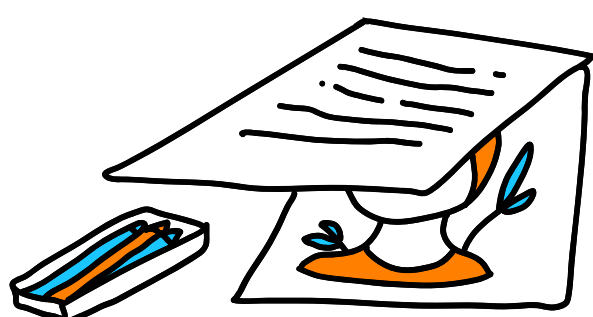


HOW TO SCAN TAX DOCUMENTS

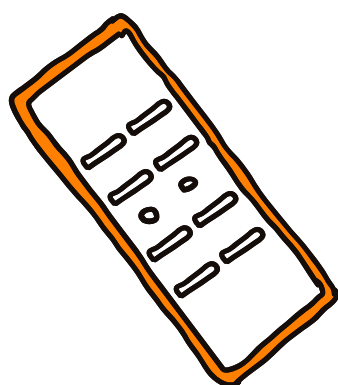


1. Gather paper docs

Gather your documents and arrange them into a neat stack for fast scanning!

2. Compare to checklist

Make sure the items on your tax checklist are all included! This will make the tax process smoother for you.



3. "Scan" by taking pics!

You can use your phone to snap pictures. We recommend an app called Genius Scan to help!

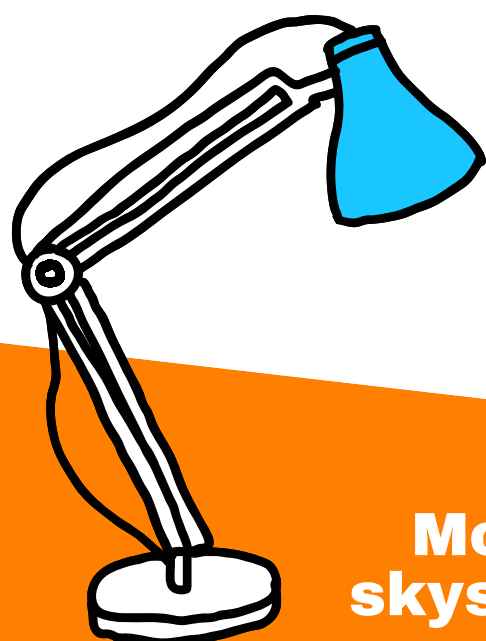
4. Upload them

Add your photos to your tax portal - You can access it from your phone to make this easier!



5. Complete Portal

Make sure you sign the agreement and answer your tax questions so we can begin work.



More guides at
skysmb.com/resources

