

# How to Email a PDF to The Taxpayer

Thu, Mar 9, 2023 [Tax Returns / Forms](#)

## Emailing a PDF

(Returns must pass verify errors.)

1. To start, go to **Print > Print Final Tax Return** (or other forms, ie. Bank Apps)
2. Click on the **Email Button**.  
(The PDF password will appear, which is the first 4 letters of the last name capitalized and the last 4 numbers of the SSN.)
3. A window opens to then compose a subject and body of an email to send.
4. *Optional:* Check the box to send an attachment with the password to inform the taxpayer.

You may need to enable Setup > Printer Setup > 1040 Return Printing > Send to E-Mail

Online URL: <https://kb.erosupport.com/article-273.html>