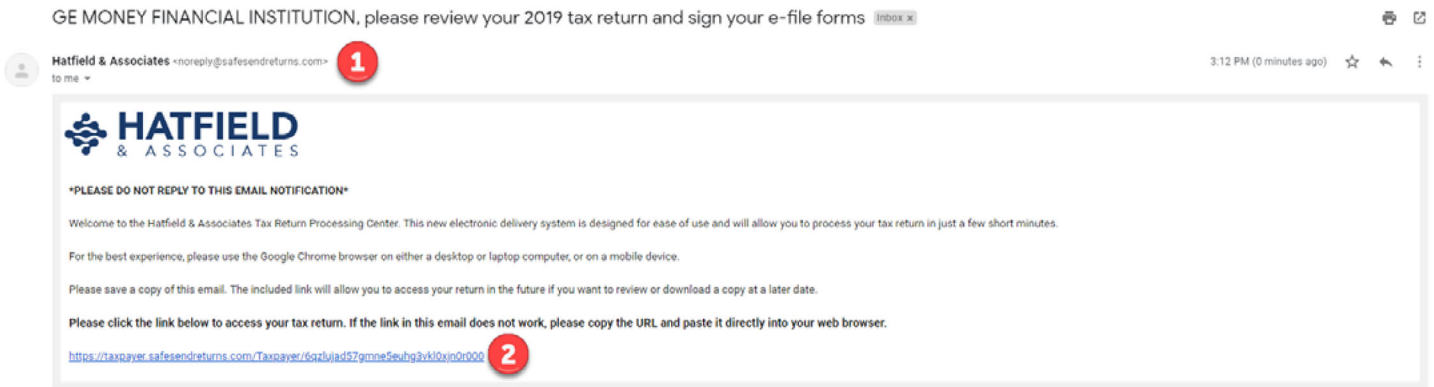


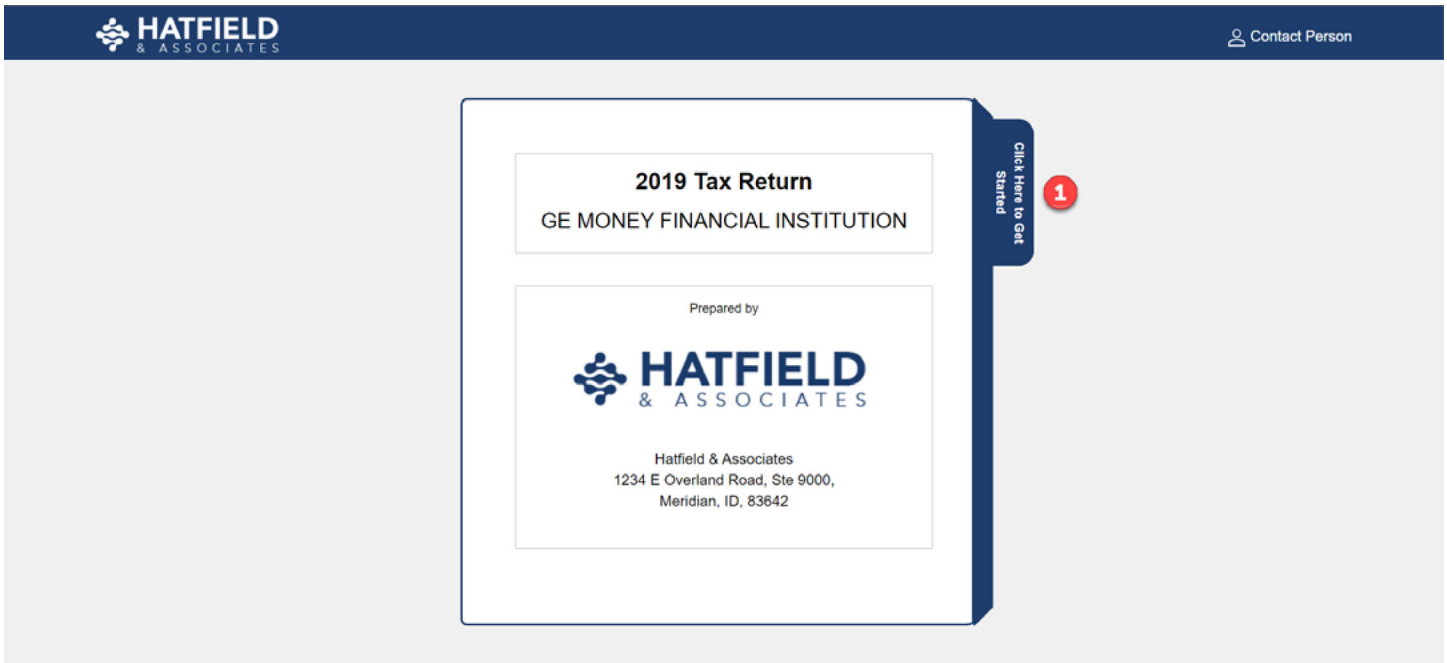
Entity Quick Reference Guide



1. Your tax firm will send you an email from noreply@safesendreturns.com.
 - a. We recommend that you add this email address to your email client's safe sender list to avoid these notifications going into a spam/junk folder.
 - b. Your accountant or CPA firm's name will appear in front of the email address.
 - c. Your CPA firm's logo may appear in the body of the email.
 - d. Your name may appear in the subject line of the email.
2. Click the link in the email.



1. Click the Click Here to Get Started tab to continue.



Entity Quick Reference Guide

1. Click **Request Access Code**.
2. You will receive an email or text notification with a one-time code.
 - a. Copy the access code and go back to the Authentication screen.
3. Paste or type the access code into the requested field.
4. Click **Continue**.

The screenshot shows the Hatfield & Associates website interface. At the top, the logo and navigation links "Contact Person" and "Back To Home" are visible. The main content area is titled "Authentication" and includes a section "Access Code Required" with instructions: "Please select 'Request Access Code' and we will send you a one-time expiring access code to your email." Below this, there is a green button labeled "Request Access Code" with a red circle containing the number 1. Underneath is a text input field with the label "Enter access code here:" and a red circle containing the number 3 next to it, with the text "(This code will expire in 20 minutes)". To the right of the input field is a green button labeled "Continue" with a red circle containing the number 4. An inset window shows an email notification from Hatfield & Associates with the subject "Code for GE MONEY FINANCIAL INSTITUTION" and the body text "Your one time code is 36231137" with a red circle containing the number 2 next to it. The email also includes "Reply" and "Forward" buttons.

Entity Quick Reference Guide

1. The left panel shows a summary of refunds and payments due.
2. Click the **print icon** to save a PDF copy of refunds and payments due.
3. Click **Click Here to Begin** to continue.

HATFIELD & ASSOCIATES Tax year: 2019 Contact Person GE MONEY FINANCIAL INSTITUTION

Summary Review Sign PaperFile Distribute Pay

2019 Tax Return

Refunds	
Federal	\$10,000
Colorado	\$41,784
Total	\$51,784

Overpayments Applied	
Colorado	\$100
Total	\$100

Payments Due	
Alabama	\$12,345
California	\$12,345
Total	\$24,690.00

2020 Estimated Payments

Q1	
Colorado	\$1,929
Total	\$1,929

Q2	
Colorado	\$2,029
Total	\$2,029

Q3	
Colorado	\$2,029
Total	\$2,029

Q4	
Colorado	\$2,029
Total	\$2,029

Welcome GE MONEY FINANCIAL INSTITUTION

Your 2019 tax returns are ready!

Please follow these easy steps so your taxes can be filed.

- Review Documents
- Sign Documents
- Print and Mail Paper File Returns
- Distribute K-1s
- Make Payments

[Click Here to Begin](#)

Entity Quick Reference Guide

1. You will see a message from the firm.
2. Click the **print icon** to save a PDF copy of the message, if necessary.
3. Click **Continue**.

The screenshot displays the Hatfield & Associates software interface. At the top, the logo for Hatfield & Associates is on the left, and the tax year (2019), contact person, and client name (GE MONEY FINANCIAL INSTITUTION) are on the right. A progress bar below the header shows six steps: Summary, Review, Sign, PaperFile, Distribute, and Pay. The 'Review' step is currently active. The main content area is titled 'A message from Hatfield & Associates' and contains a letter addressed to GE MONEY FINANCIAL INSTITUTION. A red circle with the number '1' is placed over the recipient's name. A red circle with the number '2' is placed over a print icon in the top right corner of the message area. At the bottom of the interface, there are 'Back' and 'Continue' buttons, with a red circle containing the number '3' positioned over the 'Continue' button.

HATFIELD & ASSOCIATES Tax year: 2019 Contact Person GE MONEY FINANCIAL INSTITUTION

Summary Review Sign PaperFile Distribute Pay

A message from Hatfield & Associates

Dear GE MONEY FINANCIAL INSTITUTION, **1**

Thank you for being a valued client of Hatfield & Associates.

Your 2019 tax return is complete and ready for your review. Please follow the instructions to electronically sign your e-file forms, and for a timely filing of your tax return.

During the return review process, you may email a copy of your tax return to additional parties, or download a PDF copy.

If reviewing on a PC, please take a moment to update your personal information, including mobile number(s) by clicking your name near the top right of the window, then selecting My Account. If on a mobile device, click the 3-line icon to the top left, then select My Account.

Should you have any questions, please reach out to the contact person listed.

Best regards,

Hatfield & Associates

2

3 Back Continue

Entity Quick Reference Guide

1. Review the filing instructions.
2. Download tax documents, if necessary.
3. Forward tax documents to third parties.
4. Click **Continue**.

The screenshot displays the HATFIELD & ASSOCIATES tax filing interface. At the top, the header includes the company logo, the tax year (2019), the contact person, and the client name (GE MONEY FINANCIAL INSTITUTION). A progress bar below the header shows six steps: Summary, Review (highlighted), Sign, PaperFile, Distribute, and Pay. The main content area is titled 'Review Tax Documents - Filing Instructions' and features a 'Download Tax Document(s)' button. On the left, a sidebar lists 'Filing Instructions' (highlighted with a red '1'), 'Tax Returns', 'Attachments', and 'Paper File Returns'. The central document preview shows a letter dated January 13, 2020, marked 'CONFIDENTIAL', addressed to GE MONEY FINANCIAL INSTITUTION. The letter text reads: 'We have prepared the following returns from information provided by you without verification or audit. Report of Foreign Bank and Financial Accounts (FinCEN Form 114), U.S. Return of Partnership Income (Form 1065), Colorado State Partnership Return of Income and Composite Income Tax Return (Form 106). We suggest that you examine these returns carefully to fully acquaint yourself with all items contained therein to ensure that there are no omissions or misstatements. Attached are instructions for signing and filing each return. Please follow those instructions carefully. Also enclosed is any material you furnished for use in preparing the returns. If the returns are'. At the bottom, there are three buttons: 'Back', 'Forward a copy of my tax documents' (highlighted with a red '3'), and 'Continue' (highlighted with a red '4').

Entity Quick Reference Guide

1. Review the tax returns.
2. Download tax documents for your records.
3. Forward tax documents to third parties.
4. Click **Continue**.

Tax year: 2019 | Contact Person | GE MONEY FINANCIAL INSTITUTION

Review Tax Documents - Tax Returns 2 [Download Tax Document\(s\)](#)

Filing Instructions

Tax Returns 1

Attachments

Paper File Returns

1065COOP 01/13/2020 4:53 PM

Form 1065 Return Summary

For calendar year 2019, or tax year beginning _____, and ending _____

GE MONEY FINANCIAL INSTITUTION **19-1245689**

Ordinary Business Income (Loss)		Tax and Payment	
Total income	1,900,000	Total balance due	50,000
Total deductions	(96,500)	Payments	(60,000)
Ordinary Business Income (Loss)	1,803,500	Amount owed	
		Overpayment	10,000

Analysis of Net Income (Loss), Line 1		Form 8804 - Foreign Partner Withholding	
Ordinary business income (loss)	1,803,500	Total number of foreign partners	
Net rental real estate income (loss)		Effectively connected taxable income	
Other net rental income (loss)		Total withholding tax	
Guaranteed payments		Payments	()
Interest income		Estimated tax penalty	
Dividends		Overpayment allocated to partners	
Royalties		Withholding Tax Due (Overpaid)	0
Net short-term capital gain (loss)			
Net long-term capital gain (loss)			
Net section 1231 gain (loss)			
Other income (loss)			
Section 179 deduction	()		
Contributions	()		
Investment interest expense	()		
Section 50(e)(2) expenditures	()		

Back
3 Forward a copy of my tax documents
 4 Continue

Entity Quick Reference Guide

If no attachments are included, continue to the next page.

1. Review instructions for attachments.
2. Download attachments individually or in bulk to a zip file.
3. Download tax documents for your records.
4. Forward tax documents to third parties.
5. Click **Continue**.

HATFIELD & ASSOCIATES Tax year: 2019 Contact Person GE MONEY FINANCIAL INSTITUTION

Summary **Review** Sign PaperFile Distribute Pay

Review Tax Documents - Attachments

3 Download Tax Document(s)

File Name	Instructions
Example Adjusted Journal Entries.xlsx	2 Please download for your records 1

2 Download All as a Zip File

Helpful Hints

- If you have the option of saving the file or opening it in an application, choose save the file.
- Download each file individually or get everything at once in a single ZIP file. Use "ZIP ALL" for best results. If you can't open the ZIP files, install [WinZip](#) (Windows) or [Stuffit](#) (Mac)

5 **Continue**

4 Forward a copy of my tax documents

Back

Entity Quick Reference Guide

If no paper-filed returns are included, continue to the next page.

1. Review paper-file required returns.
2. Download tax documents for your records.
3. Forward tax documents to third parties.
4. Click **Continue**.

HATFIELD & ASSOCIATES Tax year: 2019 Contact Person GE MONEY FINANCIAL INSTITUTION

Summary Review Sign PaperFile Distribute Pay

Review Tax Documents - Paper File Returns 2 Download Tax Document(s)

Filing Instructions
Tax Returns
Attachments
Paper File Returns 1

800-800-1111

January 1, 2021

Ge Money
Financial Institution
17890 Skypark Circle, Suite 100
Irvine, CA 926100

Ge Money:

We have prepared and enclosed your 2020 Partnership return for the year ended December 31, 2019.

This return has been prepared for electronic filing. If you wish to have it transmitted electronically to the IRS, please sign, date, and return Form 8879-PE to our office. We will then submit your electronic return to the IRS. Do not mail the paper copy of the return to the IRS.

No payment is required as you have an overpayment in the amount of \$20,500.00.

4

Back 3 Forward a copy of my tax documents Continue

You have three options to sign your return:

1. Click **E-Sign** to sign electronically.
2. Click **Manually Sign** to download the unsigned e-signature forms and sign manually.
3. Click **Delegate to Someone Else** to delegate the e-signature process to another person.

HATFIELD & ASSOCIATES Tax year: 2019 Contact Person GE MONEY FINANCIAL INSTITUTION

Summary Review **Sign** PaperFile Distribute Pay

Sign Tax Documents

Select the method you would like to use to sign your documents

- 1**
e-Sign
Sign electronically from this website
- 2**
Manually Sign
Print, Sign and Return the forms
- 3**
Delegate Signing to Someone Else
Send tax forms to partners or shareholders for signatures

Back

Entity Quick Reference Guide

Follow the instructions below to sign electronically. If signing manually, skip to page 12.
For signer delegation, skip to page 13.

1. Click the **Start** or **Next** flag.
2. Click **Signature**.
3. Type the signer's name.
4. (optional) Click **Draw** to sign using your mouse/finger.
5. Click **Apply**.
6. Click **Continue**.

HATFIELD & ASSOCIATES Tax year: 2019 Contact Person GE MONEY FINANCIAL INSTITUTION

Summary Review **Sign** PaperFile Distribute Pay

Form 114a
Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
May 2015

Record of Authorization to Electronically File FBARs
(See instructions below for completion)

FINANCIAL CRIMES ENFORCEMENT NETWORK

Do not send to FinCEN. Retain this form for your records.
The form 114a may be digitally signed

Part I Persons who have an obligation to file a Report of Foreign Bank and Financial Account(s)

1. Owner last name or entity's legal name GE MONEY	2. Owner first name	3. Owner M. I.
4. Spouse last name (if jointly filing FBAR - see instructions below)	5. Spouse first name	6. Spouse M. I.

I/we declare that I/we have provided information concerning 1 (enter number of accounts) foreign bank and financial account(s) for the filing year ending December 31, 2019 to the preparer listed in Part II, that this information is to the best of my/our knowledge true, correct, and complete, that I/we authorize the preparer listed in Part II to complete and submit to the Financial Crimes Enforcement Network (FinCEN) a Report of Foreign Bank and Financial Accounts (FBAR) based on the information that I/we have provided, and that I/we authorize the preparer listed in Part II to receive information from FinCEN, answer inquiries and resolve issues relating to this submission. I/we acknowledge that, notwithstanding this declaration, it is my/our legal responsibility, not that of the preparer listed in Part II, to timely file an FBAR if required by law to do so.

7. Owner signature (Authorized representative if entity) * Signature	8. Date 01/12/2022	9. Owner or entity TIN 19-1245689	10. TIN type <input checked="" type="checkbox"/> EIN <input type="checkbox"/> SSN/TIN <input type="checkbox"/> Foreign
11. Spouse signature	12. Date	13. Spouse TIN	14. TIN type <input type="checkbox"/> EIN <input type="checkbox"/> SSN/TIN <input type="checkbox"/> Foreign

Part II Individual preparer with an obligation to file.

15. Preparer last name Jones	16. Preparer M.I.	17. Preparer PTIN P12345678
19. Address 17890 Sk	21. ZIP/postal code 92614-4493	22. ZIP/postal code

Add Signature

Type **Draw**

Name
John Smith

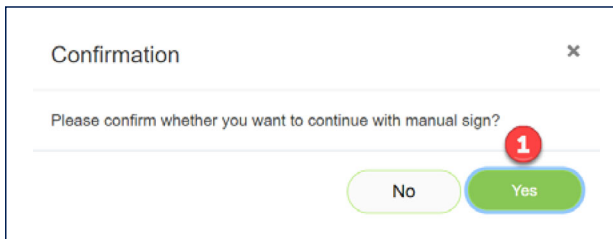
Your Signature
John Smith

Cancel Apply

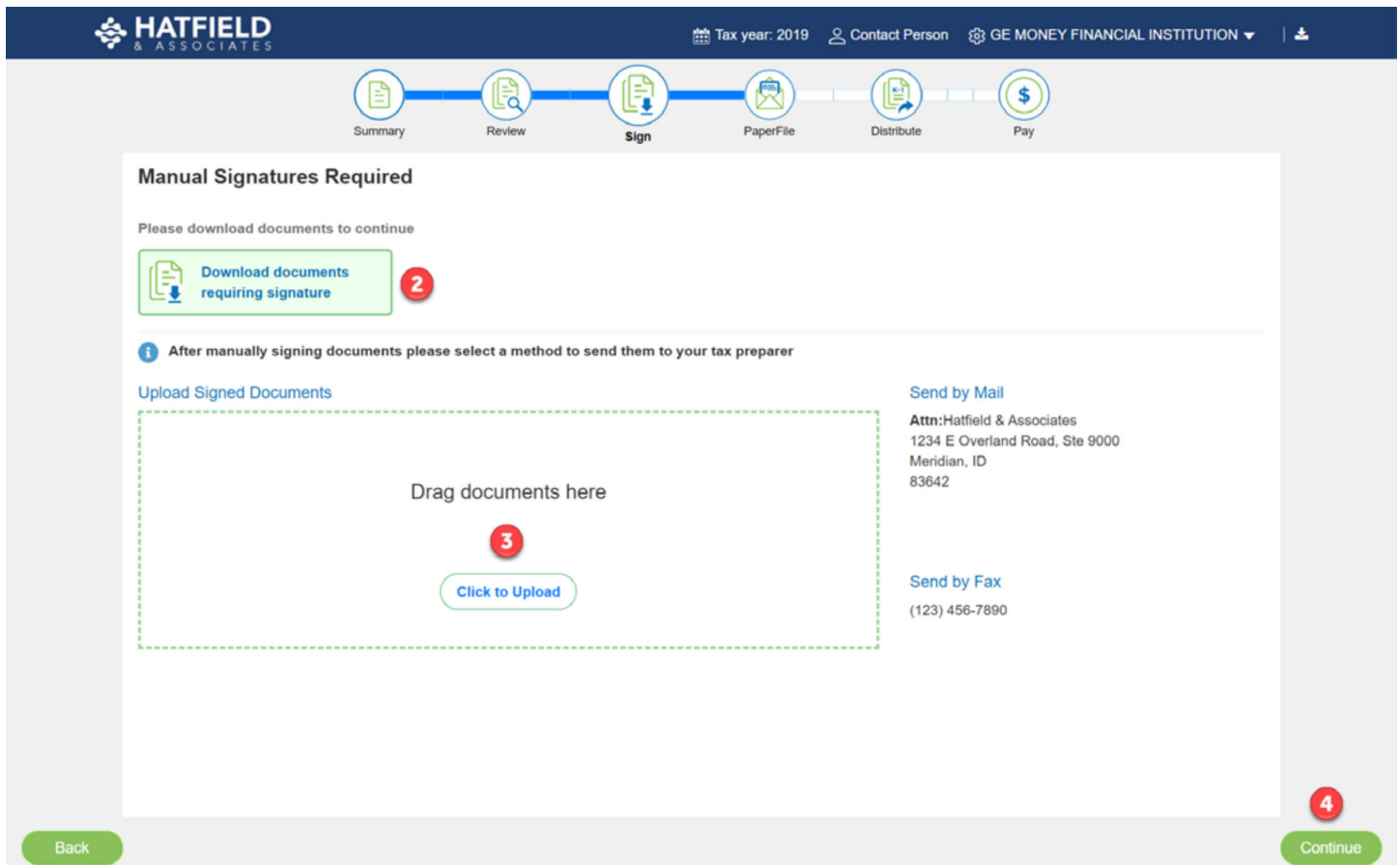
Back Continue

Follow the instructions below to sign manually:

1. Click **Yes** to confirm manual signature
 - a. This will opt-out of the e-signature process. If you change your mind and want to e-sign after confirming manual signature, reach out to your CPA to undo the e-signature opt-out.
2. Click **Download documents requiring signature.**
3. Drag/drop the signed form or use the **Click to Upload** button to search for the signed form on your computer.
4. Click **Continue** after upload.



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside asks, "Please confirm whether you want to continue with manual sign?". Below the text are two buttons: "No" and "Yes". A red circle with the number "1" is positioned above the "Yes" button.



The screenshot shows the Hatfield & Associates software interface. At the top is a dark blue header with the company logo, "Tax year: 2019", "Contact Person", and "GE MONEY FINANCIAL INSTITUTION". Below the header is a progress bar with icons for Summary, Review, Sign, PaperFile, Distribute, and Pay. The main content area is titled "Manual Signatures Required" and contains the following elements:

- A message: "Please download documents to continue".
- A button labeled "Download documents requiring signature" with a red circle "2" next to it.
- An information icon and text: "After manually signing documents please select a method to send them to your tax preparer".
- A section titled "Upload Signed Documents" with a dashed green box containing the text "Drag documents here" and a "Click to Upload" button with a red circle "3" above it.
- Two sections for sending documents: "Send by Mail" with address details and "Send by Fax" with a phone number.

At the bottom of the interface are "Back" and "Continue" buttons. A red circle "4" is located in the bottom right corner of the main content area.

Follow these instructions to delegate signing to someone else:

1. Enter First and Last name, and the email address of the delegated signer.
 - a. (Optional) Enter the signer's mobile number.
2. Write a message to be delivered to the signer upon successful login.
3. Click **Send**.

The screenshot shows a web form titled "Send for Signature" with a close button (X) in the top right corner. Below the title is a prompt: "Please enter information for the person you would like to delegate the signing process to". The form contains several input fields: "First Name" and "Last Name" (two separate text boxes), "Email" and "Confirm Email" (two separate text boxes), and "SMS/Text enabled mobile number" (a dropdown menu labeled "Select..." and a text box with a placeholder "()-"). Below these fields is a "Message to Signer" section with a rich text editor toolbar (including undo, redo, bold, italic, underline, bulleted list, numbered list, indent, font color, and background color) and a large text area. At the bottom right of the form are two buttons: "Cancel" and "Send". Red circular callouts with numbers 1, 2, and 3 are placed over the "Email" field, the message text area, and the "Send" button, respectively.

After completing the e-signature process, the form will be sent back to your CPA firm.

1. Click **Continue**.

The screenshot shows the top navigation bar of the Hatfield & Associates software. The header includes the company logo, "Tax year: 2019", "Contact Person", and "GE MONEY FINANCIAL INSTITUTION". Below the header is a progress bar with six steps: Summary, Review, Sign, PaperFile, Distribute, and Pay. The "Sign" step is currently active. Below the progress bar is a white box with the heading "Signing Completed" and the text: "All documents have been successfully signed and will be forwarded to Hatfield & Associates". At the bottom of the interface are two buttons: "Back" on the left and "Continue" on the right. A red circular callout with the number 1 is placed over the "Continue" button.

Entity Quick Reference Guide

In the event a paper-file required return was uploaded by your firm, follow these instructions. If no paper-file required return is present, skip to page 16.

1. You will see a message from the firm specifically related to paper-file required returns.
2. Click the **print icon** to save a PDF copy of the message, if necessary.
3. Click **Continue**.

The screenshot displays the Hatfield & Associates software interface. At the top, the logo for Hatfield & Associates is on the left, and the tax year (2019), contact person, and client name (GE MONEY FINANCIAL INSTITUTION) are on the right. A progress bar below the header shows six steps: Summary, Review, Sign, PaperFile, Distribute, and Pay. The 'PaperFile' step is currently active. The main content area is titled 'A message from Hatfield & Associates' and contains the following text:

Hello GE MONEY FINANCIAL INSTITUTION, **1**

Your tax return is complete and requires a return to be paper filed.

You will need to print all pages, sign where indicated, and mail it to the address listed prior to the due date.

Please note, Hatfield & Associates will not be mailing you a copy of this return.

If you have any questions or need further assistance, feel free to call our office at (123) 456-7890.

Thank you.

At the bottom of the interface, there are 'Back' and 'Continue' buttons. A red circle with the number '2' is positioned above the 'Continue' button, and a red circle with the number '3' is positioned above the 'Continue' button.

Entity Quick Reference Guide

1. Click **I Consent** to review and download the required paper-filed returns.
2. Click **Skip to Next Step** to move to the Tax Payments screen without downloading documents.
3. Click **Print All Paper File Returns** or use the print icon to the right of each tax return.
4. Click **Download All Paper File Returns** or use the download icon to the right of each tax return.
5. Click **Continue**.

Consent to Paper File Returns

I acknowledge that it is my responsibility to PRINT, SIGN and MAIL all Paper File Tax Returns to the respective Tax Authority before the due date.

[Skip to Next Step](#) **2** **1** [I Consent](#)

HATFIELD & ASSOCIATES Tax year: 2019 Contact Person GE MONEY FINANCIAL INSTITUTION

Summary Review Sign PaperFile Distribute Pay

Paper File Returns

GE MONEY FINANCIAL INSTITUTION

The following tax returns must be Downloaded, Printed, Manually signed and mailed to the address provided.

3 [Print All Paper File Returns](#) [Download All Paper File Returns](#) **4**

Return Name	Mailing Address	Action
Idaho_Idaho Paper-File Return	Idaho State Tax Commission, PO Box 56, Boise ID 83756-0056	

5

[Back](#) [Skip to Next Step](#) [Continue](#)

1. Click **Send Electronically** to start the K-1 delivery process via email.

HATFIELD & ASSOCIATES Tax year: 2019 Contact Person GE MONEY FINANCIAL INSTITUTION

Summary Review Sign PaperFile **Distribute** Pay

Distribute K-1 Documents to Partners

Select the method you would like to distribute your K-1's

SEND
Electronically
Email them from this website

1

Mail Hard Copies
Download Print, and Mail

Back Continue

Entity Quick Reference Guide

1. Click the **pencil icon** in the Action column to edit each shareholder's contact information.
2. Add the shareholder's email address.
3. Click **Save**.
4. Once shareholder information is added, check the box next to each shareholder K-1 to be distributed.
5. Click **Email Documents**.
6. Click **Done**.

HATFIELD & ASSOCIATES Tax year: 2019 Contact Person GE MONEY FINANCIAL INSTITUTION

Distribute K-1 Documents Electronically

Download All K-1s

Select Partners to Email

<input type="checkbox"/>	Partners	Email	Mobile	Status	Action
<input type="checkbox"/>	BIO CHEMICALS			Not Sent	
<input type="checkbox"/>	JNY PARTNERS			Not Sent	
<input type="checkbox"/>	MARKUP ASSOCIATES			Not Sent	
<input type="checkbox"/>	PAUL HANSON			Not Sent	
<input type="checkbox"/>	TARAA RODRICKS			Not Sent	

Back

Update K1 Partners Details

Name: MARKUP ASSOCIATES

SSN/EIN: 154-35-4545

Address: Address

Email:

Mobile: Select ()-

Partner Type: Individual

Status: Pending

Send update notification email to GE MONEY FINANCIAL INSTITUTION

Cancel Save

Email Documents Done

Entity Quick Reference Guide

1. View payment options.
2. Click **Pay Online** to go to the respective IRS authority website to make a payment.
3. Click **Done**.

The screenshot displays the HATFIELD & ASSOCIATES tax payment portal. At the top, the navigation bar includes the company logo, tax year (2019), contact person, and GE MONEY FINANCIAL INSTITUTION. A progress bar shows steps: Summary, Review, Sign, PaperFile, Distribute, and Pay. The main content area shows tax payment details for 2019, with a total due of \$26,619. A list of payments includes Alabama (\$12,345), California (\$12,345), and Colorado (\$1,929). A modal window titled "Payment Information" is open for the Colorado payment, showing the amount (\$12,345) and due date (10/15/2021). It includes instructions to download filing instructions and a "Pay Online" button. A "Done" button is at the bottom of the modal.

Payment details are listed below.

For your recordkeeping, you may enter your payment information using the Add payment details action. PLEASE NOTE: Entering in payment details will not make these payments!

Tax Payments
Select to see details

2019 Tax Payments
Due Oct 2021 \$26,619

Email me reminder 14 days before payment is due

[Download All Payment Vouchers](#) [Download Filing Instructions](#)

Due 10/15/21

Alabama \$12,345
DO NOT PAY : Scheduled for automatic withdrawal

Due 10/15/21

California \$12,345
Pay Online (Required)
[Add payment details](#)

Due 10/15/21

Colorado \$1,929
Pay 1
[Add payment details](#)

Payment Information

[Download Filing Instructions](#)

Colorado

Amount: \$12,345
Due: 10/15/2021

Colorado requires this payment to be made electronically

Select "[Download Filing Instructions](#)" above to review your payment instructions. Select "[Pay Online](#)" below to make your payment.

Pay Online 2

Done 3

After making a payment, record the payment details for future reference.

1. Click **Add Payment Details**.
2. Enter the payment information.
3. Click **OK**.
4. Payment will be marked as paid.

