

## Filling In Your 2015 Tax Organizer With Adobe Acrobat

- Open the Organizer document
- On the upper right-hand side, click the Tools tab
- Click the Content tab
- Click on Add or Edit Text Box (see red circle)
  - At this point you can click wherever you need to type
  - If you need to, you can change the font size using the floating Typewriter box (see purple circle)
- When finished save the document and send it to BHB Advisors.

Acrobat Instructions for Organizer.pdf - Adobe Acrobat

File Edit View Window Help

Create [Icons] 7 (1 of 1) 105%

Tools Comment Share

Typewriter

Typewriter [Icons] 10

Change font size

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**Taxpayer:** trial  
First Name and Initial  
version  
Last Name  
On File  
Social Security Number

Occupation  
01/01/1940  
Date of Birth (Mo/Da/Yr) Date of Death (Mo/Da/Yr)

**Spouse:** Sheldon  
First Name and Initial  
Peabody  
Last Name  
Scientist  
Occupation  
Date of Birth (Mo/Da/Yr) Date of Death (Mo/Da/Yr) Social Security Number

**Contact Information:**

Street Address Apartment Number

City State ZIP or Postal Code

Province or County

Foreign Country

Taxpayer Daytime/Work Phone Spouse Daytime/Work Phone

Taxpayer Evening/Home Phone Spouse Evening/Home Phone

Taxpayer Cell Phone Spouse Cell Phone

Taxpayer Fax Number Spouse Fax Number

Taxpayer Email Address

Spouse Email Address

Preferred Method of Contact

May the IRS or other taxing authority discuss the return with the preparer? Yes No  
Is the taxpayer claimed as a dependent on someone else's tax return?

Are you considered legally blind per IRS regulations? Yes No  
Do you want to contribute to the Presidential Election Campaign Fund? Taxpayer Spouse Yes No

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Content

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