



## WAYS TO SUBMIT YOUR TAX DOCUMENTS TO US

Williams Global is a fully online and remote tax service with clients in most of the 50 states. We ask that you send us your tax documents one of three (3) secure ways:

1. By Email (to: [info@williams-global.com](mailto:info@williams-global.com))
2. By Text (to: [bwilliams@pfo.biz](mailto:bwilliams@pfo.biz))
3. Snail Mail (using the US Post Office or a commercial carrier).

*[You can also request a FREE Postage Paid Envelope from us, to use to send us your documents]*

**Document Format:** When sending your tax documents, we accept multiple formats (i.e., PDF, GIF, JPG). Or, simply take a picture of each document using your cell phone and text them to us.

### **What to Send:**

- Personal Information Form
- Business Information Form (if you have a side business)
- W2s
- 1099
- 1098 Mortgage Statements
- 1098-T Tuition Payments
- Other qualified tax documents
- New Clients: Please send your Previous Year Tax Return

**\*\*\*\* Do not send receipts, unless we request them from you! \*\*\*\***

**Some of our local clients would prefer a more face-to-face service, but we are unable to accommodate those request. We are sure you will appreciate the simplicity of our service once you give it a try.**

