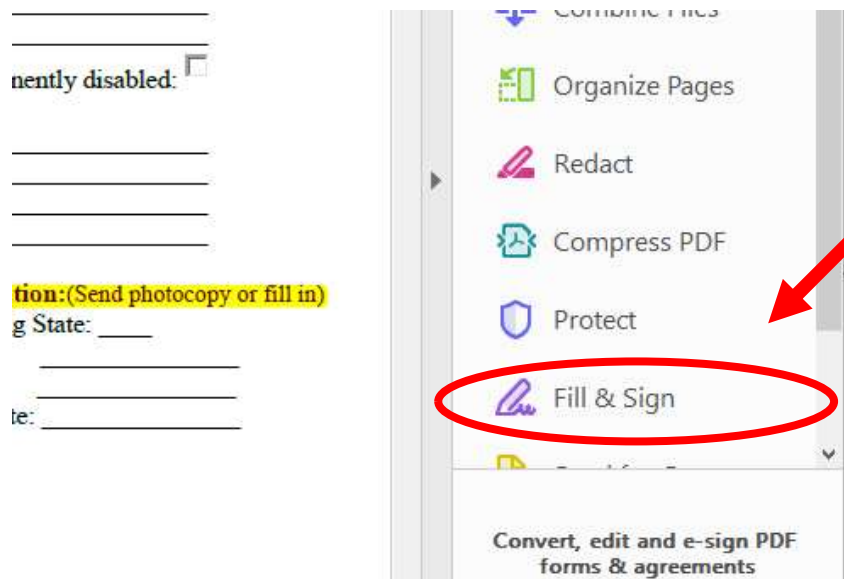


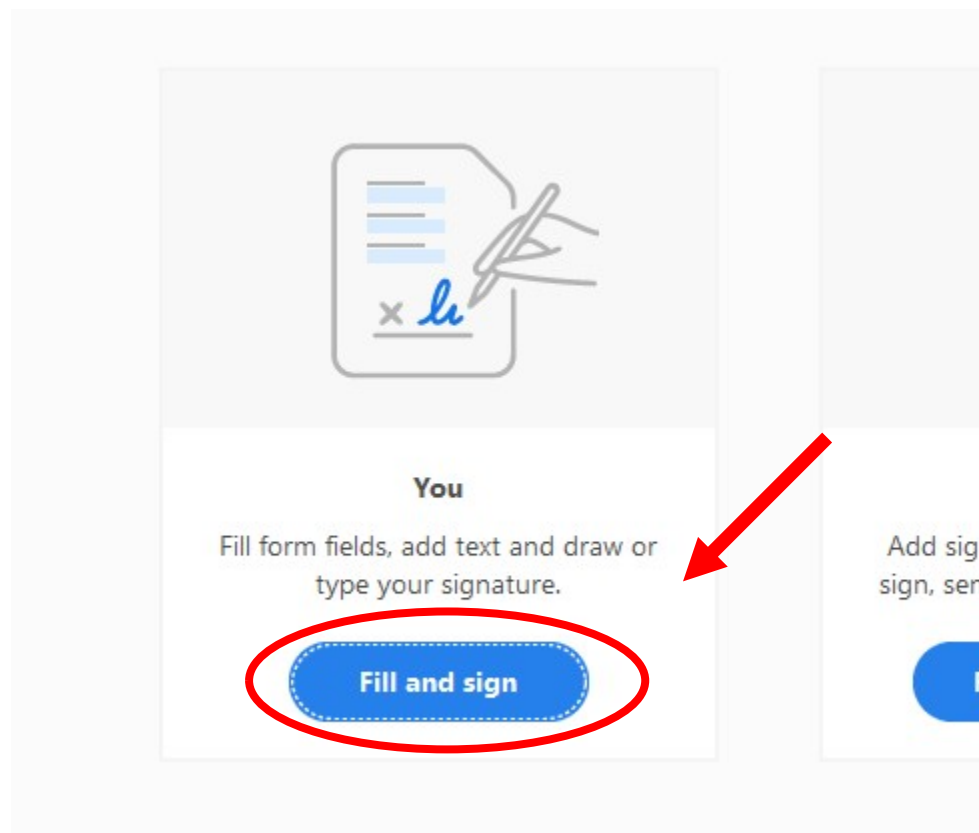
Instructions on how to edit our Organizer:

- **Software on your computer: Adobe Acrobat Reader DC. A free download is available from Adobe.com: <https://Get.adobe.com/reader/>**
- **Download the desired worksheet**
- **Open the worksheet in Adobe Reader**

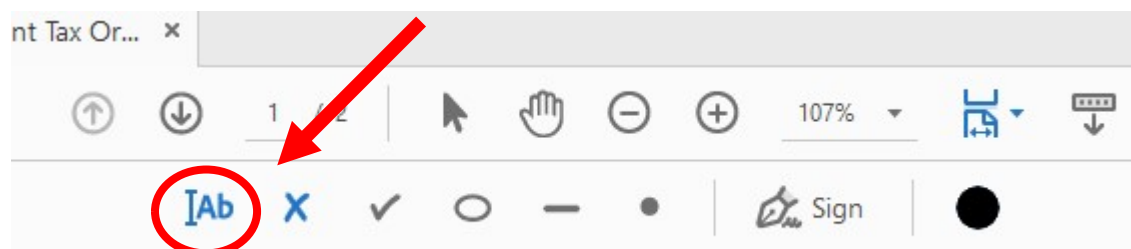
- **On the right side of the window, find and click on: “Fill & Sign”:**



- **Click on the “Fill and Sign” button under “You”:**



- **Select the “Add Text” option:**



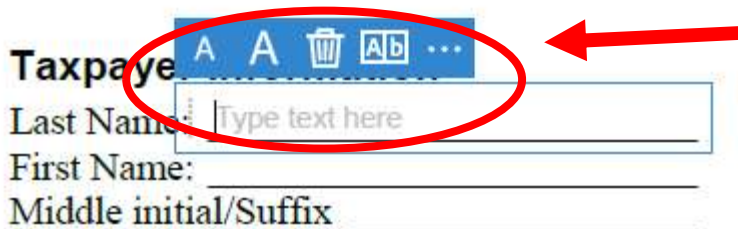
- ***Click where you wish to type and proceed from there:***

Taxpayer

Last Name:

First Name: _____

Middle initial/Suffix _____

A screenshot of a form titled "Taxpayer". The form has three input fields: "Last Name:" with a placeholder "Type text here", "First Name:", and "Middle initial/Suffix:". Above the "Last Name:" field is a blue toolbar containing icons for bold (A), italic (A), delete (trash can), text color (Ab), and a menu (three dots). A red circle highlights this toolbar, and a red arrow points from the right towards it.

- ***Click “Close”. You will need to save the document to your computer. When finished, send us the completed Organizer.***