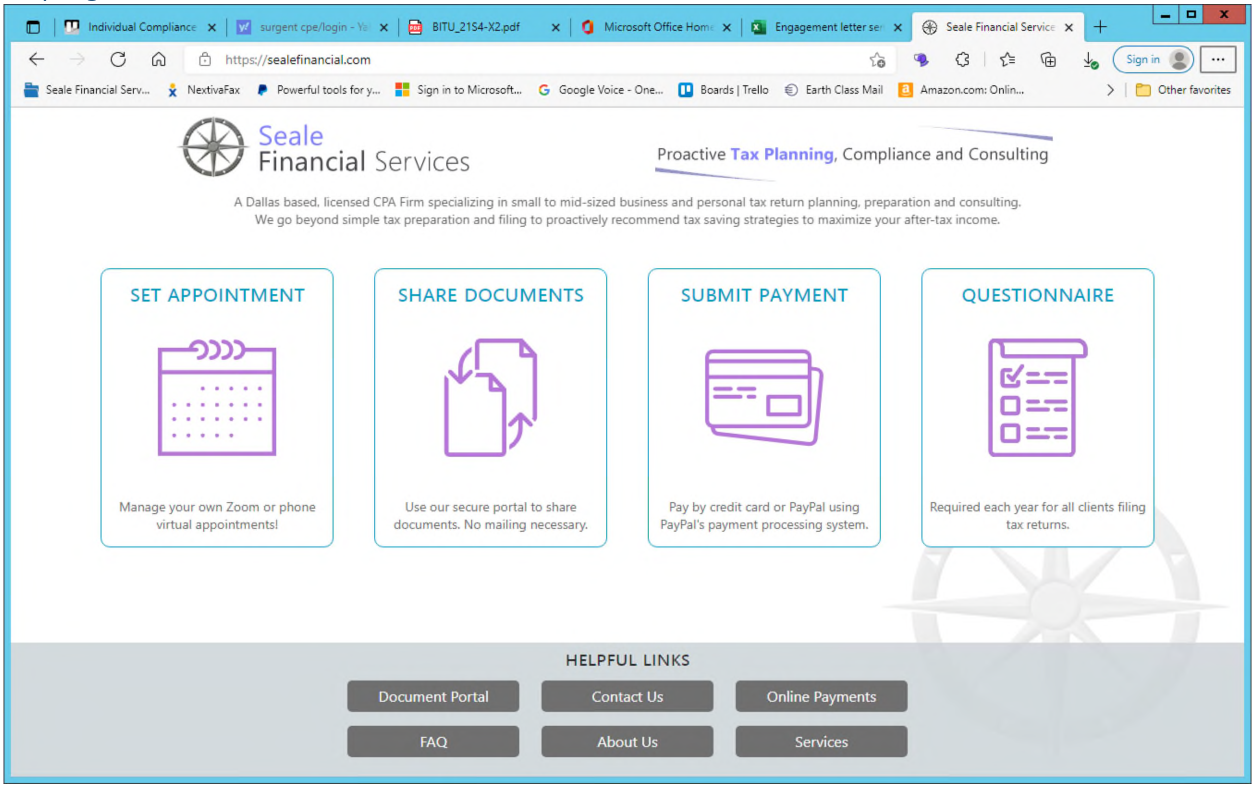
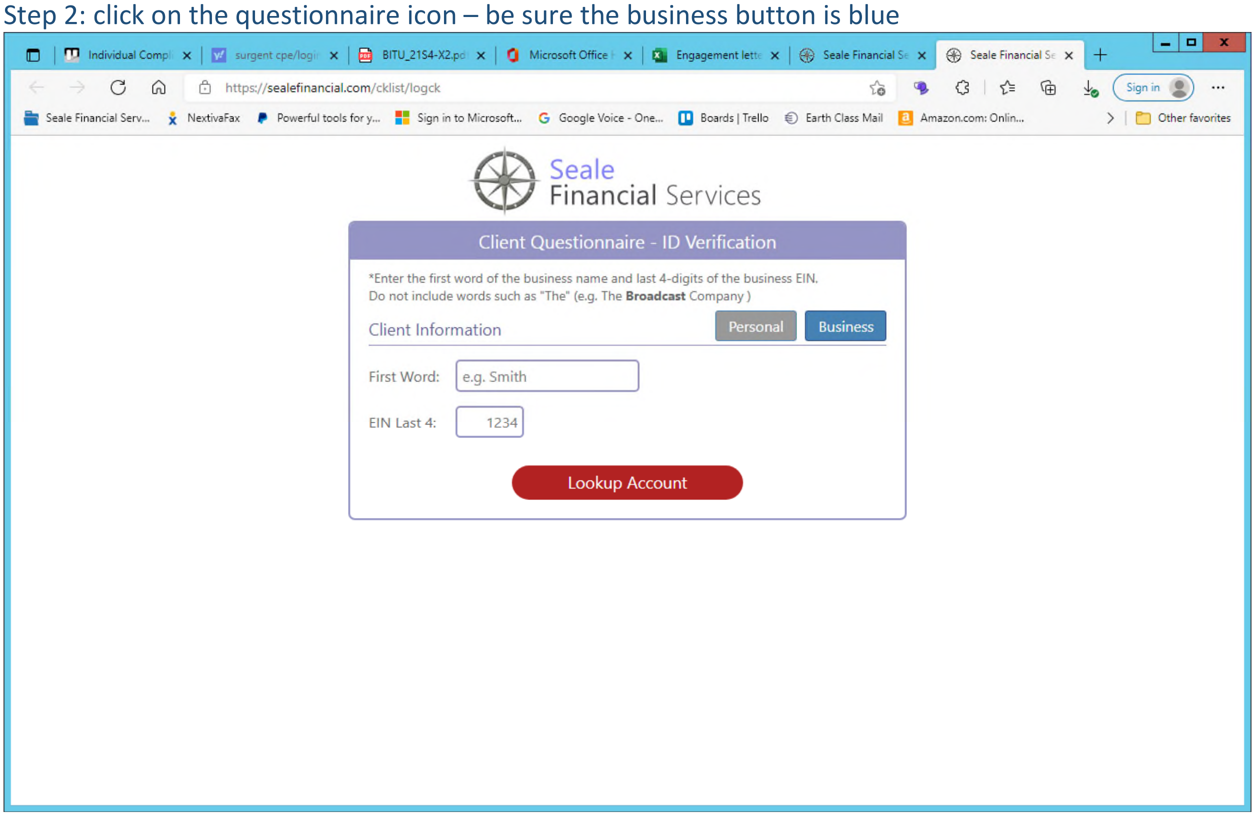
I wanted to provide instructions on completing the questionnaire. Please keep this handy for when you are ready to complete that. If you also have a personal return, there is a questionnaire for that. The steps are the same except you want the personal button to be blue in step 2. If you need assistance or are unable to access your questionnaire after following these instructions, please let us know.

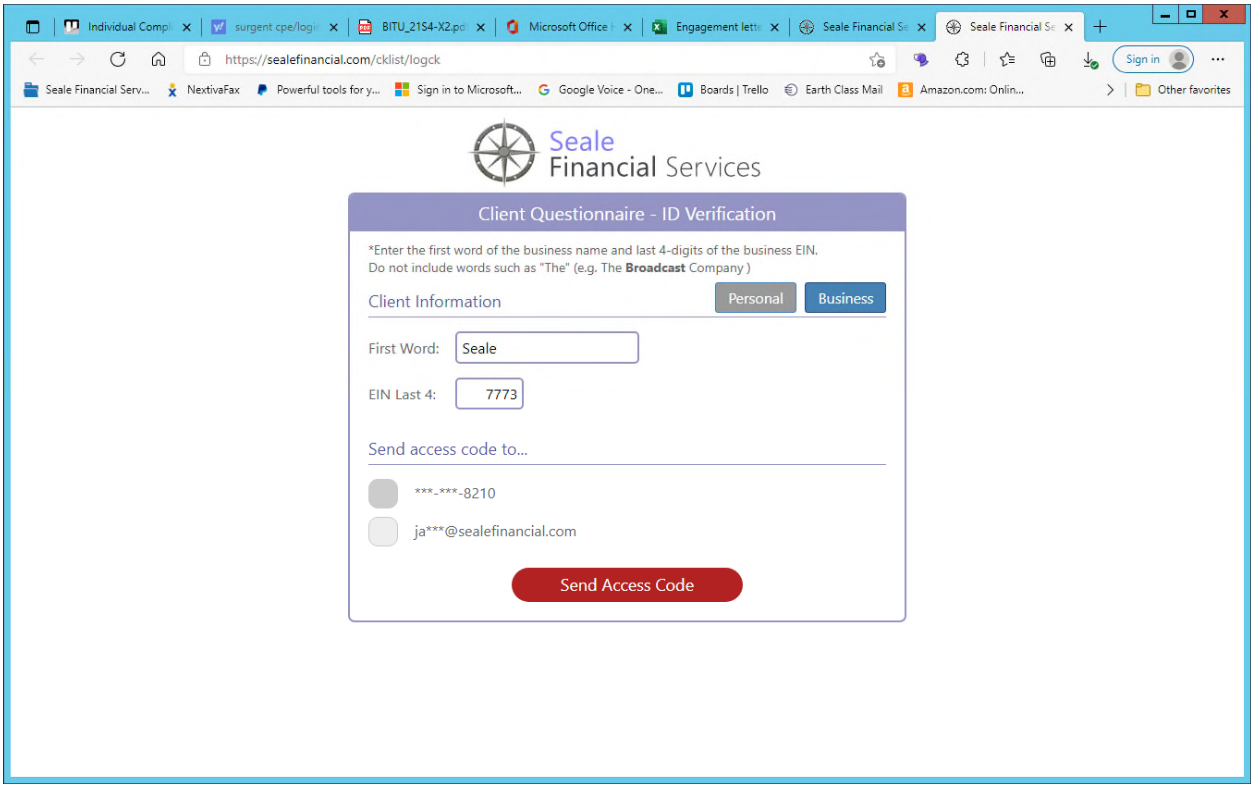
Step 1 go here:



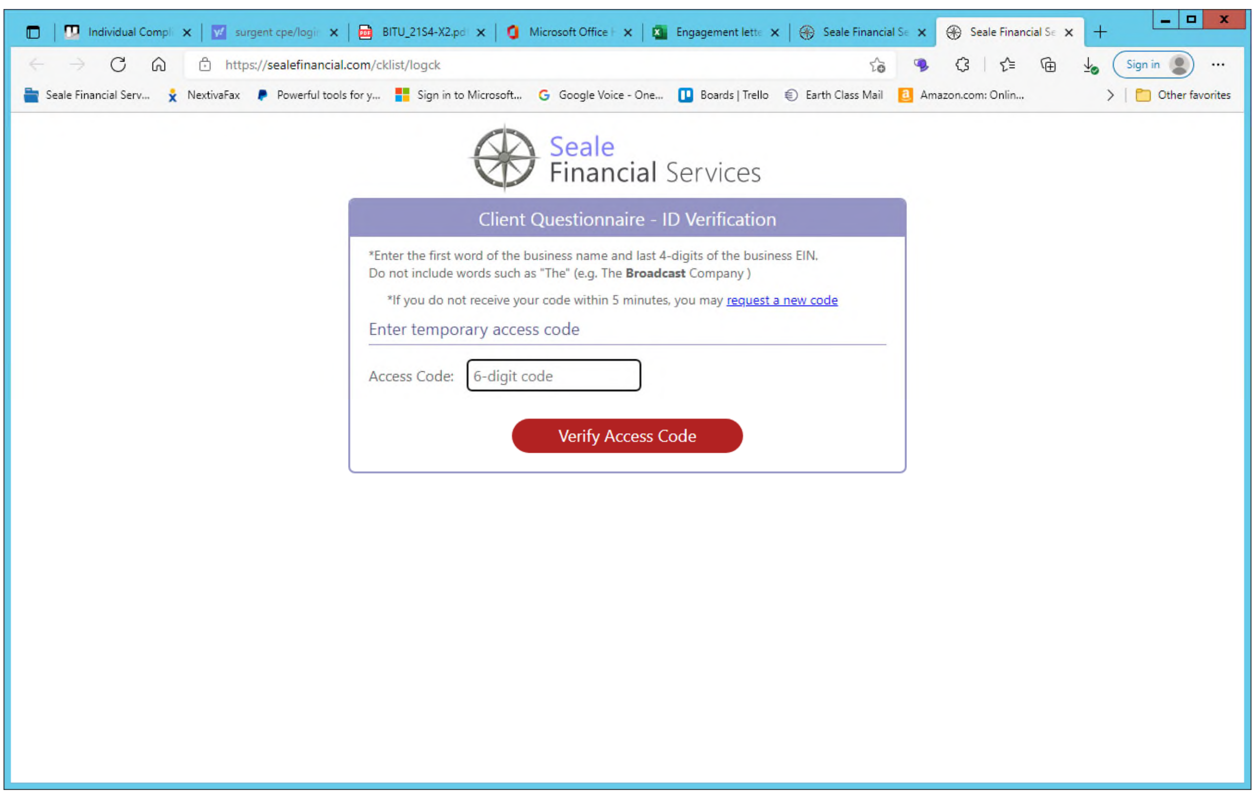
Step 2: click on the questionnaire icon – be sure the business button is blue



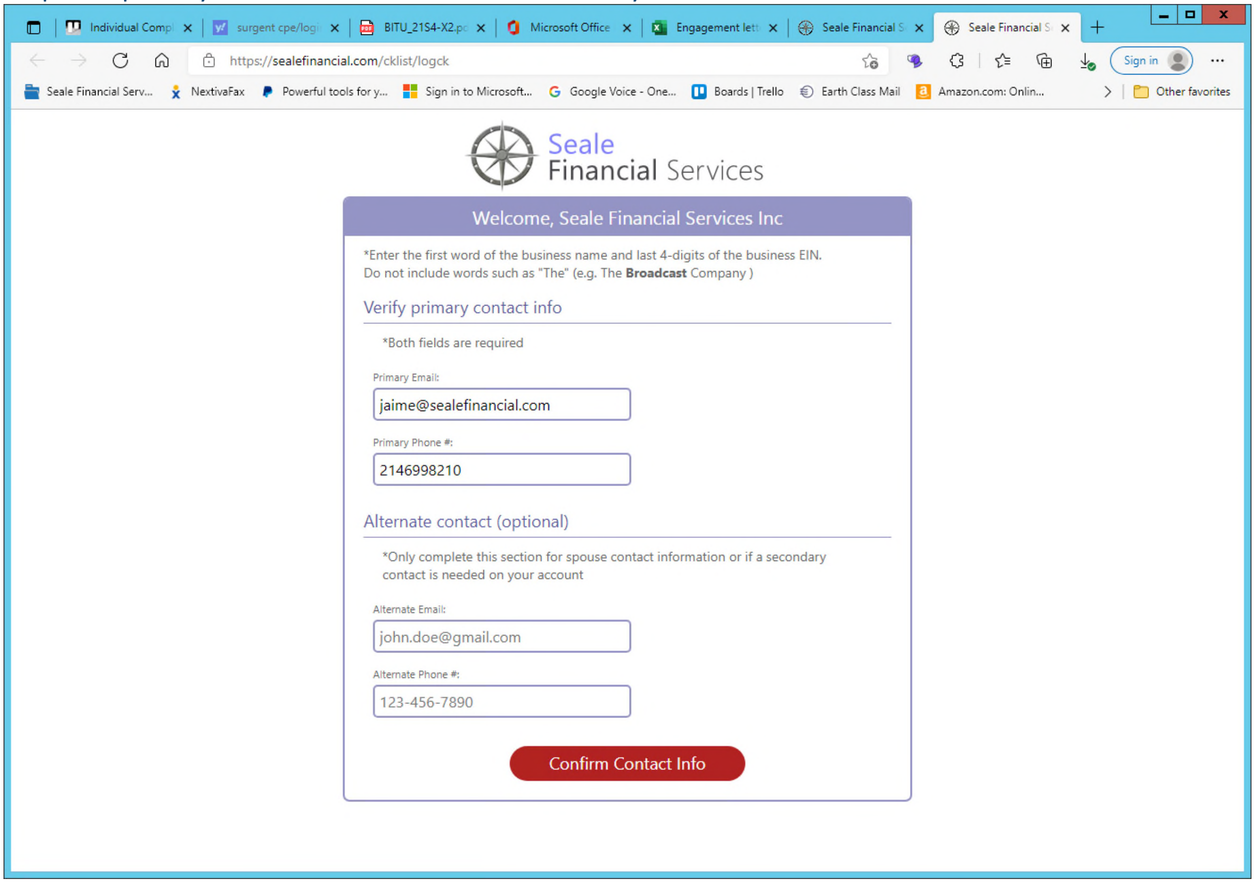
Step 3 – enter the information for prompts and click look up account



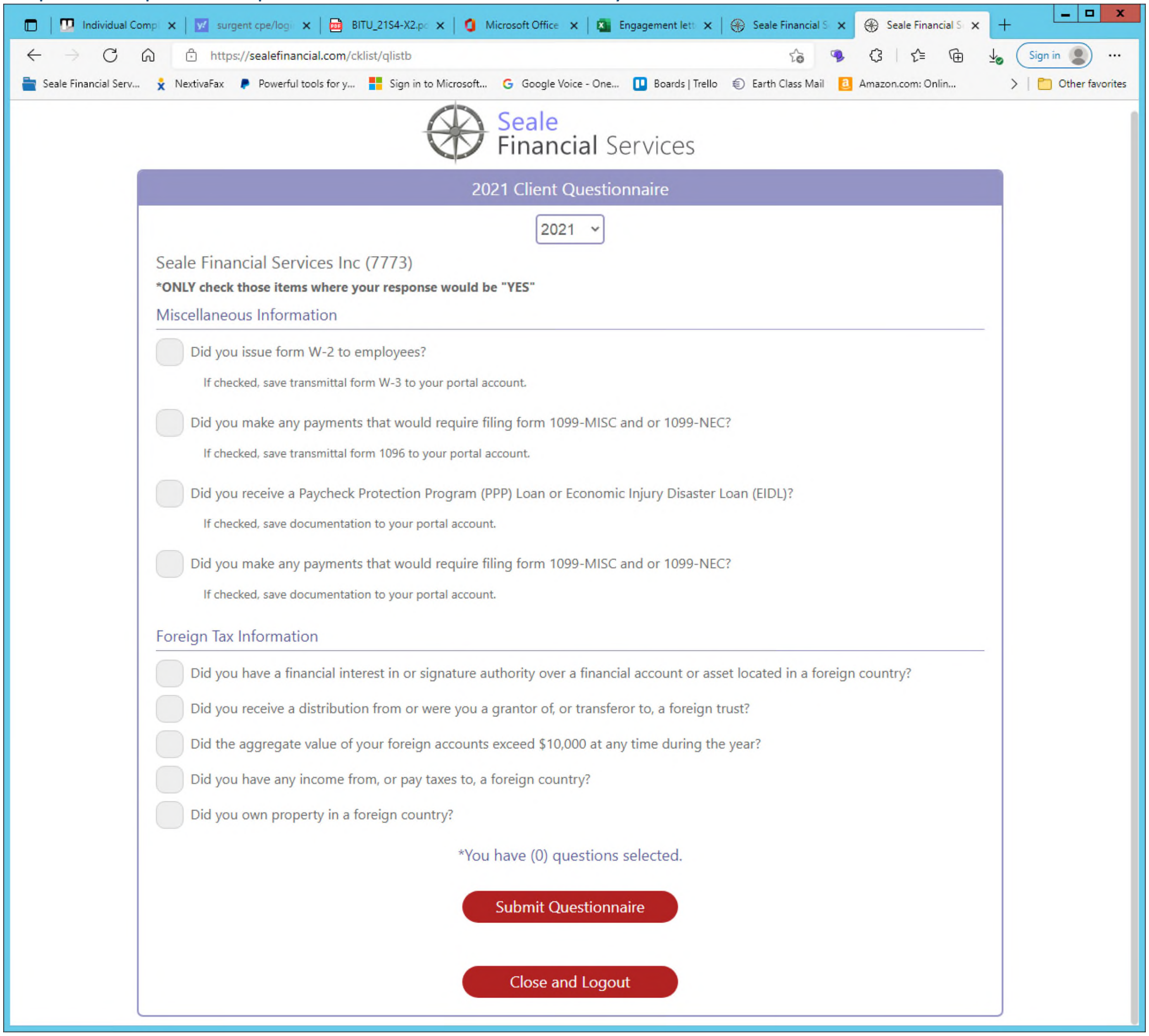
Step 4 – choose how to receive an access code and enter it once received



Step 5 – update your contact information if necessary



Step 6 – complete the questionnaire for the current tax year



Click on submit questionnaire and you are done.