



efile4biz <support@efile4biz.com>

Important tax information from efile4biz -- PLEASE READ!



Dear ,

Recently, Cashew City, hired us to file their tax reporting forms and provide you with a copy of your form. You're receiving this email so you can access your copy online at

<https://efile4biz.efile1.edqa.com/Recipient/RecipientSignUp.aspx>.

Why the email notification?

Simply because the IRS requires us to get consent from you before you can access your form electronically. Otherwise, your form will be sent via first class U.S. mail.

Who are we?

efile4biz is a tax form service that helps clients e-file tax information to the IRS/SSA. As mentioned earlier, Cashew City, hired our services to submit their tax information and provide your form to you.

What do you need to do?

Click the link below to access your form. You'll need your email address and last four digits of your tax ID number (same as your SSN or TIN). Once you log in, you can print or save your form. There's absolutely no cost to you.

[> Get your copy.](#)

PLEASE NOTE:

- While we are requesting your consent, you are not obligated to provide it. If you do not give your consent for an electronic form, you'll be mailed a paper copy.
- You may change your consent and opt for a paper copy until January 28 by logging in to your account (using the link above) and changing your selection. You will receive an email confirmation of the change.
- You can access your statements until October 30 of the year the form was issued to you. After that, the statement will no longer be available on our website. However, you may request a copy from Cashew City..
- If any information on your statement is incorrect, you should contact Cashew City, as soon as possible.
- You can access your statement using any Windows or Apple (Mac) system. The statement is in PDF format. Download a free copy of [Adobe Reader](#).

For assistance, please feel free to visit [Contact us](#).

Sincerely,

Our team will initiate the e-mail of e-delivery request to the recipients with e-mail address in their information.

This is an example of the e-mail that the recipients will receive.

Tax Form Reporting for Recipients

Account Setup

Please enter a valid Email Id and last 4 digits of your Tax Id (SSN or EIN) below to receive a link to setup your account.

EMAIL: *

Tax ID Number: *
(last 4 digits of your SSN or EIN)

Recipients will select the link in the e-mail to be redirected to this site where the process for creating an account starts

1. Provide email and last 4 digits of your SSN or EIN
2. Click Send email



efile4biz <support@efile4biz.com>

Recipient Account Setup

Recipient Account Setup for efile4biz.com E-File Solutions!

Click the link below or copy and paste it into your web browser to complete setting up an account. The link provided is for one-time use only.

<https://efile4biz.efile1.edqa.com/Recipient/RecipientAccountSetup.aspx?id=a2b1f198-2b62-4888-9ed0-aca47107aff9>

You are receiving this email because you recently requested to setup an account on efile4biz.com's recipient site at

<https://efile4biz.efile1.edqa.com/Recipient>.

Thank you for your business!

The E-File Team

1. Recipient Account Setup email sent to the recipient's email.
2. Click the link provided.

Tax Form Reporting for Recipients

Account Setup

Password:

Confirm Password:

Password must be a minimum of 8 characters, a maximum of 128 characters and contain the following:

- at least one number (0-9)
- at least one letter (a-z)
- at least one symbol (e.g. !@#\$%^&()+?)
- a [Space] is acceptable as a special character

1. Create and confirm Password
2. Click Create Account.

Tax Form Reporting for Recipients

Step 1... **Step 2...** Step 3

Paperless Reporting Choice

Please give us your consent for receiving your tax statements electronically instead of paper copy. Per IRS's guidelines we must ask you for your consent. If you do not wish to receive your statement electronically, then you may choose not to give your consent for paperless reporting. In that case we will send your copy by regular mail. Please help us save the environment. When you give your consent you will be able to print or save PDF copy of your tax statement(s) here in the next step. It is easy and safe.

Please enter your choice below:

- I wish to receive my statement electronically
 I want a paper copy of my statement

Note:

- We are requesting your consent but you are not obligated to give us your consent.
- If you do not consent to receive the statement electronically, then a paper copy will be provided.
- The consent you provide to us will remain in our records for every year the statement is furnished to you.
- If you have given us your consent, but still want a paper copy, please contact us at support@efile1.zendesk.com, before January 31 and we will provide you a paper copy without any cost to you. You may also request your statement from the issuer/payer.
- The consent may be withdrawn at any time by logging on to your account (using the above link) and withdrawing your consent. We will send you an email confirmation of the withdrawal.
- You can access your statements soon after your consent, until October 15 of the year the form was issued to you. After this date the statements will no longer be available on our web site. You may still request the issuer/payer to provide you a copy.
- If you find that your information on the statement is not correct, you must contact the issuer/payer of the statement; in your case it is CASHEW CITY. .
- You can access your statement using any Windows or Apple (Mac) system. The statement is in Adobe's PDF format so you must also be able to open PDF files on your system. You can download a free copy of Adobe's PDF reader [here](#).

Last login: 9/7/2018 9:20:23 AM

As per the IRS's guidelines we ask for your consent to furnish your tax statement electronically, instead of a paper copy. Please help us save paper and the environment.

Go Green!!!

1. Select "I wish to receive my statement electronically"
2. Click Submit.

Tax Form Reporting for Recipients

Step 1... **Step 2...** Step 3

Paperless Reporting Choice

Please give us your consent for receiving your tax statements electronically instead of paper copy. Per IRS's guidelines we must ask you for your consent. If you do not wish to receive your statement electronically, then you may choose not to give your consent for paperless reporting. In that case we will send your copy by regular mail. Please help us save the environment. When you give your consent you will be able to print or save PDF copy of your tax statement(s) here in the next step. It is easy and safe.

Please enter your choice below:

- I wish to receive my statement electronically
 I want a paper copy of my statement

Your choice has been saved. You may access your forms now!

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- The consent you provide to us will remain in our records for every year the statement is furnished to you.
- If you have given us your consent, but still want a paper copy, please contact us at support@efile1.zendesk.com, before January 31 and we will provide you a paper copy without any cost to you. You may also request your statement from the issuer/payer.
- The consent may be withdrawn at any time by logging on to your account (using the above link) and withdrawing your consent. We will send you an email confirmation of the withdrawal.
- You can access your statements soon after your consent, until October 15 of the year the form was issued to you. After this date the statements will no longer be available on our web site. You may still request the issuer/payer to provide you a copy.
- If you find that your information on the statement is not correct, you must contact the issuer/payer of the statement; in your case it is CASHEW CITY. .
- You can access your statement using any Windows or Apple (Mac) system. The statement is in Adobe's PDF format so you must also be able to open PDF files on your system. You can download a free copy of Adobe's PDF reader [here](#).

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Go Green!!!

1. The Recipient choice has been saved. You will receive a confirmation email (see next slide)
2. Click Proceed to go to Tax Forms Reporting for recipient page.



efile4biz <support@efile4biz.com>

Paperless tax form reporting from efile4biz

Dear ,

Thank you for taking the time to select your tax form statement preference at <https://efile4biz.efile1.edqa.com/Recipient/Recipient.aspx>.

You have chosen to receive your statement electronically.

We appreciate your decision to "go paperless" and help protect the environment.

To access your tax form statement, simply click the link below. Your statement will be available until October 15.

[Get your copy.](#)

Please note:

- You can access your statement anytime until October 15 of the year it was issued to you. After this date, the statements will no longer be available on our website. However, you may request a copy from the issuer/payer.
- If any information on your statement is incorrect, you must contact the issuer/payer of your statement. In your case, it is CASHEW CITY..
- You can access your statement using any Windows or Apple (Mac) system. The statement is in PDF format. Download a free copy of [Adobe Reader](#).

Please [contact us](#) with any questions or concerns.

Sincerely,

The E-File Team

Copy of the E-mail recipients will receive once they OPT – IN to E-Delivery of their forms

Tax Form Reporting for Recipients

Step 1... [Step 2...](#) [Step 3](#)

Log in

You will need your Email Id and last 4 digits of your Tax Id (SSN or EIN) to access your account. Once your credentials are verified you will be able to choose your options for paperless reporting and access your Tax statement(s).

Please enter your credentials here to login to the site:

EMAIL:

Tax ID Number:
(last 4 digits of your SSN or EIN)

Password:

[Forgot Password](#)

Please submit your credentials to log in and view your statement.

This site is secured by SSL encryption and we are committed to keep your information confidential.

1. Provide email, last 4 digits of your SSN or EIN and Password.
2. Click "Log In".

Tax Form Reporting for Recipients

Step 1... **Step 2...** Step 3

Paperless Reporting Choice

Please give us your consent for receiving your tax statements electronically instead of paper copy. Per IRS's guidelines we must ask you for your consent. If you do not wish to receive your statement electronically, then you may choose not to give your consent for paperless reporting. In that case we will send your copy by regular mail. Please help us save the environment. When you give your consent you will be able to print or save PDF copy of your tax statement(s) here in the next step. It is easy and safe.

Please enter your choice below:

- I wish to receive my statement electronically
 I want a paper copy of my statement

[Proceed >>>](#) [Modify](#)

Note:

- We are requesting your consent but you are not obligated to give us your consent.
- If you do not consent to receive the statement electronically, then a paper copy will be provided.
- The consent you provide to us will remain in our records for every year the statement is furnished to you.
- If you have given us your consent, but still want a paper copy, please contact us at support@efile1.zendesk.com, before January 31 and we will provide you a paper copy without any cost to you. You may also request your statement from the issuer/payer.
- The consent may be withdrawn at any time by logging on to your account (using the above link) and withdrawing your consent. We will send you an email confirmation of the withdrawal.
- You can access your statements soon after your consent, until October 15 of the year the form was issued to you. After this date the statements will no longer be available on our web site. You may still request the issuer/payer to provide you a copy.
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- You can access your statement using any Windows or Apple (Mac) system. The statement is in Adobe's PDF format so you must also be able to open PDF files on your system. You can download a free copy of Adobe's PDF reader [here](#).

Last login: 9/7/2018 9:22:09 AM

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[Go Green!!!](#)

1. Click "Proceed" button.

Tax Form Reporting for Recipients

Step 1... Step 2... **Step 3**

Your Statement(s)

Form Type:

Form Id	Payer Name	Recipient Name	E-Filed on	Status
	Cashew City.	Test		Processed

Please note: You can only print forms that have a status of E-file Accepted. If your form has a different status that means the form is still being processed and not ready for you to print. Currently, you have 0 form(s) that is(are) ready to be printed. If some (or all) of your forms are not ready please come back later. Usually, it takes 3 business days from the e-file date, before the forms are available to you.

Print Copy B

Recipient's copy (Copy B).
(Keep for your records)

Print Copy 2

Recipient's state income tax copy (Copy 2).
To be filed with your State Income Tax return when required.

You can access your statement(s) here.

The statement is in Adobe's PDF format which you can print or save for future use.

1. Click on "Print Copy B" or "Print Copy 2".
2. The selected image will be available as a PDF.
3. Recipients are able to print the forms from the PDF Image
4. Records are accessible One year.