

Filling In Your 2016 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

Pages

Content

Add Bookmark

Attach a File

Edit Text & Objects

Edit Document Text

Add or Edit Text Box

Add or Edit Interactive Object

Link

Button

Select Object

Forms

Recognize Text

Protection

Sign & Certify

Typewriter

10

Change font size

Personal Information 3

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 Social Security Number

Scientist Occupation Date of Birth (Mo/Da/Yr) Date of Death (Mo/Da/Yr)

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
X	

Is the taxpayer claimed as a dependent on someone else's tax return?

Yes	No

Are you considered legally blind per IRS regulations?

Taxpayer		Spouse	
Yes	No	Yes	No

Do you want to contribute to the Presidential Election Campaign Fund?

Yes	No