

Dear Client,

Congratulations on scheduling your upcoming **Virtual VIP** tax appointment! Prior to your scheduled appointment, you **must upload and send** the required IRS forms (**13614-C, 14446**) and all your tax documents (**W2, 1099, 1098, 1095, etc.**) using the instructions below. If we do not receive your completed IRS forms and tax documents **at least 48-hours** prior to your appointment, your appointment will need to be rescheduled. If you need assistance uploading your forms and documents, you can **text** us at **(302) 306-1089**.

1. **Download, complete** and **save** the required IRS forms (**13614-C, 14446**) on your electronic device
2. Save all your tax documents (**W2, 1099, 1098, 1095, etc.**) on your electronic device
3. Go to **Nehemiah Gateway CDC secure file exchange website link:**  
<https://nehemiahgateway.leapfile.net/>
4. Click on "**Secure Upload**"
5. Enter the NGCDC Recipient Email ([virtual@nehemiahgateway.org](mailto:virtual@nehemiahgateway.org))
6. Click "**Start**"
7. Enter your **Name** in the required field
8. Enter your **Email Address** in the required field
9. Confirm your **Email Address** in the required field
10. Enter the **Subject** (type **Your Last Name**) in the required field
11. Enter the **Message/Description** (type **Tax Year**) in the required field
12. Click "**Select files to send (Regular Upload)**" button
  - Browse your electronic device to locate your completed tax forms (**13614-C, 14446**) and all your tax documents (**W2, 1099, 1098, 1095, etc.**)
13. Click "**Choose File**" button (*only one file can be selected at a time, File #1, File #2, etc.*)
14. Click "**Upload & Send**" button
15. Once your file(s) are uploaded you will receive a message "**Success! Your files have been received. Thank you!**"