

Acceptance of E-Signatures

DOR receives numerous official documents from multiple sources via electronic transmission. In accordance with DOR's directive ([DOR Directive 20-1](#)) and M. G.L. c. 110G § 9(a) regarding the acceptance of electronic signatures, the signee of the document must be the person electronically sending DOR the document and provide in the body of the transmission, a statement attesting to:

- 1) the name of the document that is being submitted,
- 2) verification that the signature on the page is the sender's valid signature, and
- 3) the full name of the signee must be either contained within the email address or if not, contained within the body of the transmission text or fax cover sheet.

Here are a few examples of email and fax transmissions of a document from a signee that are acceptable. (Note that the required information is highlighted for illustration purposes only).

Example 1: email sent from "John.Doe@jacksgas.com":

"Attached is the COC Renewal form for my facility. I confirm that the signature on the document is my valid signature."

Example 2: email sent from "jd2346@gmail.com"

"I, John Doe, am attaching the Verification of Costs form, duly signed by me, to support the reimbursement claim Eligibility 1111A222 Submittal 45."

Example 3: fax sent from 617-555-1212:

"As requested, I, John Doe, am sending you the signed SuperUser Agreement form. The form was signed by me on March 30, 2022."

Please note that the transmission or forwarding of a signed document by any person other than the signee will not be accepted and will delay processing of your document.