 - <u>Ioint Returns</u>: both Spouses must sign the electronic authorization (8879) Form.
 - **<u>2 email</u>** addresses on file (one for each Spouse). An email, requesting E-Signature, will be sent to each Spouses personal email address on file.
 - Individual
 - **<u>1 Email</u>** address on file. 2 emails, requesting E-Signatures for each Spouse, will be sent to the 1 email address on file.
 - Both Spouses need to E-sign the 8879 via DocuSign for it to be sent back to Lexington Financial.

Sanford Camacho sent you a document to review and sign. REVIEW DOCUMENTS Sanford Camacho sanford@lexington-finance.com Please review and sign your 2016 tax return Electronic Filling Signature Aauthorization (forms 8879).	Docu <i>ngn</i>				
REVIEW DOCUMENTS ♡ Sanford Camacho sanford@lexington-finance.com Please review and sign your 2016 tax return Electronic Filling Signature Aauthorization (forms 8879).	Sanford Camacho sent you a document to review and sign.				
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	Sanford Camacho sanford@lexington-financ Please review and sign yo (forms 8879).	e.com our 2016 tax return Electronic Filling Signature Aauthorization			
Note: If you are filing a joint return then both spouses must sign the electronic authorization.	Mada If an offer the	int return then both spouses must sign the electronic			

2. CLICK ON *"REVIEW DOCUMENTS"*. YOU WILL BE REDIRETED TO A NEW PAGE.

4. YOU WILL BE PROMPTED TO ENTER YOU PERSONAL IDENTIFYING INFORMATION.

Lexington Financial			
Check - Dersonal Information			
Enter your home address. This information, along with your name w	rill be used to	generate a list of questions to verify your identity.	
equired Information (Home Address) Name:		Optional Information	
Street 1:	T~].	Last 4 digits of SSN:	
Street 2:		Date of Birth:	
City:	•	mm / dd / yyyy	
State:			
Zip:			

1. FILL OUT THE FORM AND PRESS *"NEXT"*. YOU WILL BE REDIRECTED TO NEW PAGE WHERE YOU WILL NEED TO ANSWER THREE SECURITY QUESTIONS THAT ARE GENERATED AT RANDOM FROM PUBLIC INFORMATION (I.E. DMV RECORDS).

Consider Deservate from Consider	
Security Requests from Sender	
Sanford Camacho Lexington Financial	
D Check - Identification Questions	
These questions are being generated as a means of an identity check requested by the document sender. None of this information is provided to the document sender or to anyone r	except you.
Please answer all of the questions provided.	
SUBNIT ANSWERS	

6. ANSWER THE THREE QUESTIONS AND THEN CLICK *"SUBMIT ANSWERS"* . YOU WILL BE REDIRECTED TO A NEW SCREEN

I. If you are unable to answer the security questions correctly you will be locked out. If this happens please call Lexington Financial and we will resend the E-signature.

7. CLICK THE BOX ON THE TOP LEFT INDICATING THAT YOU "AGREE TO USE ELECTRONIC RECORDS AND SIGNATURES". THEN PRESS "CONTINUE".

\sim	Please Review & Act on These Docur Sarford Gamacho Lexington Financial Please review and sign your 2016 tax return Electronic Filling Sig View More	ments nature Aauthorization (forms 8879).			DocuSign
2	Please must the Electronic Records and Signature Disc I agree to use electronic records and signatures.	osus.		CONTINUE	OTHER ACTIONS -
	Docultur Environe ID: 406062	NC-0414-4710-4080-454018(14312C			
- 1	From 8879	IRS e-file Signature Authorization - Don't word to the BS. This lan't a tax return Keep this form for your records Internation about Fare March and the set March and the Set March and Set March 2014 and instruction is all wave regrestered March 2014 - Internation about Fare March 2014 and instruction is all wave regrestered March 2014 - International Automation about the set March 2014 and 1014 - International Automation - Set March 2014 - International Automation - Set March 2014 - Set M	2016		
	Submasor Identication	Namber (GID)			

8. THE SCREEN WILL BECOME UN GRAYED AND THE "START" BUTTON ON THE LEFT OF YOUR 8879 WILL APPEAR. PRESS THE *"START"* BUTTON.

START	boobagii Entelope Ib. 4000EAE	C-0414-471C-9DB0-45401E14312C	
	Form 8879	IRS e-file Signature Authorization	OMB No. 1545-0074
	Department of the Treasury Internal Revenue Service	 Don't send to the IRS. This isn't a tax return. Keep this form for your records. Information about Form 8879 and its instructions is at www.irs.gov/form8879. 	2016
	Submission Identification N	umber (SID)	

9. A POP-UP SCREEN WILL APPEAR TO "ADOPT YOUR SIGNATURE". YOU CAN DO ONE OF THE THREE OPTIONS:

- 1. SELECT STYLE
- 2. DRAW
- 3. "UPLOAD" A SIGNATURE YOU HAVE SAVED

10. ONCE YOU CHOOSE YOUR OPTION PRESS "ADOPT AND SIGN"

Confirm your nam	ne, initials, and si	gnature.				
Full Name					Initials	
Select Style	Draw U	pload				
PREVIEW						Change St
By selecting Adopt	and Sign, Lagree	that the signature and in	tials will be the electronic repre	esentation of my si	gnature and initials f	or all purposes when I (r

11. YOU WILL BE RETURNED TO THE 8879 FORM. YOU WILL NEED TO CLICK ON THE *"SIGN" BUTTON TO APPLY YOUR SIGNATURE"*.

Com OO / 7	IRS e-file Signature Authorization	n	OMB No. 1545-0074
Form OCT 5	 Don't send to the IRS. This isn't a tax return. Keep this form for your records. 		2016
Department of the Treasur Internal Revenue Service	Information about Form 8879 and its instructions is at www.irs.g	gov/form8879.	
Submission Identifie	cation Number (SID)		
Taxpayer's name		Social sec	urity number
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apouse's name		Spouse s t	social security number
Part I Tax F	Return Information – Tax Year Ending December 31, 2016 (Wh	nole dollars only)	
1 Adjusted gros	s income (Form 1040, line 38; Form 1040A, line 22; Form 1040EZ, line 4; Fo	irm 1040NR,	
Ine 37)	m 1040 line 63: Form 10404 line 39: Form 1040F7 line 12: Form 1040NP I	line 61)	2
3 Federal incom	te tax withheld from Forms W-2 and 1099 (Form 1040L2, line 12, Form 1040RA, 1	line 40:	-
Form 1040EZ	line 7; Form 1040NR, line 62a)		3
4 Refund (Form	1040, line 76a; Form 1040A, line 48a; Form 1040EZ, line 13a; Form 1040-SS	S, Part I, line 13a;	
5 Åmount you o	, ine 73a) we (Form 1040, line 78; Form 1040A, line 50; Form 1040E7, line 14; Form 11	040NR line 75)	5
Dest II Taxa	aver Declaration and Signature Authorization (Be sure you of	at and keep a co	of your return)
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