

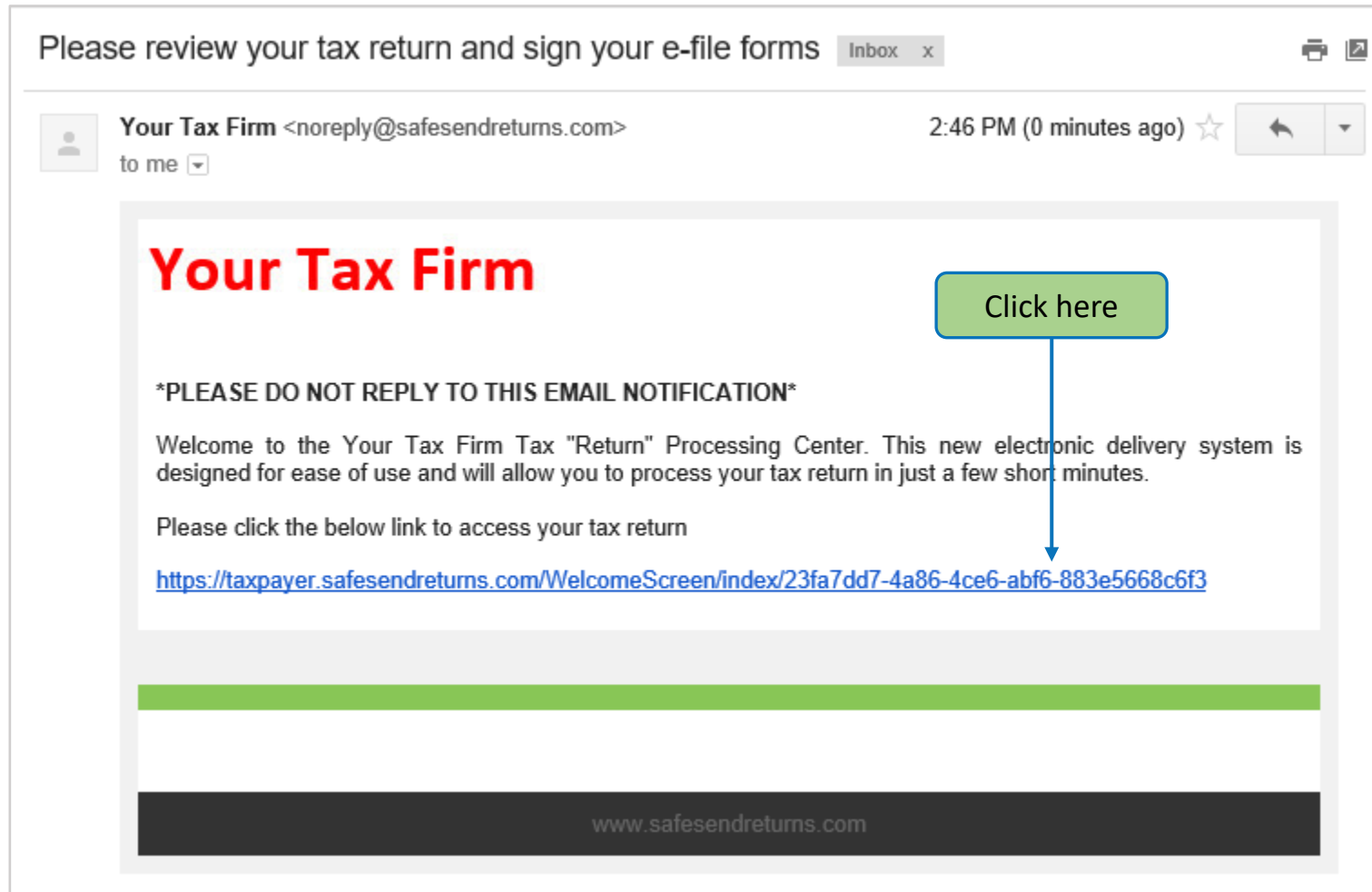


SafeSend
Returns

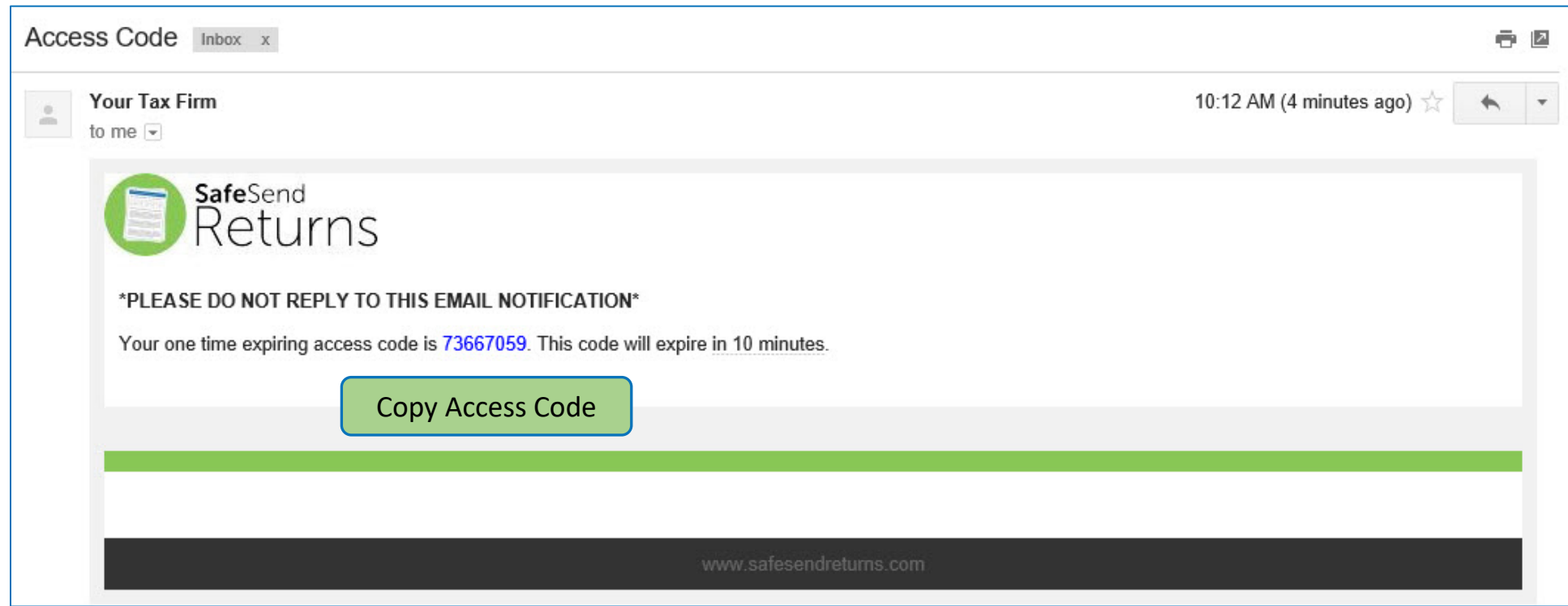
Quick Reference Guide
K-1 Distribution

safesend.com

1. Your tax firm will send you a secure email like the one shown below
2. The email will come from noreply@safesendreturns.com
3. We recommend that you add these email addresses to your safe list to avoid them going to junk
4. Click the link in the email



1. Your tax firm will send you a secure email like the one shown below containing an Access Code
2. The email will come from noreply@safesendreturns.com
3. Copy the Access Code



➤ **Welcome Page – 1065, 1120, 1120S**

1. Entity clients will only need to enter an Access Code
2. They are not required to enter any part of their EIN
3. Access Code email notification is the same for all return types

Your Tax Firm Contact Person

Welcome to Your Tax Firm

Welcome to the Your Tax Firm Return Processing System. This system is designed to simplify your review of your Tax Return, and expedite the required steps for Electronic Filing. Each step will include additional instructions to ensure successful completion of the process. As you continue through the necessary actions, should you need to finish later, you may save your progress and return another time.

Access Code Required:

We have sent a one-time expiring access code to your email. This code will expire in 10 minutes. Please enter below and select Continue.

[Continue](#)

[Resend Access code](#)

Enter Access Code from Email

➔

2015 Tax Return

Contact Person
Maxwell Robillard

[Details](#)

Welcome Your Client's Entity Name, your 2015 tax returns are ready!

Please follow these easy steps so your taxes can be filed



Download Tax Documents



Sign Forms



Make Payments

Let's Get Started

This page is an overview of your return and may contain an important message. Review and click to continue.



Download Document



Sign



Pay

Please download and review your tax documents

1

Download and review all your tax documents.

Step #1:
Download Documents

 Download all my tax documents

Step #2:
Distribute K-1's

 Distribute K-1's to partners

Your 2015 Tax Documents

Optionally select a single document to download

Tax Documents	Payment Vouchers	Invoice
2015 Tax Returns 	Payments Due On 4/15/2016 	Tax Preparation Fee 
Filing Instructions 	Payments Due On 6/15/2016 	
K1 Documents 	Payments Due On 9/15/2016 	
	Payments Due On 1/15/2017 	

2

Click to begin K-1 distribution process

Distribute K-1 Documents to Shareholders

Select which shareholders you would like to share the K-1 documents with. The documents may be sent electronically via email or you may download and mail the documents to them. Emailed documents will be received from noreply@safesendreturns.com and will require recipient authentication using the last 4 of their SSN/EIN.

How would you like to distribute your K-1s?



Select Shareholders

Select	Shareholder Name	K-1	Sent	Downloaded
<input checked="" type="checkbox"/>	Anuedy Boone safesenddemo@gmail.com		12/06/2016 11:39 AM Resend	12/06/2016 11:40 AM
<input checked="" type="checkbox"/>	Craig Davis k1test@gmail.com		12/06/2016 11:39 AM Resend	
<input checked="" type="checkbox"/>	Energy Hub SSR@cpaperless.com		12/06/2016 11:38 AM Resend	
<input type="checkbox"/>	J&J Associates			
<input type="checkbox"/>	Realtime Teck			

Check boxes and enter email addresses. Select "Email Documents".



Download Documents



Sign



Pay

Sign documents



Download documents requiring signature

Please download the documents requiring signature. You will then need to print and manually sign them. You may scan and upload them to this secure website or send to Your Tax Firm using the mailing address or fax number provided.

Upload Documents

Drag documents here

Or

Click to upload

Send by Mail

Attn:Your Tax Firm
1234 Main Street
Chicago,IL
60625

Send by Fax

(800) 716-2558

Print & Sign e-file Forms. Upload to send to your firm or manually return. Click to continue.

Save and Exit

Continue



Payment details are listed below

Tax Preparation Fee

Invoice for tax services

Your Tax Payments

Due Apr 2016 \$17,948

Due Jun 2016 \$17,948

Due Sep 2016 \$17,948

Due Jan 2017 \$17,948

1

Download Filing Instructions

Download All Payment Vouchers

Due 04/15/16



Arizona
\$17,948

2

Pay

Payment Information

Download Filing Instructions

Arizona
Amount: \$17,948 Due: 04/15/16

Pay By Check or Money Order

"Download Filing Instructions" above to review payment and mailing instructions

Download Arizona voucher due 04/15/16

3

Done

Email me reminder 7 days before payment is due

- 1. Save all payment information
- 2. View payment options
- 3. Use payment vouchers if paying by mail

Questions?

Contact our Support team at
support@safesend.com or 855-818-3552.