

How To Use The App for Taxpayers

Step One

Taxpayer will download “My Tax Office” from the Google Play or IOS App Store

Step Two

Set up an account within the app. Enter in the following code when asked to enter in your preparer’s firm passcode: _____

Step Three

Once you have successfully set up your account, you will be able to

- Upload documents
- Send your tax preparer messages
- View the status of your return
- View and review Tax Forms
- Agree to allow tax preparer to send return to IRS
- Sign Tax Forms

If you have any questions, please give our office a call at: _____