

Instructions for Preparing your Taxes Online

- ❖ Enter your Federal Identification Number
 - Individuals – Social Security Number
 - Businesses – Federal ID Number

- ❖ Enter your PIN Number. Your PIN number is located above your name on the preprinted forms mailed to you. If you do not have your PIN number available, call our office (330-841-2618) to receive your PIN number.

- ❖ Follow the Online Instructions