



Signing Your 8879

Login to your Client Portal here: <http://www.larryphillips CPA.com/clientportal.php>
or through the Onvio Client App.

- Click on your Name (or Business Name)
- If you do not see your 2017 tax documents, select the “All Tax Documents” tab.
 - Select the 2017 Tax Year folder.

The screenshot shows a web interface with a top navigation bar containing '2017 Tax Documents', 'Upload Documents', and 'All Tax Documents'. The 'All Tax Documents' tab is circled in red. Below the navigation bar, there is a section titled 'All Tax Documents' with 'Download' and 'Copy' buttons. A table lists documents with columns for 'Type', 'Name', 'Modified Date', and 'Size'. The '2017' folder is highlighted in the table. A red arrow points from the '2017' folder to the next step.

- Click the file “...-US-2017TaxReturn-ActionRequired.pdf”.

| | | | |
|--------------------------|-------------------------------------|--------------------|----------|
| <input type="checkbox"/> | US-2017TaxReturn-ActionRequired.pdf | 01/18/2018 3:01 PM | 24.16 KB |
| <input type="checkbox"/> | | | |

- Download the file (if more than one file, download one at a time.)



The screenshot shows a 'Download' menu with a list of files. The first file is selected, indicated by a checkmark in the checkbox column and a blue highlight on the row.

- Repeat for state return (if applicable).

| | | | |
|--------------------------|--------------------------------------|--------------------|---------|
| <input type="checkbox"/> | -TX-2017TaxReturn-ActionRequired.pdf | 01/18/2018 3:01 PM | 6.18 KB |
|--------------------------|--------------------------------------|--------------------|---------|

- Print the 8879 Form (typically Page 2 or 3)

| | | |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Form 8879* Department of the Treasury Internal Revenue Service Submission Identification Number (SID) | IRS e-file Signature Authorization ▶ Return completed Form 8879 to your ERO. (Do not send to IRS.) ▶ Go to www.irs.gov/Form8879 for the latest information. | OMB No. 1545-0074 2017 |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|

- **Sign & Date**

* **8879**
(1040)

If filing jointly

entering your own PIN and your return is filed using the Practitioner PIN method. The ERO must complete Part III below.

Your signature ▶ _____ Date ▶ _____

Spouse's PIN: check one box only

I authorize _____ ERO firm name _____ to enter or generate my PIN
Enter five digits, but don't enter all zeros

as my signature on my tax year 2017 electronically filed income tax return.

I will enter my PIN as my signature on my tax year 2017 electronically filed income tax return. Check this box **only** if you are entering your own PIN and your return is filed using the Practitioner PIN method. The ERO must complete Part III below.

Spouse's signature ▶ _____ Date ▶ _____

8879-F
(Fiduciary)

Signature of fiduciary or officer representing the fiduciary ▶ _____ Date ▶ _____

8879-PE
(Partnership)

Partner or member's signature ▶ _____ Date ▶ _____
 Title ▶ _____

8879-S
(S-Corp)

Officer's signature ▶ _____ Date ▶ _____ Title ▶ _____

8879-C
(C-Corp)

Officer's signature ▶ _____ Date ▶ _____ Title ▶ _____

- Repeat for any state return
- Upload to your Client Portal:

➤ **Uploads from Client** ➤ **Tax Documents** ➤ **2017** folder.

| | | |
|--------------------|----------------------------------|-------------------|
| 2017 Tax Documents | Upload Documents | All Tax Documents |
|--------------------|----------------------------------|-------------------|

| | | |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| 1 Select Documents Select the documents you would like to upload. | 2 Tax Year Selection Select the tax year associated with your documents. | 3 Complete Upload Complete the document upload. |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------|

Select Documents

Drag Files Here

or

[BROWSE FOR FILES >](#)

Attached Files