

**AARP FOUNDATION TAX-AIDE TAX PREPARATION**  
**08 - Scanning Your Documents**

Documents can be converted to electronic format in a number of ways, including, using your cellphone to take pictures of the documents, using a scan app on a smartphone, using a scanner that you have at home, having a close friend or family member perform the scanning for you, or going to a third-party to have your information scanned. Third parties that may be able to assist you with scanning include Staples, Office Depot, FedEx Office stores, UPS Stores, your local bank or credit union, your local senior center, community center, or library.

You will be able to upload the following file formats: PDF, PNG, JPG, TIF, DOC, DOCX, XLS, XLSX

Please pay attention to the size of each of your scan files. **Each scan file must be less than or equal to 5 megabytes. You may upload multiple files but the total size of all your files cannot exceed 25 megabytes.**

Please scan your photo IDs and Social Security cards in color, if possible, to ensure they are legible. We suggest that you scan the rest of your documents in black and white. Black and white scanning creates a smaller file.

Please compare the contents of your scan files to your hard copy documents to ensure all documents were scanned and the images are legible.

**Disclaimer:** The documents you are scanning contain sensitive, personally identifiable information belonging to you and your family members. It is your responsibility to take reasonable precautions to protect that information. AARP Foundation Tax-Aide is not responsible for your information until it is in our possession.