



Request to Use DocuSign

Dear Client,

Re: Our services - 2023 Personal Tax Return Digital Signature Authorization

We would like to thank you for asking us to prepare your 2023 personal income tax return(s). The purpose of this letter is to obtain the email addresses of our clients, so that we can send any documents that need to be signed as part of your tax return for electronic signature using DocuSign.

Please list the name of the family members we will be preparing a return for, along with a **unique email address for each person** (unless the returns are for minor children, or other family members for whom you have Power of Attorney and can legally sign on their behalf).

If you have any questions concerning this matter, please do not hesitate to contact us.

Please print full name

Email Address

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Yours very truly,

Vaive and Associates

**Vaive and Associates Professional Corporation
Chartered Professional Accountants**