

# Stay Green This Tax Season

Shaw & Associates encourages you to take advantage of our green tax process by following these simple steps.

1. Complete our Tax Questionnaire and Representation Letter on-line using our Fillable PDFs. Save an electronic copy for your files. You can locate these forms under Resources at [www.KevinShawCPA.com](http://www.KevinShawCPA.com).
2. Submit your completed Tax Questionnaire, the Representation Letter, and your tax information electronically through our secure website, Sharefile. If you do not have a link to upload documents, please contact Cassy at [cassy@kevinshawcpa.com](mailto:cassy@kevinshawcpa.com)
3. If you deliver information to our office, please deliver the originals. There is no need to make copies. We will return them to you upon completion of your tax return.
4. Shaw & Associates will e-file your tax return.
5. Receive a copy of your completed tax return electronically via Sharefile. You can access your return at any time in the future.

