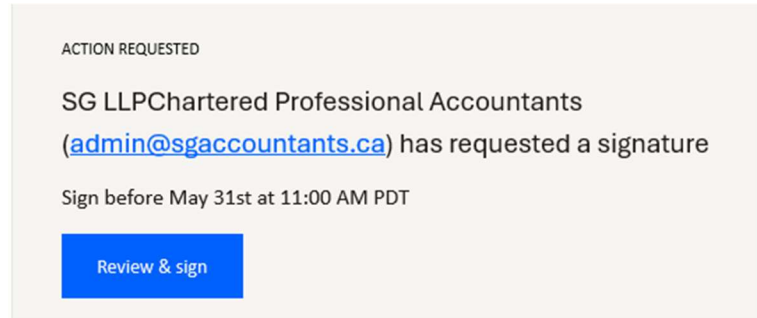


## How to sign a document via HelloSign

SG LLP  
1302 10<sup>th</sup> AVENUE SE  
CALGARY, AB T2G 0W9  
www.sgaccountants.ca

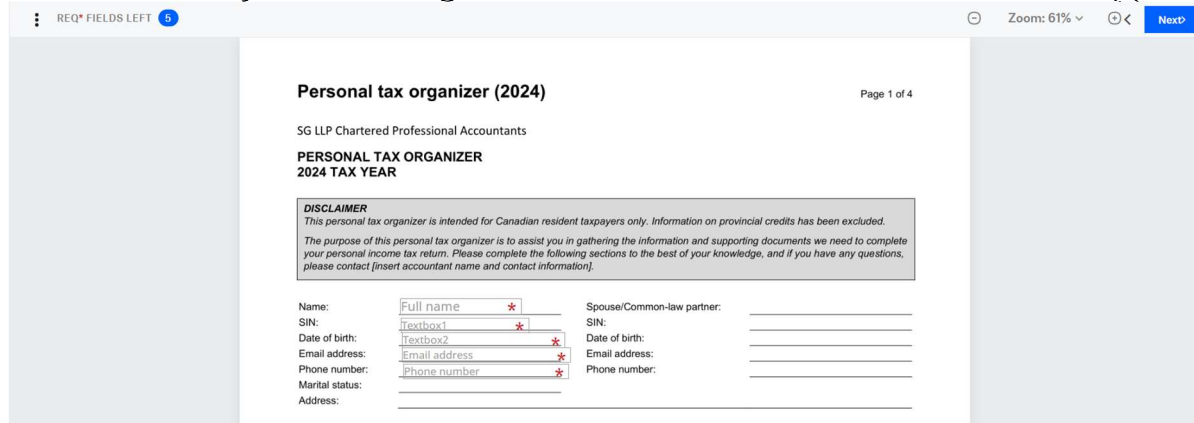
1. The signing experience starts with an email from Dropbox Sign informing you of a signature request. Click **Review & Sign** in the blue box.



2. A new window will open with the document you need to sign. Click **Get Started**.



3. The boxes that you need to sign or filled in will be marked with a red asterisk (\*).



REQ\* FIELDS LEFT 5

Zoom: 61%

Next

**Personal tax organizer (2024)** Page 1 of 4

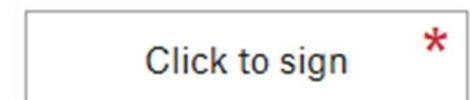
SG LLP Chartered Professional Accountants

**PERSONAL TAX ORGANIZER**  
2024 TAX YEAR

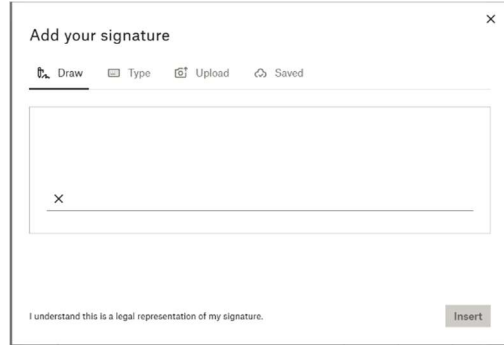
**DISCLAIMER**  
This personal tax organizer is intended for Canadian resident taxpayers only. Information on provincial credits has been excluded.  
The purpose of this personal tax organizer is to assist you in gathering the information and supporting documents we need to complete your personal income tax return. Please complete the following sections to the best of your knowledge, and if you have any questions, please contact [insert accountant name and contact information].

Name:	Full name *	Spouse/Common-law partner:	_____
SIN:	Textbox1 *	SIN:	_____
Date of birth:	Textbox2 *	Date of birth:	_____
Email address:	Email address *	Email address:	_____
Phone number:	Phone number *	Phone number:	_____
Marital status:	_____		
Address:	_____		

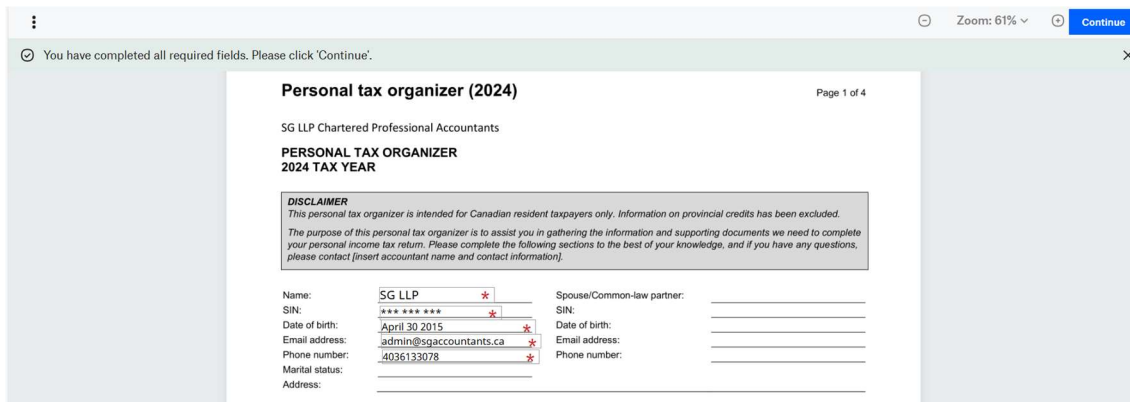
4. To complete a signature, click on **click to sign**.



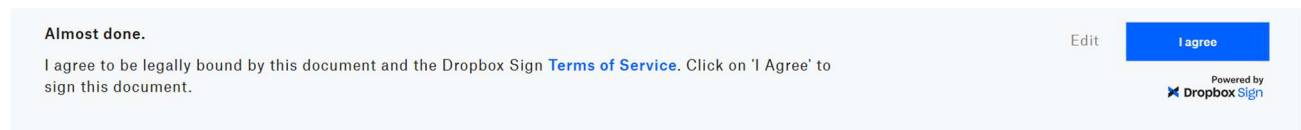
5. Here, you can draw your signature with your mouse, type your signature in, upload a picture of your signature, or select a signature you have used in the past.



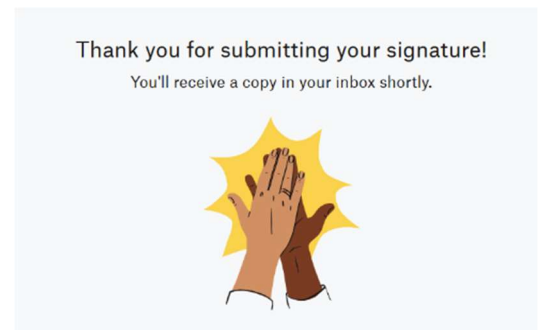
6. You'll be prompted, once you've completed all of your action items, to click **Continue** in a blue box at the top right.



7. On the next screen, click **I agree** to confirm that you agree to the terms and to sign the document. If you agree to the terms, your portion of the document will be complete and you will be directed to a final page.



8. Once you completed the document, you will see the following image and receive a copy of the signed document in your email.



9. Save your copy, as it will be removed from HelloSign within 30 days.

