

SafeSend Returns - Client Letter

The below is a template we use to let our clients know that we will be using SafeSend Returns, and what they can expect:

Dear Client:

We are utilizing an exciting process this year for delivering your tax return, called SafeSend Returns. SafeSend Returns will allow us to securely deliver your tax return electronically, with easy to follow instructions. Please take a few minutes to read the below overview to ensure a positive experience.

The process is easy and will work as follows:

- Soon you will be receiving an email from noreply@safesendreturns.com
 - Please be sure to add this email to your “Safe Senders” list to avoid your Junk folder
- Our firm name will be indicated in the email
- This email will have a secure link
- Click on the link and you will be asked a question to authenticate your identity
- Follow the steps for completion
 - Download and/or Review your Returns,
 - Manually or Electronically E-Sign your e-File Authorization forms
 - If you choose to electronically E-Sign and your spouse needs to sign as well, a separate email will be sent AFTER you complete the signing process.
- This process can be completed on any device (PC, Mac, Smart Phone and/or Tablet)
- **Tax returns/vouchers that are not e-filed will be mailed to you; no need to print from your end.**

For additional assistance, the below link will direct you to a short video on how to complete the process:

- [Overview Video – SafeSend Returns](#)

We feel confident you will enjoy the ease of use and security of this new process. Should you have any questions, please feel free to contact us at any time.