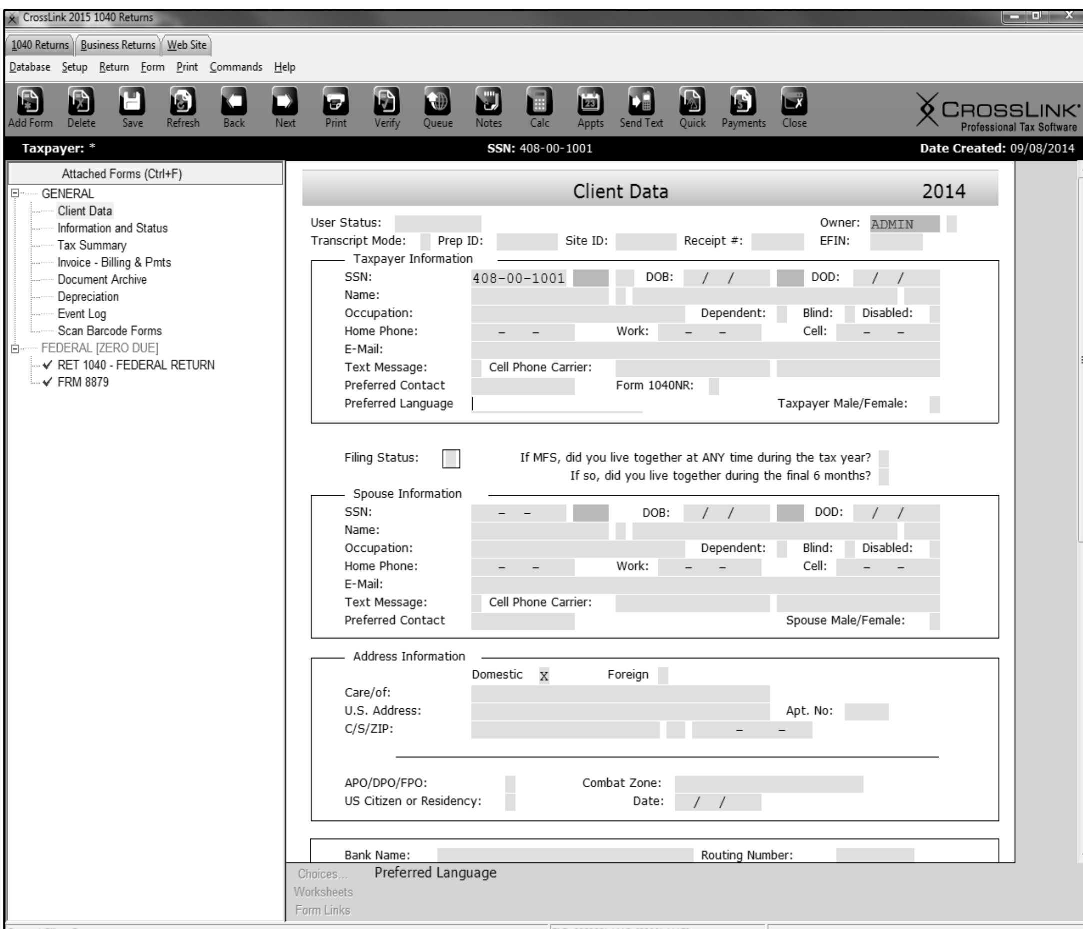
Introduction

These tutorials are designed as operational training tools. They will take you step-by-step through creating a basic return to preparing more complex tax returns. They are useful in learning the many features of the program, and for practice in getting preparers ready for the upcoming season.

The tax information contained in these tutorials is preliminary and your actual results may vary based on more current information being implemented in the program. Some Verify errors that are related to the Bank Application that appear in these tutorials might not be valid based on your Bank selection in the program.

We suggest that prior to entering in any returns that you set up a default Prep ID. If you will have more than one Paid Preparer, you will want to set up their information in the database. This information will appear on Form 1040 to correspond with the correct Paid Preparer. If you have only one Paid Preparer, the information should already be entered in the Overrides Tab of Office Setup as an ERO.



Tutorial #1

Tutorial #1 Objective:

Once you have completed this tutorial you will know how to:

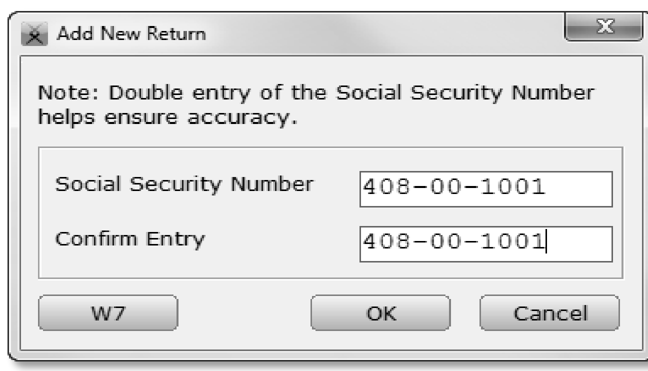
- **Create a new tax return**
- **Complete the following forms/screens: Client Data Screen, Forms W-2, W-2G, 1040, and 8879.**
- **Verify a return**
- **Send a text message using Textlink**
- **Send a PDF copy of a tax return**
- **Delete a tax return**

Tutorial #1 Profile:

All taxpayer information needed to complete this return will be provided throughout tutorial #1's step-by-step process. (It is assumed that when an actual taxpayer arrives at your office they will bring all appropriate documents with them to complete their tax return.)

Step One: The Client Data Screen

The first step when creating a new tax return is to complete the Client Data screen. The following instructions will walk you through completing the Client Data screen.



1. From the Work in Progress Summary click on the 

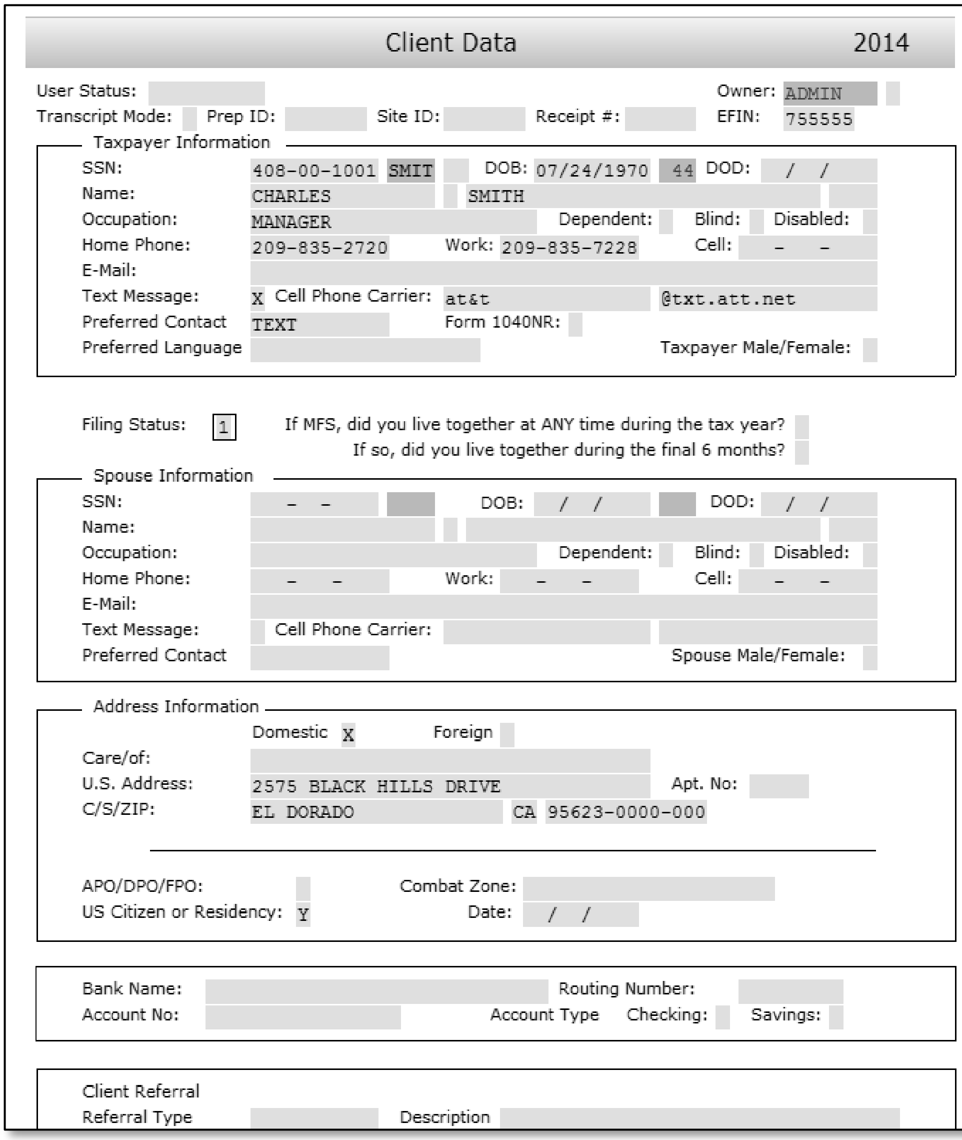
button on the Work in Progress Toolbar.
2. The *Add New Return* window will open and prompt to enter the Taxpayer Social Security Number.
3. Enter **408-00-1001** as the SSN and press **[Tab]** to move to the Confirm Entry box.

   Note: It is a requirement to enter the Social Security number twice when creating a new return. The second time is a check to verify the SSN is entered correctly.
4. Enter the **SSN (408-00-1001)** a second time and click on **OK**.
5. You will now be viewing the *Client Data Screen*, Taxpayer Information section.
6. The first field highlighted is the *DOB* (date of birth) field. Type '**072470**', and then press **[Enter]**.

   Note: The program will automatically calculate the four digits of the Year.
7. The next fields are the name fields. Use the following information to complete these fields:

Note: There is no need to capitalize name fields. The program will automatically format the name for printing purposes.

- *Taxpayer's First Name:* **Charles [Enter]**
- *Taxpayer's Middle Initial:* **[Enter]** (no Middle Initial)
- *Taxpayer's Last Name:* **Smith [Enter]**
- *Taxpayer's Suffix:* **[Enter]** (no Suffix)


Client Data 2014
User Status: Owner: ADMIN
Transcript Mode: Prep ID: Site ID: Receipt #: EFIN: 755555
Taxpayer Information
SSN: 408-00-1001 SMIT DOB: 07/24/1970 44 DOD: / /
Name: CHARLES SMITH
Occupation: MANAGER Dependent: Blind: Disabled:
Home Phone: 209-835-2720 Work: 209-835-7228 Cell: - -
E-Mail:
Text Message: X Cell Phone Carrier: at&t @txt.att.net
Preferred Contact TEXT Form 1040NR:
Preferred Language Taxpayer Male/Female:
Filing Status: 1 If MFS, did you live together at ANY time during the tax year?
If so, did you live together during the final 6 months?
Spouse Information
SSN: - - DOB: / / DOD: / /
Name:
Occupation: Dependent: Blind: Disabled:
Home Phone: - - Work: - - Cell: - -
E-Mail:
Text Message: Cell Phone Carrier:
Preferred Contact Spouse Male/Female:
Address Information
Domestic X Foreign
Care/of:
U.S. Address: 2575 BLACK HILLS DRIVE Apt. No:
C/S/ZIP: EL DORADO CA 95623-0000-000
APO/DPO/FPO: Combat Zone:
US Citizen or Residency: Y Date: / /
Bank Name: Routing Number:
Account No: Account Type Checking: Savings:
Client Referral
Referral Type Description

8. With the cursor now on the *Occupation:* field, try using the OCCUPATION choice list to select the occupation of **MANAGER**.

Note: The occupation choice list displays the entries found in the Occupations Database. The program is shipped with a set of Occupations in the database, with the ability to add other Occupations to the Database Menu.

9. To use the choice list follow these steps:

- Click on the  button at the bottom of the *Client Data screen* or press the **[F3]** key.
- Click on **MANAGER** then click on **OK**, or use your down arrow key to highlight **MANAGER** and press **[Enter]**.

  Note: MANAGER should now be the occupation shown and you can continue with Step 10.

10. Since Charles is not a Dependent on another return, blind, or disabled, press **[Enter]** 3 times past the *Dependent*, *Blind*, and *Disabled* fields.

11. Although the fields *Home Phone, Work, Cell and E-mail,* are not required, the cursor does move to these fields automatically. Normally, they should be entered for reference at a later time (i.e. on the Electronic Bank Application). For the purposes of this tutorial, enter these phone numbers: **209-835-2720** for the Home Phone, press **[Enter]** and then enter **209-835-7228** for the Work phone and press **[Enter]**. Enter your **cell phone number** for the Cell phone and press **[Enter**] 2 times.

> **Note:** Your cell phone number is used in this tutorial because we will be testing the TextLink feature at a later time in this tutorial. In a real live return you would use your customer's information.

12. Enter your **email address** in the E-Mail field and press **[Enter]**.

> **Note:** Your email address is used in this tutorial because we will be testing the Email copy of tax return feature at a later time in this tutorial. In a real live return you would use your customer's information.

13. Enter an **X** in the Text Message box and press **[Enter]**. The next field is the *Cell Phone Carriers* box. To view the list of cell phone carries click on  located at the bottom of the Client Data screen or press **[F3]** key. For the purpose of this tutorial double click on **at&t** and Text Domain field will populate automatically.

14. Click in the ***Preferred Contact*** field and click on  located at the bottom of the Client Data screen or press **[F3]** key. Choose **TEXT** as the method to contact the taxpayer and press **[Enter]**. Leave the 1040NR box empty.

> **Note:** In a real scenario when a customer needs to file a Non Resident Return you would check this box now before adding any income forms. For this tutorisl leave the box empty.

15. You will now be at the *Filing Status* field. Charles is filing his own tax return and is not married, so type a '**1**' for Single into this field and press **[Enter]**

> **Note:** Take a moment to look at the bottom of the screen while you are still on the filing status field. You should notice some information that will be very

useful to you while entering returns and trying to correct verify errors. In this case the filing status and description will be displayed. Notice that the program automatically skips over the spouse information fields since this return is for a single taxpayer.

16. The next fields that are required are the address fields. Use the following information to complete these fields.

- *Address:* **2575 Black Hills Drive [Enter]**
- *Apt. No:* **[Enter]**
- *Zip:* **95623 [Enter]**

Note: Notice that the City and State fields will auto-populate with El Dorado CA based on zip code

17. Next there will be a series of Health care questions. It is necessary that these questions are answered in order to complete the return. For the purposes of this tutorial answer the questions as followed:

- Do you have Healthcare insurance Coverage?: Enter a **Y** for yes and press **[Enter]**
- Does your Employer provide Healthcare Insurance Coverage?: Enter a **Y** for yes and press **[Enter]**
- Does your spouse and/or all dependents have Healthcare insurance Coverage?: Enter **N** and press **[Enter]**.
- Would you like to purchase a one year subscription to CADR for you and your family for $199.95?: Leave blank and Press **[Enter]**
- Please enter the gender of the Taxpayer enrolling the CADRPlus – M/F: Enter a **M** for Male and press **[Enter]**

At this point, the client data screen is complete for this tax return and you can continue to the next step.

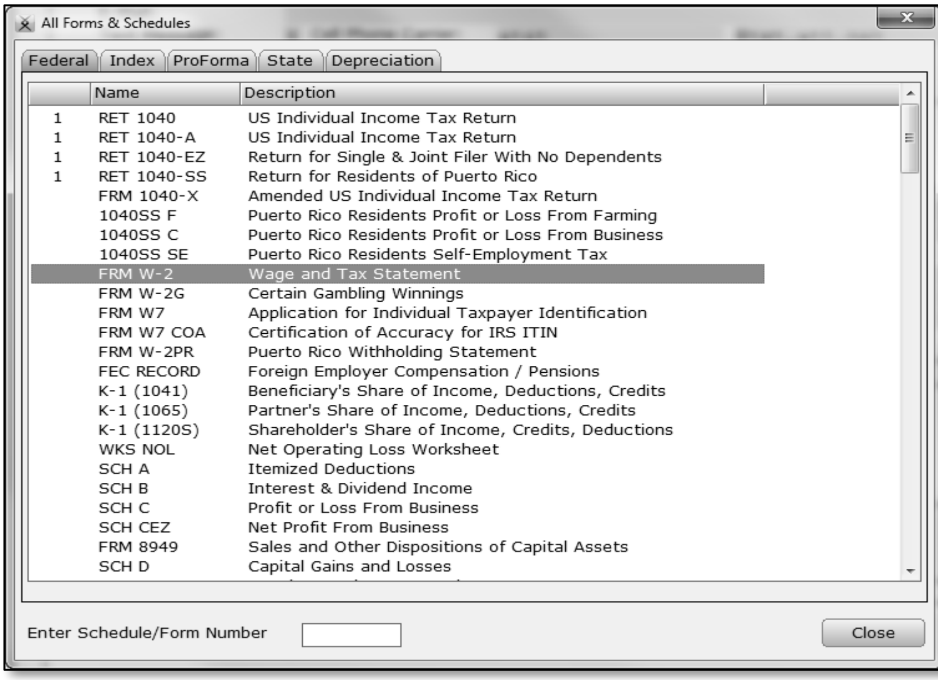
Step Two: Adding Forms to this return

When adding forms to a return it is important that you start with any source documents such as W-2's or 1099's. From these documents, the program is able to begin adding certain forms automatically.

To add a Form W-2, follow the steps below:

1. Click on the 

button to open the *All Forms & Schedules* window. This list shows all the Forms and Schedules that are available to be attached to this return.



2. Notice that the cursor rests on the Form W-2 by default.

3. Press **[Enter]** on **FRM W-2** or double-click on **FRM W-2**; this will display the Form W-2. You should notice the taxpayer information has been brought forward from the information entered on the Client Data screen.

4. Begin by entering the Employer's Identification Number (*EIN*). Type the number **90-2334567** and press **[Enter]**.

5. Continue entering all information that is required for the employer by using the following information:

- *Employer Name:* **Perfect Snow Place** and press **[Enter]**
- *Address:* **123 Caples Crest** and press **[Enter]**
- *Zip:* **96146** and press **[Enter]**

6. Once the employer's information has been completed the cursor will automatically move to the *Wages* field. Enter **52329** and press **[Enter]**. The program will automatically calculate the *SS Wages, SS Tax Withheld, Medicare Wages*, and *Medicare Tax Withheld* fields.

> **Note:** You may adjust the *SS Wages, SS Tax Withheld, Medicare Wages*, and *Medicare Tax Withheld* fields if necessary, some live returns may require it.

7. Your cursor should now be positioned at Box 2, *Fed Tax Withheld:* field. Normally this information comes from Form W-2 box 2. In this case type **7825** and press **[Enter]**.

At this point the Form W-2 is complete for this return and you can continue to next step.

Step Three: Adding other Forms to this return

Mr. Smith also has a W-2G for Gambling Winnings that needs to be entered.

To add a Form W-2G, follow the steps below:

1. Click on 

 to open the *All Forms & Schedules* window.
2. Double-click on **FRM W-2G**; this will display the *Form W-2G*. You should notice the taxpayer information has been brought forward from the information entered on the Client Data screen.
3. Begin by entering the **Federal ID**. Type the number **31-7754321** and press **[Enter]**.
4. Enter the following information that is required for the payer:
    - *Payer's Name:* **Moneymaker Casino** and press **[Enter]**
    - *In Care of or Other Address:* Press **[Enter]**
    - *Street Address:* **321 Atlantic Drive** and press **[Enter]**
    - *Zip:* **95642** and press **[Enter]**
5. Once the payer's information has been completed the Gross Winnings can be entered. Click on the *Gross Winnings field*, **Box 1**, of the W-2G.
    - *Gross Winnings:* **10000** and press **[Enter]**
    - *Date Won:* **06/20/2015** and press **[Enter]**
    - *Federal Tax:* **3269** and press **[Enter]**
    - *Type of Wager*: Type **Slots** and press **[Enter]**

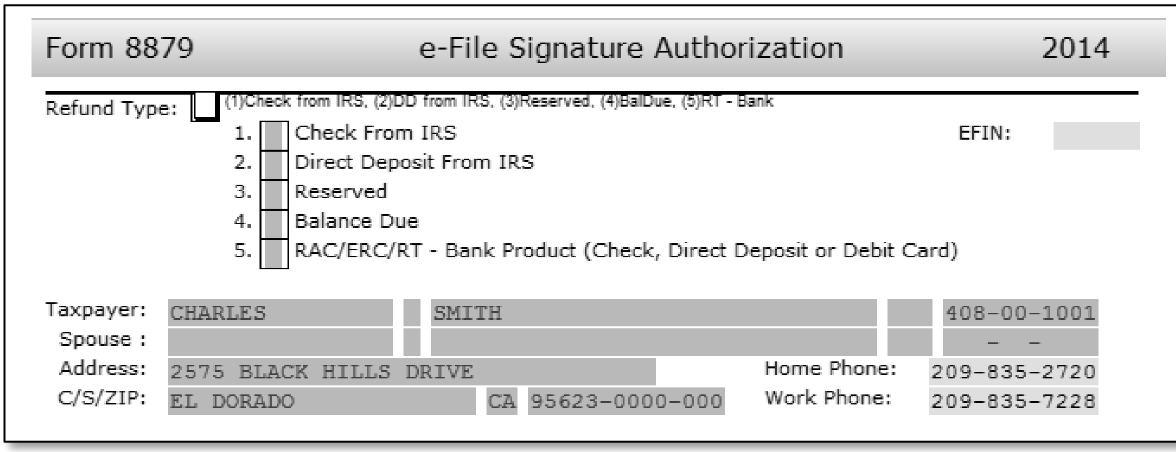
At this point the Form W-2G is complete for this return and you can continue to the next step.

Step Four: Adding Form 8879

Charles wants to file this return electronically; you will need to fill out Form 8879 – IRS e-file Signature Authorization Form 8879. The Software automatically adds the 8879 by default.

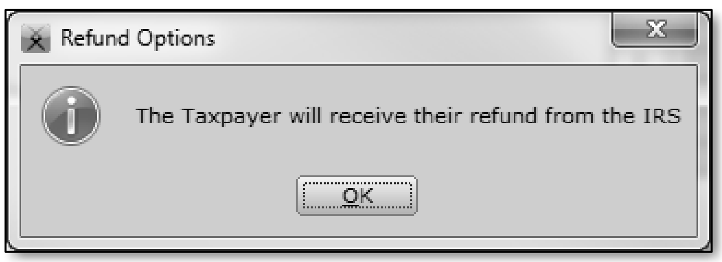
Follow the steps below to complete Form 8879:

1. Double click on the **Form 8879** located to the left of your tax return under the *Attached Forms* window.



2. The cursor will be positioned on the *Refund Type:* field. Enter the number **1** for Paper Check, and press **[Enter]**.

3. The Refund Options window will appear informing you that The Taxpayer will receive their refund from the IRS, press **OK**.



4. The cursor will now move to the *EFIN:* field. The EFIN number should already be entered for you if you have setup your EFIN as Default EFIN in the Office Setup, Electronic Filing Tab of the Setup menu. If the EFIN number is not auto-populated, please enter your **EFIN number** here and press **[Enter]**.

5. The cursor will now move to the *Home Phone* number field then the *Work Phone* field. These should be auto-populated from the Client Data Screen. Press **[Enter]** twice to pass the Home Phone and Work Phone fields.

6. The cursor will now move to the *Taxpayer PIN* field. When electronically filing a return, Form 8879 with PIN signature(s) must be used. A 5-Digit PIN must be entered for the Taxpayer, Spouse (if applicable) and Preparer (any 5-digits, not all Zero's).

7. Enter **12345** for the *Taxpayer PIN* and press **[Enter]**.

8. The cursor will move to *Spouse PIN* field. For this tutorial Mr. Smith is filing as Single, no Spouse PIN is needed. Press **[Enter]** 5 times to move to the *ERO/Paid Preparer (PP) PIN* field.

9. In order to complete Form 8879, the *Part III – Declaration of Electronic Return Originator (ERO)* section needs to be completed. The information in Part III provides the ERO information to the IRS for the tax return. The program will auto-populate the information in Part III, including the ERO PIN, from the EF Originators database based on the EFIN entered at the top of Form 8879. If a Default EFIN was entered in the Office Setup, Electronic Filing Tab of the Setup menu and the EFIN information in the EF Originators database, this section will be auto-populated.

> **Note**: The Default EFIN, EF Originator and Paid Preparer database items can be entered into the program at any time to auto-populate ERO and Paid Preparer information on Forms 8879 and 1040 in the tax return. If using more than one EFIN and/or Paid Preparer in an office, use the Choices button to select the EFIN and or Paid Preparer information to auto-populate the ERO/PP information on the appropriate fields on Forms 8879 and 1040.

10. If the *ERO/Paid Preparer PIN* field is blank, enter a **PIN**, any 5 digits that are not all Zero's and press **[Enter]**.

11. If the *ERO/Preparer information* is not completed, enter the needed information, including: *Name, Address, City, State, Zip* and *Phone number* fields.

This will complete Form 8879 and you can move to the next step in this Tutorial.

> **Note:** If entering these tutorials prior to January 2015, a verify error will be created for the Signature date of the PIN. The Signature must be within the processing year of the tax return, in this case 2015. To clear this verify error, the PIN information entered above will need to be removed.

Step Five: Finalizing the return

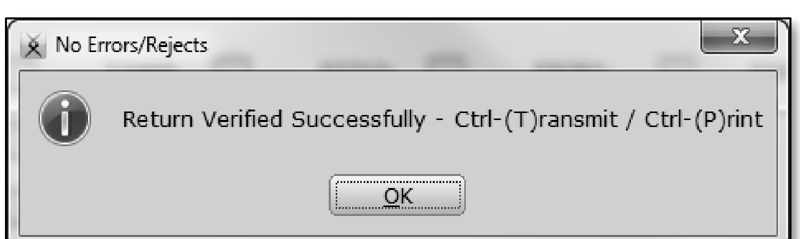
The final step to be completed with any return is verification. This process compares the return with electronic filing rules to verify it has been completed correctly.

Follow these steps to Verify and finalize the tax return:

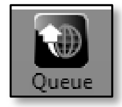
1. Click on the 

button or press **[Ctrl+V]** to start the verification routine.

2. You should see a window pop up similar to the one shown, which indicates there are no verify errors or rejects within this return. Click on **OK**.



Note: If there are any Error messages please fix them to proceed with the tutorial.

3. At this point you have two options to proceed. You can click the 

button or press **[Ctrl+T]** to open *the Queue Return for Transmission* window, or press **[Ctrl+P]** to print the return.

4. Notice the *FEDERAL [REFUND: $]* amount in the *Attached Forms [Ctrl+F]* window on the left side of the tax return. The refund should be **$2,084.**

5. Since Mr. Smith would like his return electronically filed, click on the 

button or press **[Ctrl+T]** to open the *Queue Return for Transmission* window.

6. It is recommended that you **do not** Transmit these returns. This is used as a reference for tutorial purposes only. On the *Queue Return for Transmission Window* click on **Close**.

   Note: In a real scenario after opening the Queue Return for Transmission window you would click on the Queue Button to queue the return.

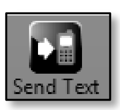
Step Six: Text Messaging

Mr. Smith would like a notification by text message when his return has been filed.

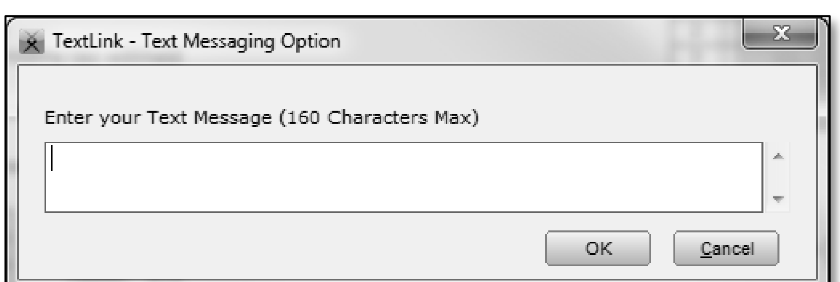
Follow these steps to use Text Messaging:

Note: It is required to have a Gmail account with Google to use text messaging. To configure text messaging go to Setup, Office Setup and in the "TextMsg" tab you can register for a free e-mail account.

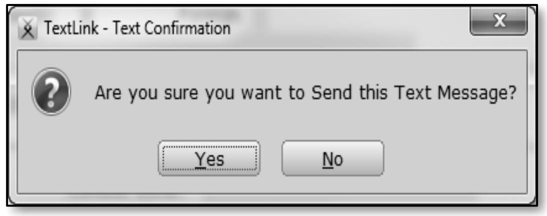
Important: Standard text messaging charges apply to all your customers.

1. From the toolbar click on 

and the *TextLink-Text Messaging Option* window will open. Type a **message** you would like to send to your client and click on **OK**.



2. The *TextLink-Text Confirmation* window will open asking you "Are you sure you want to Send this Text Message?" Click on **Yes**.



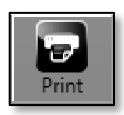
3. The *TextLink-Success* window opens indicating that the message was sent click on **OK** to close this window.

Step Seven: Sending a PDF copy of a return to a client

Mr. Smith would like a copy of his tax return by email in PDF format.

Follow these Steps to send a customer a PDF copy of their tax return via email:

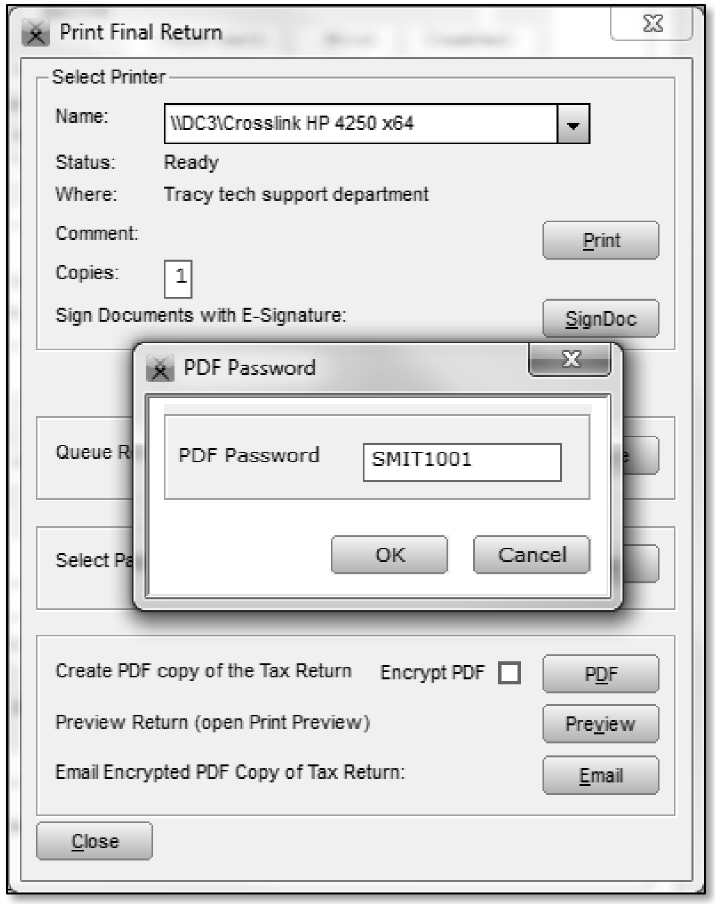
> **Note:** It is required to have a Gmail account with Google to use send a copy of PDF return via email. To configure this go to Setup, Office Setup and in the "TextMsg" tab you can register for a free e-mail account.
>
> **Note:** The recipients email that will be used is the one entered in the Client Data screen. Make sure that an email has been entered in the Client Data screen for the Customer.

1. While inside the tax return click on the  button. The *Print Final Return* window will appear.

2. Click on the **Email** button at the bottom of the Print Final Return Screen.

3. A small window titled *PDF Password* will open. This will give you the option to use the auto generated password, create your own password, or leave blank for no password.

> **Note:** It is strongly recommended that a password is used due to the sensitive data being sent.



4. For the purposes of this tutorial click on **OK**.

5. A window will open with a subject and body field. The subject will be the subject of the email being sent to the customer. Type "**Copy of tax return for Mr. Smith".**

6. In the body of the message type a **message of your choice**.

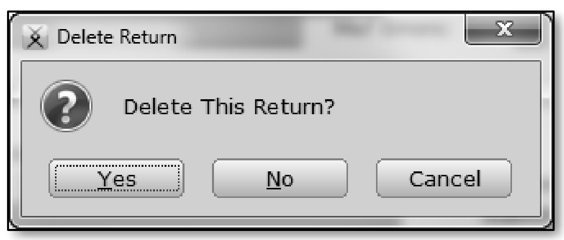
7. Check the **Send Attachment Password** box to send the customer a second email with the password separate from this one for security reasons.

8. At the bottom there is a Taxpayer check box and a Spouse checkbox. Since Mr. Smith is single the Taxpayer checkbox is checked and the Spouse checkbox is greyed out.

9. Click on **OK**. An email has been sent to the customer with a PDF copy of the tax return attached. The password to the document was sent in a second email.

Step Eight: Deleting the Return

1. To delete this return click on **Return** from the toolbar menu and then click on **Delete Return**. The *Delete Return* window will open asking if you want to delete this return click on **Yes** to delete this return. Click on the **WIP** button or press **[F2]** to return to the Work in Progress screen.



Congratulations! You have now completed Tutorial number 1!

Tutorial #2

Tutorial #2 Objective:

Once you have completed this tutorial you will know how to:

- **Create a new tax return**
- **Complete the following forms/screens: Client Data Screen, Forms W-2, 1040, 8867, Schedule EIC, and 8879.**
- **Verify a return**
- **Delete a tax return**

Tutorial #2 Profile:

All taxpayer information needed to complete this return will be provided throughout tutorial #2's step-by-step process. (It is assumed that when an actual taxpayer arrives at your office they will bring all appropriate documents with them to complete their tax return.)

Step One: The Client Data Screen

The first step when creating a new tax return is to complete the Client Data screen. The following instructions will walk you through completing the Client Data screen.

1. From the Work in Progress Summary click on the **Add New** button on the Work in Progress Toolbar.
2. Enter **408-00-1002** as the SSN and press **[Tab]** to move to the Confirm Entry box.
3. Enter the **SSN (408-00-1002)** a second time and click on **OK**.
4. Use the following to enter the Taxpayer information on the Client Data Screen:
    - *DOB:* **03/20/1968**
    - *Taxpayer's First Name:* **Jack**
    - *Taxpayer's Middle Initial:* **(no Middle Initial)**
    - *Taxpayer's Last Name:* **Callahan**
    - *Taxpayer's Suffix:* **(no Suffix)**
    - *Occupation:* **Security Guard**
    - *Dependent, Blind, and Disabled:* **NO**
    - *Home Phone:* **209-835-7228**
    - *Work Phone:* **209-835-2720**
    - *Filing Status:* **4 – Head of Household**
    - *Address:* **1531 Lord Baltimore Place**
    - *Zip:* **21914**
5. Mr. Callahan has provided his personal Bank Account information so that his refund can be deposited into his checking account at his bank. When Bank information is entered on

the Client Data Screen, it is carried to the appropriate forms on the return and the Bank name and RTN is stored in the Bank RTNs Database when the return is verified.

6. Enter the following Bank information on the Client Data Screen for Mr. Callahan's return:

    Note: There will be a *Double Entry Validation* window asking you to type the routing number again, this is a requirement to verify the routing number is correct.

    - *Bank Name:* **West Bank**
    - *Routing Number:* **121100782**
    - *Account No:* **1112225555**
    - Verify the Account and Routing Numbers
    - *Account Type:* **(X) Checking**

7. Mr. Callahan has a Dependent that needs to be entered in the *'Dependents – Children and other qualifying individuals'* table located beneath the Bank Information on the Client Data Screen. The Dependent information entered will be carried to the appropriate forms on the tax return.

8. Click on the **First Name** field under the Dependent table. Enter **Jill** and press **[Enter]**.

9. The cursor will be on the *Last Name* field. Type the letter '**C**' and notice that CALLAHAN will be displayed on the field. Press **[Enter]** to enter CALLAHAN as the last name. This key tracking auto-populating feature allows for faster data entry by populating the last name of the Taxpayer in the Spouse and Dependent Last Name fields on the Client Data Screen.

    - Enter **02/26/2006** and press **[Enter]** for the DOB.
    - Enter **408-22-3002** and press **[Enter]** for the SSN.
    - Type **D** to auto-populate **Daughter** in the Relationship field and press **[Enter]**.
    - In the **MO** field, type **12** and press **[Enter]** for the number of months the dependent lived with the taxpayer.

10. The next field is the *Dependent Code*. To view a list of the Dependent Codes, click on the 

button on the bottom of the screen. Generally this code will be *1 – Dependent Lived with Taxpayer*. Click on **OK** in the Choice List to enter code **1** in the Dependent table.

11. The next two fields will auto-populate with 'E' and 'X' for the dependent being Eligible for EIC and Eligible for CTC (Child Tax Credit). These fields are auto-populated based on the Dependent DOB, SSN, Relationship and Number of months lived with Taxpayer.

12. The last Code in the Dependent table is for Dependent Care. When marked (X) the Dependent information is carried on to *Form 2441* of the return. For this tutorial, this field will be left blank.

At this point, the client data screen is complete for this tax return and you can continue to the next step.

Step Two: Adding Form W-2

1. As discussed in the previous tutorial and in the manual, you should always enter Income (source) documents first.
2. Add **Form W-2** and use the following information:
    - *EIN*: **11-0110011**
    - *Employer Name*: **Local School District**
    - *Employer Address*: **123 Oceanside Street**
    - *Zip*: **20772**
    - *Wages*: **16850**
    - *Fed Tax Withheld*: **1785**

At this point the Form W-2 is complete for this return and you can continue to next step.

Step Three: Verifying the return

The verification routine checks the return for errors and if found will display them in the *Return Errors and Rejects* window.

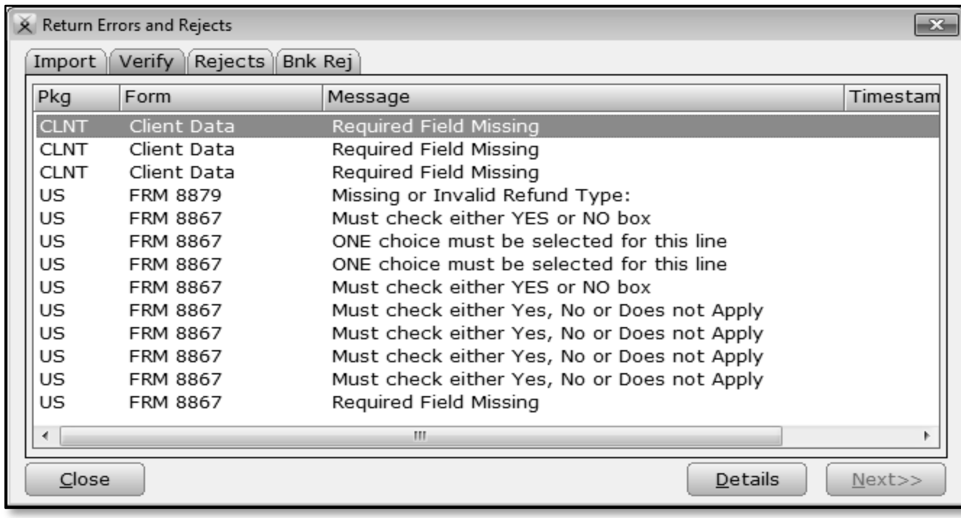
To verify this return complete the following steps:

1. Click on the 

button to start the programs verification routine.
2. You should see the *Return Errors and Rejects* window pop up which indicates there are verify errors within this return.
3. For this return there are verify errors that are related to the *Client Data Screen Health* questions. It is necessary to answer the insurance questions on the Client Data Screen. For the purposes of this tutorial answer the questions as followed:
    - Do you have Healthcare insurance Coverage?: Enter a **Y** for yes and press **[Enter]**
    - Does your Employer provide Healthcare Insurance Coverage?: Enter a **Y** for yes and press **[Enter]**
    - Does your spouse and/or all dependents have Healthcare insurance Coverage?: Leave blank and Press **[Enter]**.

- Would you like to purchase a one year subscription to CADRPlus for you and your family for $199.95?: Leave blank and Press **[Enter]**
- Please enter the gender of the Taxpayer enrolling the CADRPlus – M/F: Enter a **M** for Male and press **[Enter]**

4. There will also be 9 verify errors related to Form 8867-Paid Preparer's EIC Checklist. Based on Mr. Callahan's information, he is eligible to take the Earned Income Credit. In order to receive this credit, Form 8867 – Paid Preparer's EIC Checklist, must be completed.



5. Double-click on the first **US FRM 8867** verify error message and the program will take you to the appropriate question to be answered on the Paid Preparer's EIC Checklist.

6. Enter '**X**' in the proper box and press **[Enter]**.

7. The *Return Errors and Rejects* window will open again. Press **[Enter]** or double-click on the second **US FRM 8867** verify error message and the program will take you to the appropriate question to be answered on the Paid Preparer's EIC Checklist.

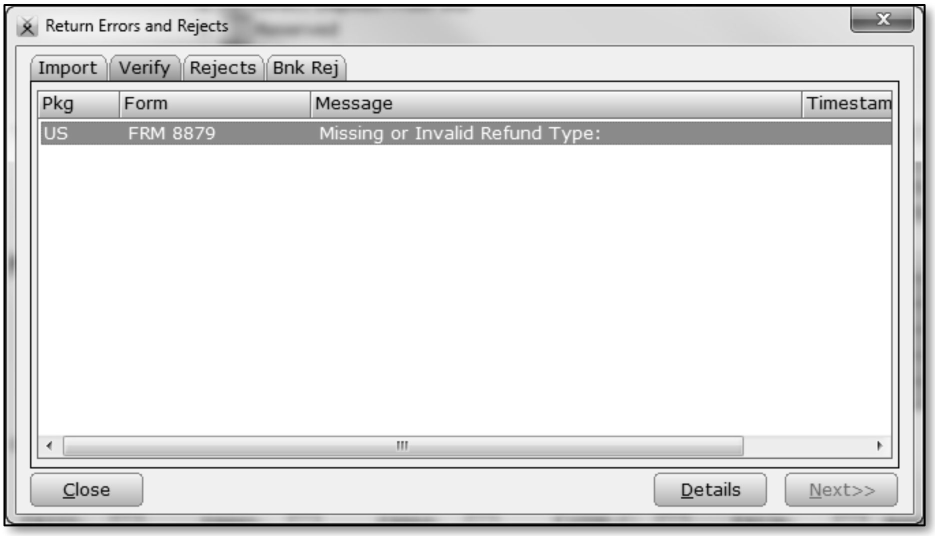
8. Enter '**X**' in the proper box and press **[Enter]**. Continue this process until all of the verify errors have been taken care of.

9. The *Return Errors and Rejects* window will continue to open until after pressing **[Enter]** displaying the Verify Errors even though they have been corrected. The Return Errors and Rejects list needs to be "refreshed" since the errors are corrected.

10. Click on the 

button to refresh the *Return Errors and Rejects* list.

11. Click on the **red X** to close the *Return Errors and Rejects* window.



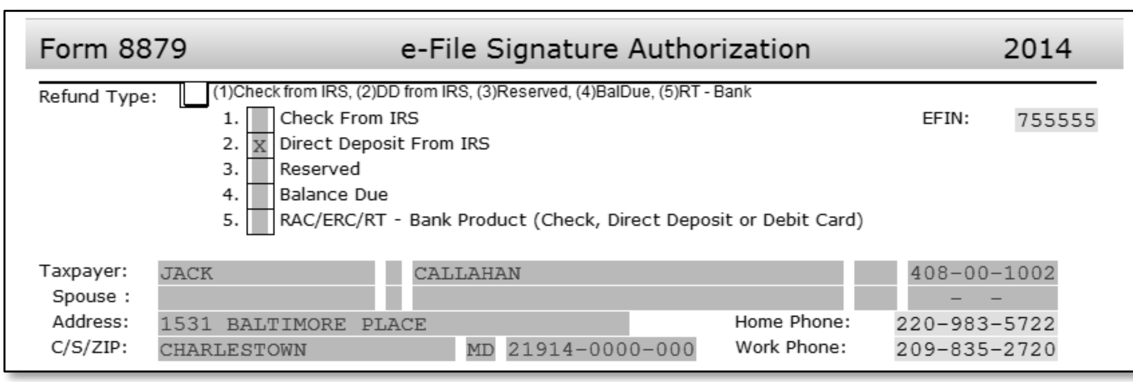
You can now continue to the next step.

Step Four: Completing Form 8879

Since Mr. Callahan wants to file this return electronically, you will need to fill out the Form 8879 – IRS e-file Signature Authorization.

Follow the steps below to complete Form 8879:

1. Double click on the **Form 8879** located to the left of your tax return under the *Attached Forms* window.



2. The cursor will be positioned on the *Refund Type*: field. Enter the number **2** for Direct Deposit, and press **[Enter]**.
3. The *Refund Options* window will appear informing you that The Taxpayer will receive their refund from the IRS. An electronic deposit will go into the Bank Account information entered earlier on the Client Data Screen, press **OK**.

4. The cursor will now move to the *EFIN#* field. The EFIN number should already be entered for you if you have setup your EFIN as Default EFIN in the Office Setup, Electronic Filing Tab of the Setup menu. If the EFIN number is not auto-populated, please enter your **EFIN number** here and press **[Enter]**.
5. The cursor will now move to the *Home Phone* number field then the *Work Phone* field. These should be auto-populated from the Client Data Screen. Press **[Enter]** twice to pass the Home Phone and Work Phone fields.
6. The cursor will now move to the *Taxpayer PIN* field. When electronically filing a return, Form 8879 with PIN signature(s) must be used. A 5-Digit PIN must be entered for the Taxpayer, Spouse (if applicable) and Preparer (any 5-digits, not all Zero's).
7. Enter **54321** for the Taxpayer PIN and press **[Enter]**.
8. The cursor will move to *Spouse PIN* field. For this tutorial Mr. Callahan is filing as Head of Household, so no Spouse PIN is needed. Press **[Enter] 5 times** to move to the ERO/Paid Preparer PIN field.
9. In order to complete Form 8879, the *Part III – Declaration of Electronic Return Originator (ERO)* section needs to be completed. The information in Part III provides the ERO information to the IRS for the tax return. The program will auto-populate the information in Part III, including the ERO PIN, from the EF Originators database based on the EFIN entered at the top of Form 8879. If a Default EFIN was entered in the Office Setup, Electronic Filing Tab of the Setup menu and the EFIN information in the EF Originators database, this section will be auto-populated.

    Note: The Default EFIN, EF Originator and Paid Preparer database items can be entered into the program at any time to auto-populate ERO and Paid Preparer information on Forms 8879 and the 1040. If using more than one EFIN and/or Paid Preparer in an office, use the Choices button to select the EFIN and or Paid Preparer information to auto-populate the ERO/PP information on the appropriate fields on Forms 8879 and 1040.

10. If the *ERO/Paid Preparer PIN* field is blank, enter a **PIN**, any 5 digits that are not all Zero's and press **[Enter]**.
11. If the *ERO/Preparer* information is not completed, enter the needed information, including: *Name, Address, City, State, Zip* and *Phone number* fields.

This will complete Form 8879 and you can move to the next step in this Tutorial.

> **Note:** If entering these tutorials prior to January 2015, a verify error will be created for the Signature date of the PIN. The Signature must be within the processing year of the tax return, in this case 2015. To clear this verify error, the PIN information entered above will need to be removed.

Step Five: Finalizing the return

The final step to be completed with any return is verification. This process compares the return with electronic filing rules to verify it has been completed correctly.

Follow these steps to Verify and finalize the tax return:

1. Click on the 

button or press **[Ctrl+V]** to start the verification routine.
2. You should see a window pop up similar to the one shown below which indicates there are no verify errors or rejects within this return. Click **OK**.

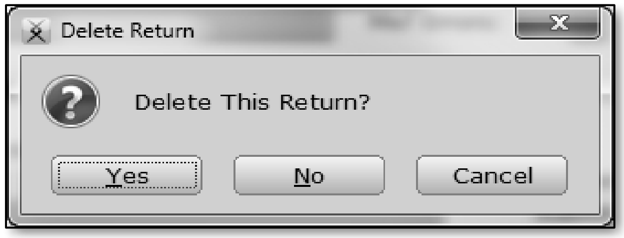
3. At this point you have two options to proceed. You can press **[Ctrl+T]** to open the *Queue Return for Transmission* window, or press **[Ctrl+P]** to print the return.
4. Notice the *FEDERAL [REFUND: $]* amount in the *Attached Forms [Ctrl+F]* window on the left side of the tax return. The refund should be **$6024**.
5. Since Mr. Callahan would like his return electronically filed, click on the 

button or press **[Ctrl+T]** to open the *Queue Return for Transmission* window.
6. It is recommended that you **do not** Transmit these returns. This is used as a reference for tutorial purposes only. On the *Queue Return for Transmission Window* click on **Close**.

> **Note:** In a real scenario after opening the Queue Return for Transmission window you would click on the Queue Button to queue the return.

Step Six: Deleting the Return

1. To delete this return click on **Return** from the toolbar menu and then click on **Delete Return.** The *Delete Return window* opens asking if you want to delete this return click on **Yes** to delete this return. Click on the **WIP** button or press **[F2]** to return to the Work in Progress screen.



Congratulations! You have now completed Tutorial number 2!

Tutorial #3

Tutorial #3 Objective:
Once you have completed this tutorial you will know how to:

- **Create a new tax return**
- **Complete the following forms/screens: Client Data Screen, Forms W-2 (2), 8867, 1040, and 8879.**
- **Verify the return**
- **Send a PDF copy of a tax return**
- **Delete the return**

Begin Tutorial #3:
Step One: The Client Data Screen

Use the following information to complete the Client Data Screen for Tutorial #3.

Taxpayer Information:

- *Taxpayer SSN*: **408-00-1003**
- *DOB*: **06/12/92**
- *Name*: **Ivan Price**
- *Occupation*: **Student**
- *Dependent* **X (Yes)** *Blind* **(no)** *Disabled* **(no)**
- *Home Phone*: **(501) 568-9999**
- *Email Address*:**Ivan.Price@boondocks.net**
- *Filing Status*: **(1) Single**
- *Address*: **1832 North Pole Lane Clam Gulch, AK 99568**

1. As shown in the previous tutorials, **answer** the Health Insurance questions on the Client Data screen accordingly.

Once the Client Data Screen is completed for this tax return you can continue to the next step.

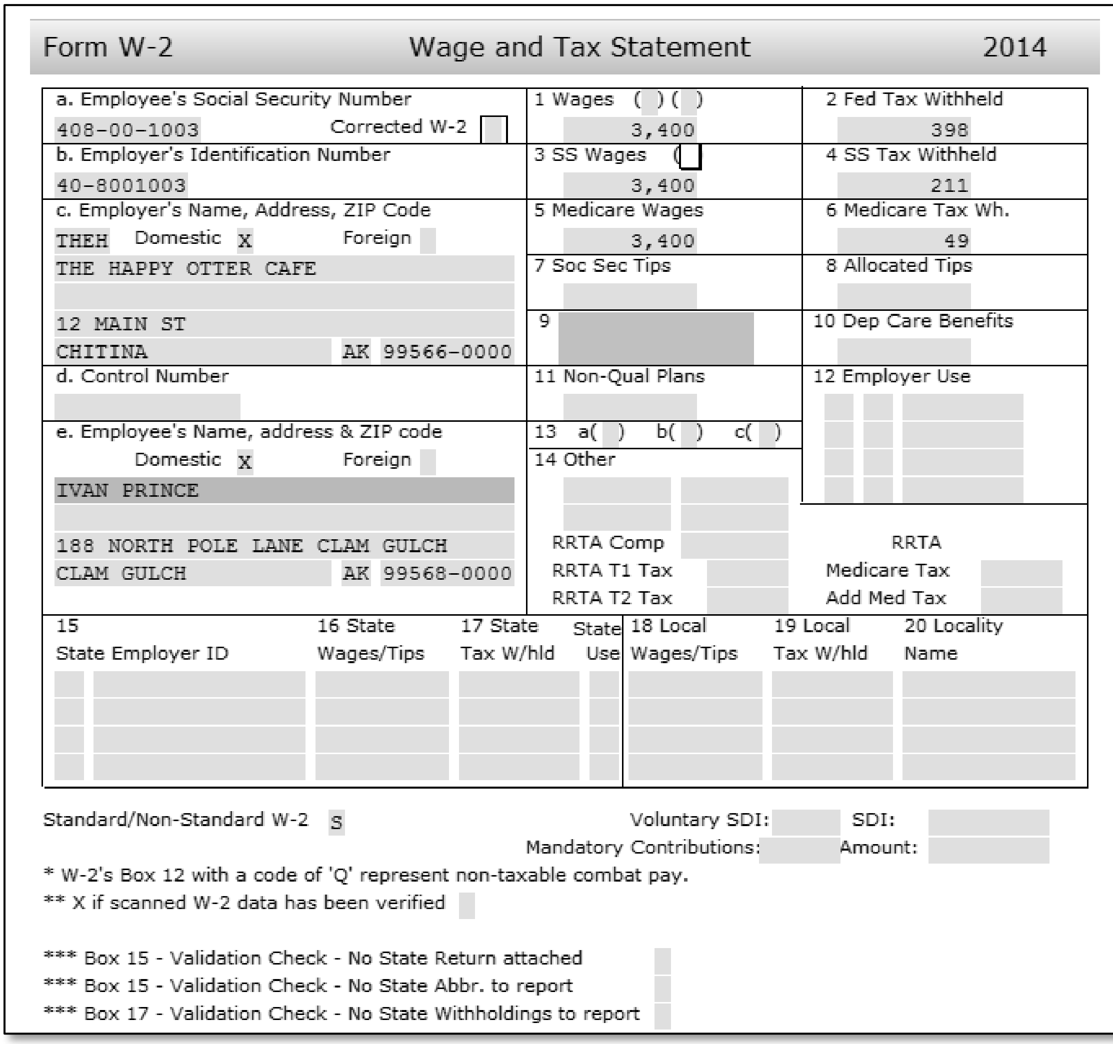
Step Two: Adding W-2's to this return

1. As discussed in the previous tutorial and in the manual, you should always enter Income (source) documents first.

2. To add the W-2, click on the 

button to view the Available Forms list, and then press **[Enter]** twice to select the W-2 for the New Taxpayer Occurrence.

Use the information from the W-2's on the following page for Mr. Price.



Form W-2 Wage and Tax Statement 2014

a. Employee's Social Security Number 408-00-1003 Corrected W-2	1 Wages ( ) ( ) 3,400	2 Fed Tax Withheld 398
b. Employer's Identification Number 40-8001003	3 SS Wages ( ) 3,400	4 SS Tax Withheld 211
c. Employer's Name, Address, ZIP Code THEH Domestic X Foreign	5 Medicare Wages 3,400	6 Medicare Tax Wh. 49
THE HAPPY OTTER CAFE	7 Soc Sec Tips	8 Allocated Tips
12 MAIN ST CHITINA AK 99566-0000	9	10 Dep Care Benefits
d. Control Number	11 Non-Qual Plans	12 Employer Use
e. Employee's Name, address & ZIP code Domestic X Foreign	13 a( ) b( ) c( ) 14 Other	
IVAN PRINCE 188 NORTH POLE LANE CLAM GULCH CLAM GULCH AK 99568-0000	RRTA Comp RRTA T1 Tax RRTA T2 Tax	RRTA Medicare Tax Add Med Tax

15 State Employer ID	16 State Wages/Tips	17 State Tax W/hld	State Use	18 Local Wages/Tips	19 Local Tax W/hld	20 Locality Name

Standard/Non-Standard W-2 S Voluntary SDI: SDI: Mandatory Contributions: Amount:

* W-2's Box 12 with a code of 'Q' represent non-taxable combat pay.

** X if scanned W-2 data has been verified

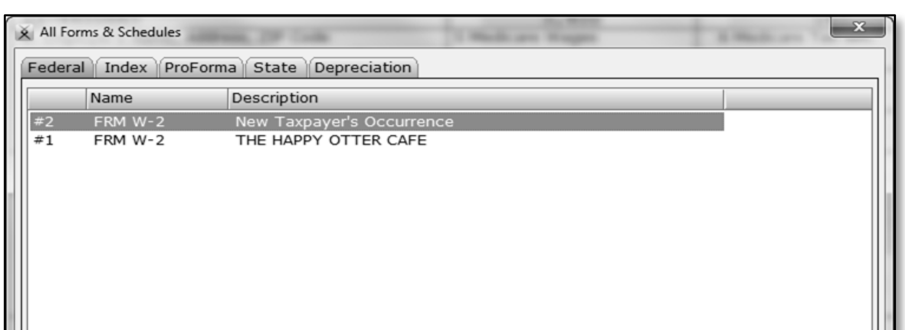
*** Box 15 - Validation Check - No State Return attached

*** Box 15 - Validation Check - No State Abbr. to report

*** Box 17 - Validation Check - No State Withholdings to report

3. Click on the 

button to view the Available Forms list, and then press **[Enter] twice** to select New Taxpayer Occurrence.



Form W-2 | **Wage and Tax Statement** | **2014**

a. Employee's Social Security Number: 408-00-1003 Corrected W-2	1 Wages ( ) ( ): 4,800	2 Fed Tax Withheld: 850
b. Employer's Identification Number: 11-2254444	3 SS Wages ( ): 4,800	4 SS Tax Withheld: 298
c. Employer's Name, Address, ZIP Code: THEM Domestic X Foreign	5 Medicare Wages: 4,800	6 Medicare Tax Wh.: 70
THE MOOSE SHACK & BURGERS	7 Soc Sec Tips	8 Allocated Tips
40 MAIN ST, CLAM GULCH AK 99568-0000	9	10 Dep Care Benefits
d. Control Number	11 Non-Qual Plans	12 Employer Use
e. Employee's Name, address & ZIP code: Domestic X Foreign	13 a( ) b( ) c( )	
IVAN PRINCE	14 Other	
188 NORTH POLE LANE CLAM GULCH	RRTA Comp	RRTA
CLAM GULCH AK 99568-0000	RRTA T1 Tax	Medicare Tax
	RRTA T2 Tax	Add Med Tax

15 State Employer ID	16 State Wages/Tips	17 State Tax W/hld	State Use	18 Local Wages/Tips	19 Local Tax W/hld	20 Locality Name

Standard/Non-Standard W-2 S   Voluntary SDI: SDI:

Mandatory Contributions: Amount:

* W-2's Box 12 with a code of 'Q' represent non-taxable combat pay.

** X if scanned W-2 data has been verified

*** Box 15 - Validation Check - No State Return attached

*** Box 15 - Validation Check - No State Abbr. to report

*** Box 17 - Validation Check - No State Withholdings to report

Once the W-2 forms are completed you may now proceed to the next step.

Step Three: Completing Form 8879

Mr. Price wants to file this return electronically; you will need to fill out the *Form 8879 – IRS e-file Signature Authorization*.

Follow the steps below to complete Form 8879:

1. Double click on the **Form 8879** located to the left of your tax return under the *Attached Forms* window.
2. The cursor will be positioned on the *Refund Type*: field. Enter the number **1** for Paper Check, and press **[Enter]**.
3. The *Refund Options* window will appear informing you that The Taxpayer will receive their refund from the IRS, press **OK**.

4. The cursor will now move to the *EFIN#* field. The EFIN number should already be entered for you if you have setup your EFIN as Default EFIN in the Office Setup, Electronic Filing Tab of the Setup menu. If the EFIN number is not auto-populated, please enter your **EFIN number here** and press **[Enter]**.

5. The cursor will now move to the *Home Phone* number field then the *Work Phone* field. These should be auto-populated from the Client Data Screen. Press **[Enter]** twice to pass the *Home Phone* and *Work Phone* fields

6. The cursor will now move to the *Taxpayer PIN* field. When electronically filing a return, Form 8879 with PIN signature(s) must be used. A 5-Digit PIN must be entered for the Taxpayer, Spouse (if applicable) and Preparer (any 5-digits, not all Zero's).

7. Enter ***77777*** for the *Taxpayer PIN* and press **[Enter]**.

8. The cursor will move to *Spouse PIN* field. For this tutorial Mr. Price is filing as Single, so no Spouse PIN is needed so press **[Enter] 5 times** to move to the ERO/Paid Preparer PIN field.

9. In order to complete Form 8879, the *Part III – Declaration of Electronic Return Originator (ERO)* section needs to be completed. The information in Part III provides the ERO information to the IRS for the tax return. The program will auto-populate the information in Part III, including the ERO PIN, from the EF Originators database based on the EFIN entered at the top of Form 8879. If a Default EFIN was entered in the Office Setup, Electronic Filing Tab of the Setup menu and the EFIN information in the EF Originators database, this section will be auto-populated.

> **Note**: The Default EFIN, EF Originator and Paid Preparer database items can be entered into the program database at any time to auto-populate ERO and Paid Preparer information on Forms 8879 and 1040 in the tax return. If using more than one EFIN and/or Paid Preparer in an office, use the Choices button to select the EFIN and or Paid Preparer information to auto-populate the ERO/PP information on the appropriate fields on Forms 8879 and 1040.

10. If the *ERO/Paid Preparer PIN* field is blank, enter a **PIN**, any 5 digits that are not all Zero's and press **[Enter]**.

11. If the *ERO/Preparer* information is not completed, enter the needed information, including: *Name, Address, City, State, Zip* and *Phone number* fields.

This will complete Form 8879 and you can move to the next step in this Tutorial.

> **Note:** If entering these tutorials prior to January 2015, a verify error will be created for the Signature date of the PIN. The Signature must be within the processing year of the tax return, in this case 2015. To clear this verify error, the PIN information entered above will need to be removed.

Step Five: Finalizing the return

Follow these steps to finalize the tax return:

1. Click on the 

button or press **[Ctrl+V]** to start the verification routine.
2. The *No Errors/Rejects* window will open stating the "Return Verified Successfully" click **OK**.

3. At this point you have three options to proceed. You can press **[Ctrl+T]** to open the *Queue Return for Transmission* window, or press **[Ctrl+P]** to print the return.
4. Notice the *FEDERAL [REFUND: $]* amount in the *Attached Forms* [Ctrl+F] window on the left side of the tax return. The refund should be **$1,037**.
5. Since Mr. Price would like his return electronically filed, click on the 

button or press **[Ctrl+T]** to open the *Queue Return for Transmission* window.
6. It is recommended that you **do not** Transmit these returns. This is used as a reference for tutorial purposes only. On the *Queue Return for Transmission Window* click on **Close**.

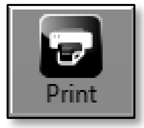
> **Note:** In a real scenario after opening the Queue Return for Transmission window you would click on the Queue Button to queue the return.

Step Six: Sending a PDF copy of a return to a client

Follow these Steps to send a customer a PDF copy of their tax return via email.

Note: It is required to have a Gmail account with Google to use send a copy of PDF return via email. To configure this go to Setup, Office Setup and in the "TextMsg" tab you can register for a free e-mail account.

Note: The recipients email that will be used is the one entered in the Client Data screen. Make sure that an email has been entered in the Client Data screen for the Customer.

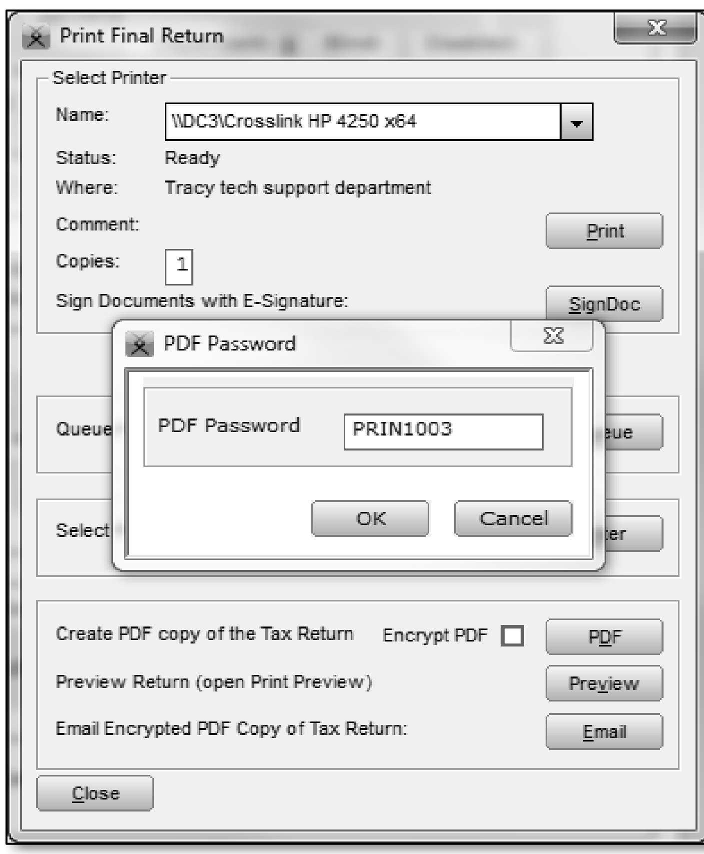
1. While inside the tax return click on the 

button. The *Print Final Return* window will appear.

2. Click on the **Email** button at the bottom of the *Print Final Return* Screen.

3. A small window titled *PDF Password* will open. This will give you the option to use the auto generated password, create your own password, or leave blank for no password.

Note: It is strongly recommended that a password is used due to the sensitive data being sent.



4. For the purposes of this tutorial click on **OK**.

5. A window will open with a subject and body field. The subject will be the subject of the email being sent to the customer. Type "**Copy of tax return for Mr. Prince".**

6. In the body of the message type a **message of your choice**.

7. Check the box **Send Attachment Password**. This sends the taxpayer the password to the PDF copy of the tax return in a second email separate from this one for security reasons.

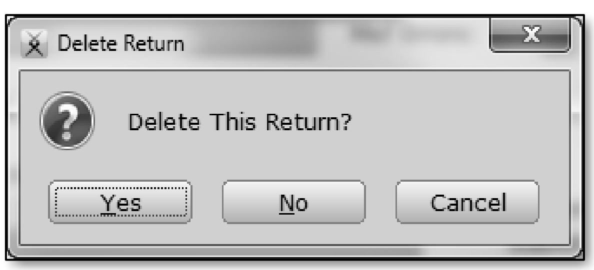
8. At the bottom there is a Taxpayer check box and a Spouse checkbox. Since Mr. Smith is single the Taxpayer checkbox is checked and the Spouse checkbox is greyed out.

9. Click on **OK**. An email has been sent to the taxpayer with a PDF copy of the tax return attached. The password to the document was sent in a second email.

Step Seven: Deleting the Return

Follow these steps to delete this return.

1. To delete this return, click on **Return** from the toolbar menu and then click on **Delete Return.** The *Delete Return* window opens asking if you want to delete this return click on **Yes** to delete this return. Click on the **WIP** button or **press [F2]** to return to the Work in Progress screen.



Congratulations! You have now completed Tutorial #3!

Tutorial #4

Tutorial #4 Objective:

Once you have completed this tutorial you will know how to:

- **Create a new tax return**
- **Complete the following forms/screens: Client Data Screen, Forms W-2 (2), 8667, SCH EIC, 8812, 1040, 8879, and Electronic Bank Application.**
- **Verify the return**
- **Send a pdf copy of tax return**
- **Delete the return**

Begin Tutorial #4:

Step One: The Client Data Screen.

Once again, the first step in creating a new tax return is to complete the Client Data Screen. Use the following information to complete the Client Data Screen for Tutorial #4

Taxpayer Information:

- *Taxpayer SSN:* **408-00-1004**
- *DOB:* **08/19/1970**
- *Name:* **Brian Rodgers**
- *Occupation:* **Trainer**
- *Dependent* **(No)** *Blind* **(No)** *Disabled* **(No)**
- *Home Phone*: **(501) 568-9999**
- *Work*: **(501) 568-8888**
- *Cell*: **(501) 568-0000**
- *Filing Status*: **(2) Married Filing Jointly**
- *Spouse SSN*: **408-00-2004**
- *DOB*: **06/03/1973**
- *Name*: **Sarah Rodgers**
- *Occupation*: **Homemaker**
- *Dependent* **(No)** *Blind* **(No)** *Disabled* **(No)**
- *Address*: **12457 Waytogo Blvd, Wynot, NE 68792**

1. Answer the insurance questions on the Client Data screen as shown in the previous tutorials, then continue with the dependent information.

Dependent Information:

Name	*DOB*	*SSN*	*Relation*	*#MO*	*Dep Code*		
Tina Rodgers	**02/20/04**	**408-22-3004**	**Daughter**	**12**	**1**	**E**	**X**

Once the Client Data Screen is completed for this tax return you can continue to the next step.

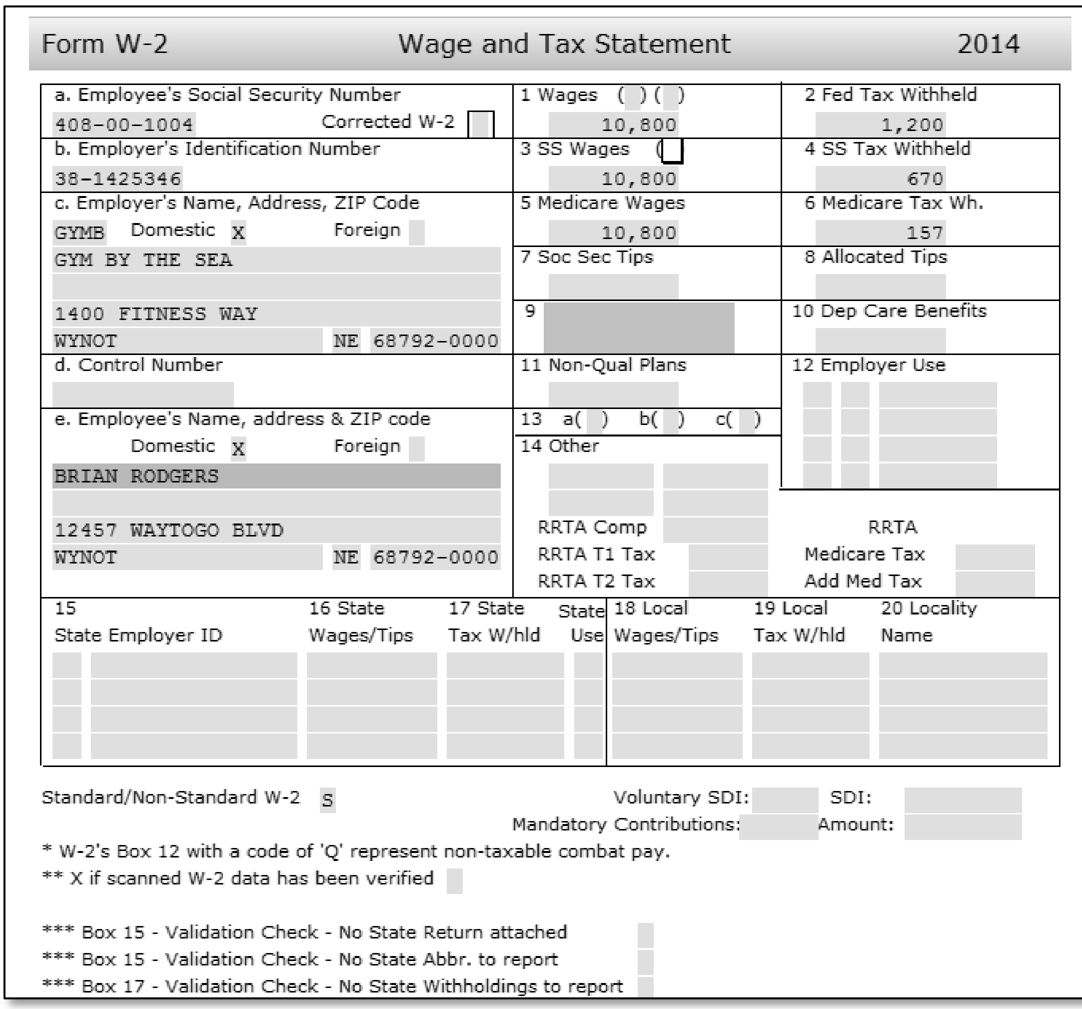
Step Two: Adding a W-2 to this return

1. As discussed in the previous tutorial and in the manual, you should always enter Income (source) documents first.

2. To add the W-2, click on the 

button to view the Available Forms list, press enter to select **FRM W-2** and then press **[Enter]** on the W-2 New Taxpayer's Occurrence.

Use the W-2 information on the following page for this Tutorial.



Form W-2 Wage and Tax Statement 2014

a. Employee's Social Security Number: 408-00-1004 Corrected W-2	1 Wages ( ) ( ): 10,800	2 Fed Tax Withheld: 1,200
b. Employer's Identification Number: 38-1425346	3 SS Wages ( ): 10,800	4 SS Tax Withheld: 670
c. Employer's Name, Address, ZIP Code: GYMB Domestic X Foreign GYM BY THE SEA 1400 FITNESS WAY WYNOT NE 68792-0000	5 Medicare Wages: 10,800	6 Medicare Tax Wh.: 157
	7 Soc Sec Tips	8 Allocated Tips
	9	10 Dep Care Benefits
d. Control Number	11 Non-Qual Plans	12 Employer Use
e. Employee's Name, address & ZIP code: Domestic X Foreign BRIAN RODGERS 12457 WAYTOGO BLVD WYNOT NE 68792-0000	13 a( ) b( ) c( ) 14 Other RRTA Comp RRTA T1 Tax RRTA T2 Tax	RRTA Medicare Tax Add Med Tax

15 State Employer ID	16 State Wages/Tips	17 State Tax W/hld	State Use	18 Local Wages/Tips	19 Local Tax W/hld	20 Locality Name

Standard/Non-Standard W-2 S

Voluntary SDI: SDI:

Mandatory Contributions: Amount:

* W-2's Box 12 with a code of 'Q' represent non-taxable combat pay.

** X if scanned W-2 data has been verified

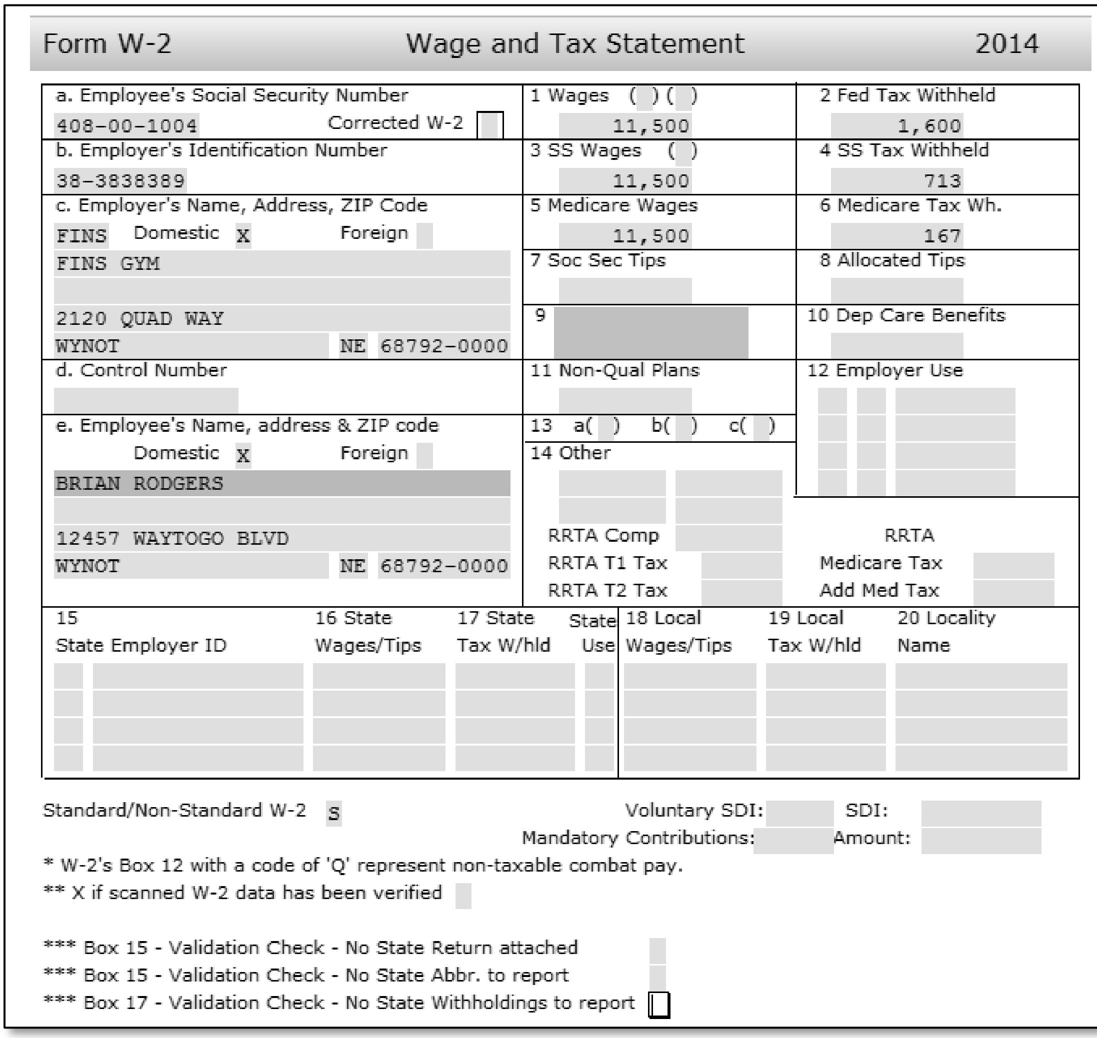
*** Box 15 - Validation Check - No State Return attached

*** Box 15 - Validation Check - No State Abbr. to report

*** Box 17 - Validation Check - No State Withholdings to report

3. Click on the 

button to view the Available Forms list, and then press **[Enter]** twice to add the W-2 for the New Taxpayer Occurrence.



Form W-2 Wage and Tax Statement 2014

a. Employee's Social Security Number
408-00-1004 Corrected W-2
b. Employer's Identification Number
38-3838389
c. Employer's Name, Address, ZIP Code
FINS Domestic X Foreign
FINS GYM
2120 QUAD WAY
WYNOT NE 68792-0000
d. Control Number
e. Employee's Name, address & ZIP code
Domestic X Foreign
BRIAN RODGERS
12457 WAYTOGO BLVD
WYNOT NE 68792-0000

1 Wages ( ) ( ) 11,500
2 Fed Tax Withheld 1,600
3 SS Wages ( ) 11,500
4 SS Tax Withheld 713
5 Medicare Wages 11,500
6 Medicare Tax Wh. 167
7 Soc Sec Tips
8 Allocated Tips
9
10 Dep Care Benefits
11 Non-Qual Plans
12 Employer Use
13 a( ) b( ) c( )
14 Other
RRTA Comp
RRTA T1 Tax
RRTA T2 Tax
RRTA Medicare Tax
Add Med Tax

15 State Employer ID	16 State Wages/Tips	17 State Tax W/hld	State Use	18 Local Wages/Tips	19 Local Tax W/hld	20 Locality Name

Standard/Non-Standard W-2 S
Voluntary SDI: SDI:
Mandatory Contributions: Amount:
* W-2's Box 12 with a code of 'Q' represent non-taxable combat pay.
** X if scanned W-2 data has been verified

*** Box 15 - Validation Check - No State Return attached
*** Box 15 - Validation Check - No State Abbr. to report
*** Box 17 - Validation Check - No State Withholdings to report

Once completed with the W-2's you can move on to the next step.

Step Three: Verifying the return

The verification routine checks the return for errors and if found will display them in the Return Errors and Rejects window.

To verify this return complete the following steps:

1. Click on the 

button or press **[Ctrl+V]** to start the verification routine.

2. You should see the *Return Errors and Rejects* window pop up which indicates there are verify errors within this return.

3. For this return there are 8 verify errors on *Form 8867 - the Paid Preparer's EIC Checklist.*

4. Based on the information entered in the return, the Rodger's may be eligible to take the Earned Income Credit. In order to receive this credit, *Form 8867 – Paid Preparer's EIC Checklist*, must be completed.

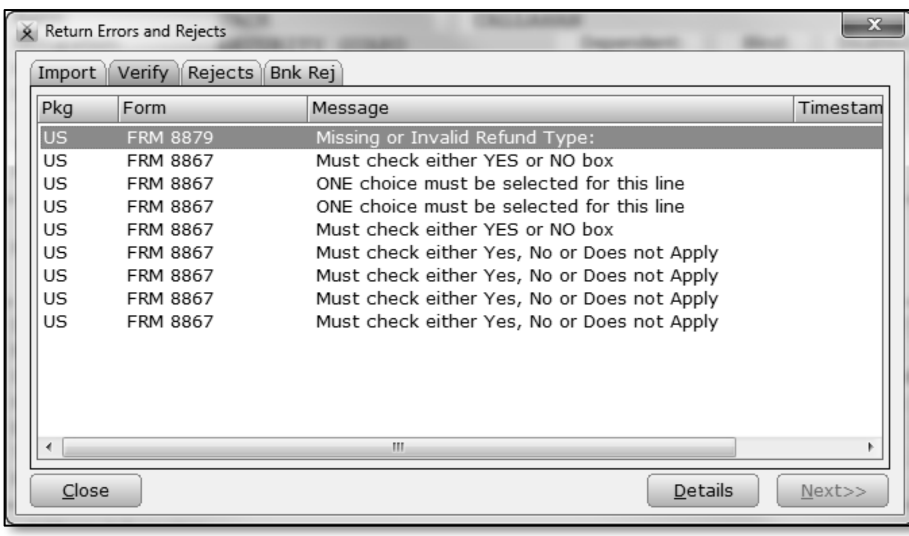
5. Double-click on the first **US FRM 8867** verify error message and the program will take you to the appropriate question to be answered on the Paid Preparer's EIC Checklist.

6. Enter '**X**' in the proper box and press **[Enter]**.

7. The *Return Errors and Rejects* window will open again. Press **[Enter]** and the program will take you to the appropriate question to be answered on the Paid Preparer's EIC Checklist.

8. Enter '**X**' in the proper box and press **[Enter]**. The *Return Errors and Rejects* window will open again. Continue this process until all of the appropriate questions are answered on the 8867.

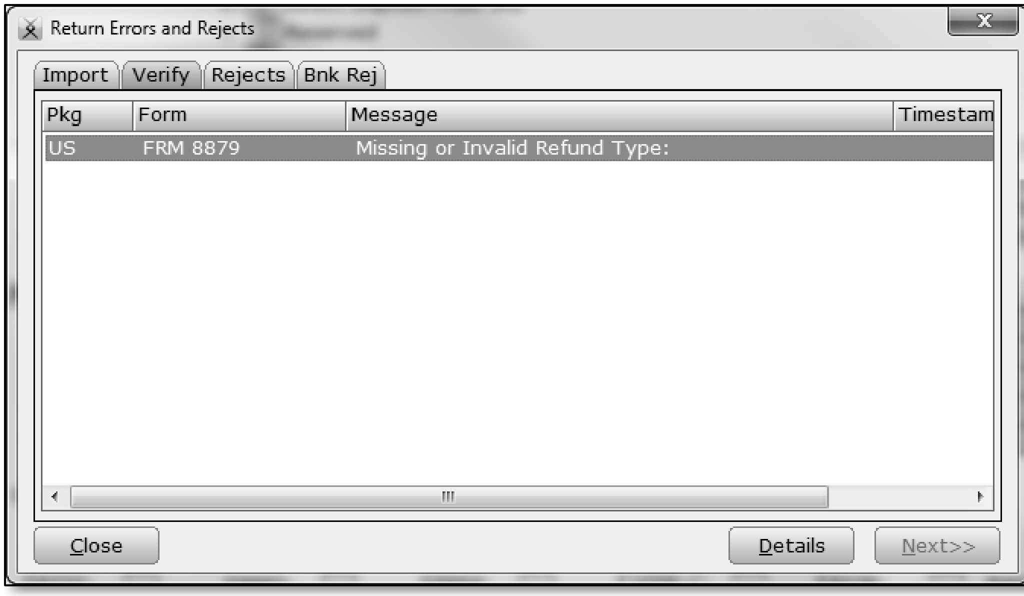
9. The *Return Errors and Rejects* window will open again. The *Return Errors and Rejects* window will continue to open until after pressing **[Enter]** displaying the Verify Errors even though they have been corrected. The *Return Errors and Rejects* list needs to be "refreshed" since the errors are corrected.



10. Click on the 

button to refresh *Return Errors and Rejects* window.

11. Click on the **red X** to close the *Return Errors and Rejects* window.



You can now move on to the next step.

Step Four: Completing Form 8879

Because Mr. and Mrs. Rodgers want to file this return electronically and apply for a Refund Anticipation Check (RAC), you will need to fill out the IRS e-file Signature Authorization, Form 8879, and the Electronic Bank Application.

To complete Form 8879, follow the steps below.

1. Double click on the **Form 8879** located to the left of your tax return under the *Attached Forms* window.
2. The *Refund Type* field will be automatically highlighted.
3. Mr. and Mrs. Rodger would like to apply for a Refund Anticipation Check (RAC), enter a **5** (RAC) for the Refund Type and press **[Enter].**
4. The cursor will now move to the *EFIN#* field. The EFIN number should already be entered for you if you have setup your EFIN as Default EFIN in the Office Setup, Electronic Filing Tab of the Setup menu. If the EFIN number is not auto-populated, please enter your **EFIN number here** and press **[Enter]**.
5. The cursor will now move to the *Home Phone* number field then the *Work Phone* field. These should be auto-populated from the Client Data Screen. Press **[Enter]** twice to pass the *Home Phone* and *Work Phone* fields
6. The cursor will now move to the *Taxpayer PIN* field. When electronically filing a return, Form 8879 with PIN signature(s) must be used. A 5-Digit PIN must be entered for the Taxpayer, Spouse (if applicable) and Preparer (any 5-digits, not all Zero's).
7. Enter ***77777*** for the *Taxpayer PIN* and press **[Enter]**.

8. The cursor will move to *Spouse PIN* field. For this tutorial Mr. Price is filing as Single, so no Spouse PIN is needed so press **[Enter] 5 times** to move to the ERO/Paid Preparer PIN field.

9. In order to complete Form 8879, the *Part III – Declaration of Electronic Return Originator (ERO)* section needs to be completed. The information in Part III provides the ERO information to the IRS for the tax return. The program will auto-populate the information in Part III, including the ERO PIN, from the EF Originators database based on the EFIN entered at the top of Form 8879. If a Default EFIN was entered in the Office Setup, Electronic Filing Tab of the Setup menu and the EFIN information in the EF Originators database, this section will be auto-populated.

    Note: The Default EFIN, EF Originator and Paid Preparer database items can be entered into the program database at any time to auto-populate ERO and Paid Preparer information on Forms 8879 and 1040 in the tax return. If using more than one EFIN and/or Paid Preparer in an office, use the Choices button to select the EFIN and or Paid Preparer information to auto-populate the ERO/PP information on the appropriate fields on Forms 8879 and 1040.

10. If the *ERO/Paid Preparer PIN* field is blank, enter a **PIN**, any 5 digits that are not all Zero's and press **[Enter]**.

11. If the *ERO/Preparer* information is not completed, enter the needed information, including: *Name, Address, City, State, Zip* and *Phone number* fields.

This will complete Form 8879 and you can move to the next step in this Tutorial.

> **Note:** If entering these tutorials prior to January 2015, a verify error will be created for the Signature date of the PIN. The Signature must be within the processing year of the tax return, in this case 2015. To clear this verify error, the PIN information entered above will need to be removed.

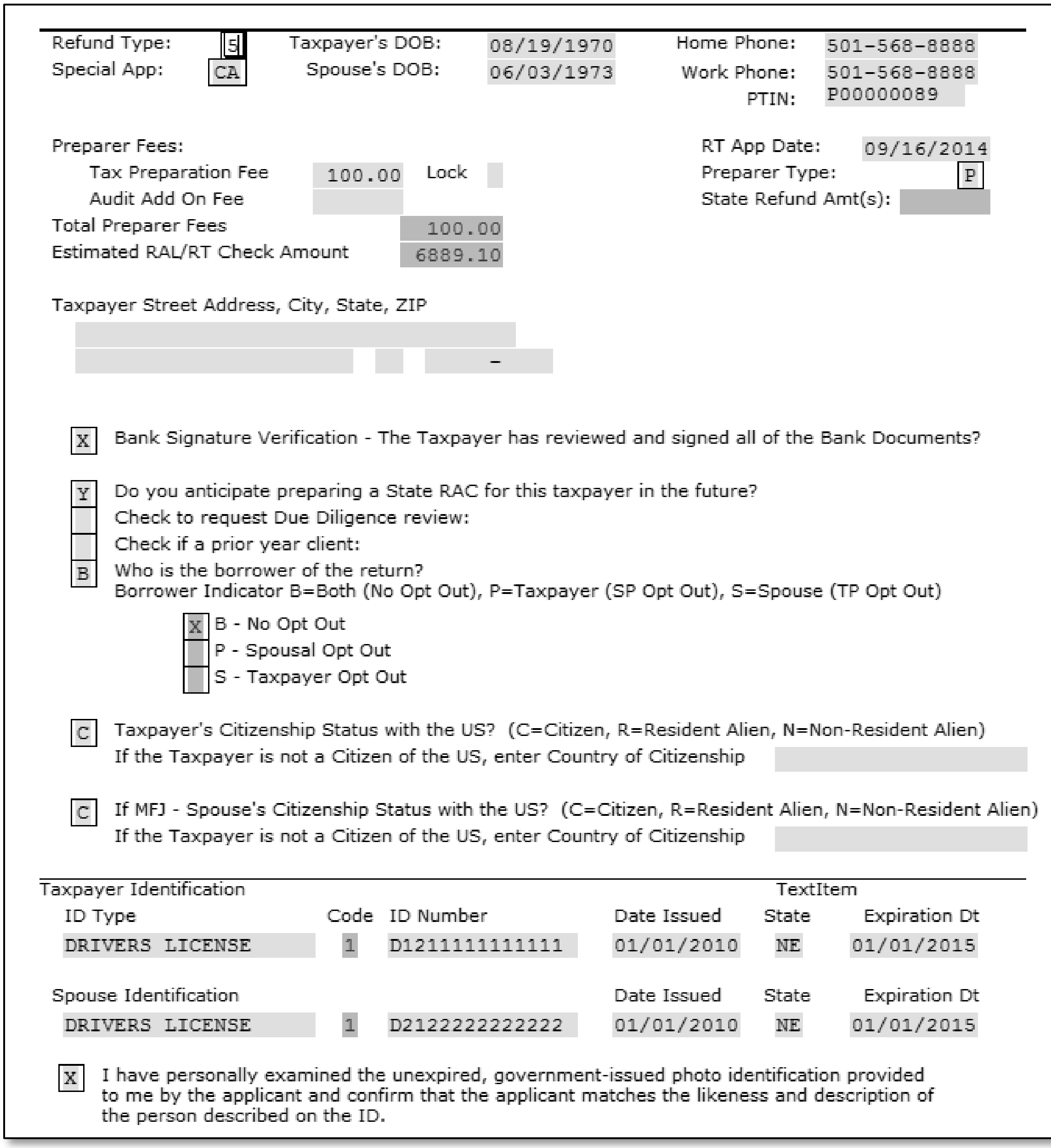
Step Five: Completing the Bank Application

Follow these steps to complete the Electronic Bank Application:

1. Click on the form **BANK APP** located to the left of your tax return under the *Attached Forms* window.

2. Enter all the **information** and **answer** the questions required by the bank application as shown below.

    Note: For this tutorial a tax preparation fee of 100 will be used for tutorial purposes.



3. In the *Taxpayer Identification* section. Click on the **ID Type** field. There are two ways to enter the Taxpayer ID Type in this field. You can click on the 

button at the bottom of the return, or press **[F3]**, to open the Bank Identification List.

4. Double-click on **Drivers License**. The program will enter Driver's License in the *ID Type* field. Press **[Enter]** to move to the next field.

5. Notice that the code field will automatically be filled in, press **[Enter]**.

6. Type **D1211111111** for the *ID Number* and press

[Enter].

7. For the *Date Issued* type **01012010** and press **[Enter]**. For the *Place of Issuance* type **NE** and press **[Enter]**. Type **01012015** for *Expiration Dt* and press **[Enter].**

8. Use the Same process for entering the information for the Spouse.

   ID Type: **Driver's License** *ID Number*: **D212222222**

   Date Issued: **01012010** *Place of Issuance*: **NE** *Expiration Dt*: **01012015**

9. Under the *Taxpayer Identification* section, enter an **X** in the box stating "I have personally examined the unexpired, government-issues photo identification provided to me by the applicant and confirm that the applicant matches the likeness and description of the person described on the ID".

10. After all the information for the bank application is entered you are ready to print the Bank Documents for the taxpayer to sign.

11. Click on **Print** from the toolbar and then click on **Bank Documents** to print the bank documents.

   Note: It is a bank requirement that the bank documents are to be printed separately from the tax return and presented to the taxpayer before the tax return is filed.

12. Click on 

 or press **[Ctrl+V]** to start the verification process.

13. The *No Errors/Rejects* window will open stating the "Return Verified Successfully" click on **OK.**

Note: Some Verify Errors for this return may be the result of missing information on the Bank Application or no Fees being entered on the Bank App, or the fees entered not matching the Fees set as Default in the Office Setup or Billing Setup. If there are Verify Errors try to correct them and move onto the next step.

The Bank Application is now complete, and you can move onto the next step.

Step Six: Finalizing the return

Follow these steps to finalize the tax return:

1. At this point you have two options to proceed. You can press **[Ctrl+T]** to open the *Queue Return for Transmission* window, or press **[Ctrl+P]** to print the return.

2. Notice the *FEDERAL [REFUND: $]* amount in the *Attached Forms [Ctrl+F]* window on the left side of the tax return. The refund should be **$7,050**.

3. Since Mr. and Mrs. Rodger would like their return electronically filed, click on the 

button or press **[Ctrl+T]** to open the *Queue Return for Transmission* window.

4. It is recommended that you **do not** Transmit these returns. This is used as a reference for tutorial purposes only. On the *Queue Return for Transmission* Window *click on **Close**.*

    Note: In a real scenario after opening the Queue Return for Transmission window you would click on the Queue Button to queue the return.

Step Seven: Sending a pdf copy of a return to a client

Follow these Steps to send a customer a pdf copy of their tax return via email:

Note: It is required to have a Gmail account with Google to use send a copy of pdf return via email. To configure this go to Setup, Office Setup and in the "TextMsg" tab you can register for a free e-mail account.

Note: The recipients email that will be used is the one entered in the Client Data screen. Make sure that an email has been entered in the Client Data screen for the Customer.

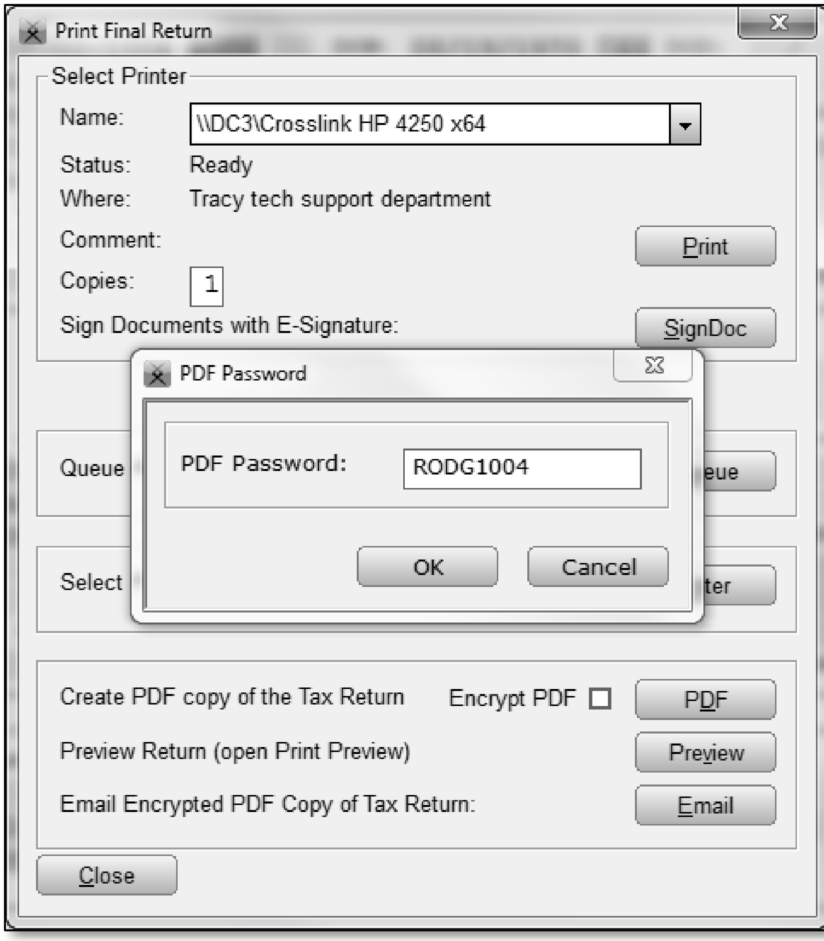
1. While inside the tax return click on the 

button. The *Print Final Return* window will appear.

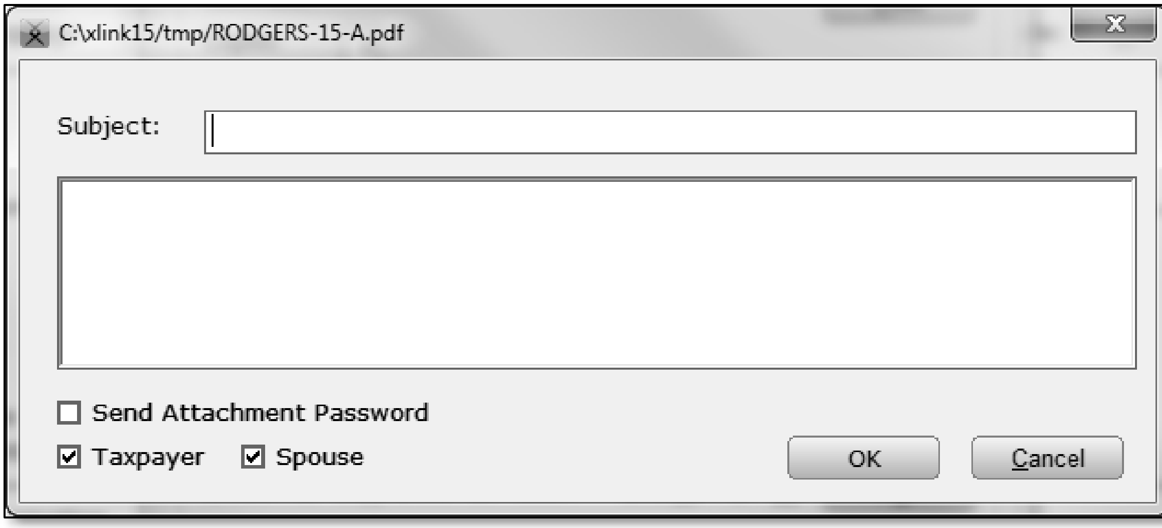
2. Click on the **Email** button at the bottom of the *Print Final Return* Screen.

3. A small window titled *PDF Password* will open. This will give you the option to use the auto generated password, create your own password, or leave blank for no password.

    Note: It is strongly recommended that a password is used due to the sensitive data being sent.



4. For the purposes of this tutorial click on **OK**.
5. A window will open with a subject and body field. The subject will be the subject of the email being sent to the customer. Type "**Copy of tax return for Mr. Rogers".**
6. In the body of the message type a **message of your choice**.
7. Check the **Send Attachment Password** box to send the customer a second email with the password.
8. At the bottom there is a Taxpayer check box and a Spouse checkbox. Since Mr. Rodgers is married both the Taxpayer and spouse checkbox are checked. This will send both a copy of the tax return to their email accounts entered in the Client Data Screen.

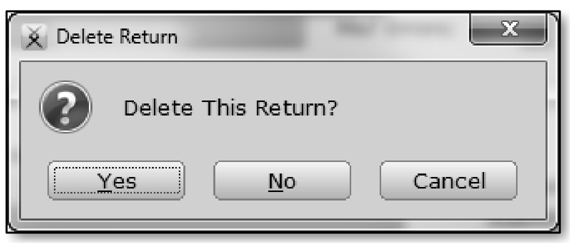


9. Click on **OK**. An email has been sent to the customer with a pdf copy of the tax return attached. The password to the document was sent in a second email.

Step Eight: Deleting the Return

Follow these steps to delete this return:

1. To delete this return click on **Return** from the toolbar menu and then click on **Delete Return.** The *Delete Return* window opens asking if you want to delete this return click on **Yes** to delete this return. Click on the **WIP** button or press **[F2]** to return to the Work in Progress screen.



Congratulations! You have now completed Tutorial #4!

Tutorial #5

Tutorial #5 Objective:

Once you have completed this tutorial you will know how to:

- **Create a new tax return**
- **Complete the following forms: Client Data Screen, Forms W-2, 1099-R, 1040, Schedule A, 8283, 1098-C, 2106, Tax Summary and 8879.**
- **Complete the Dependent Care Credit**
- **Verify the return.**
- **View the Tax Summary page**
- **Delete the return**

Tutorial #5 Profile:

This tutorial, and all others to follow, will build on procedures explained previously. If you are unsure of how to complete any steps in this tutorial please refer to the previous tutorials for clarification. Tutorial #5 is a return for a married couple. They are claiming 3 Dependents with one Child Care Credit. They will also be itemizing for their deduction.

Step One: Completing the Client Data Screen

Begin Tutorial #5 by entering the information below on the Client Data screen:

- *Taxpayer SSN*: **408-00-1005**
- *DOB*: **05/10/1969**
- *Name*: **Rory Templeton**
- *Occupation*: **Chef**
- *Dependent* **(no)** *Blind* **(no)** *Disabled* **(no)**
- *Home Phone*: **(501) 568-9999**
- *Work*: **(501) 568-8888**
- *Filing Status*: **(2)Married Filing Joint**
- *Spouse SSN*: **408-00-2005**
- *DOB*: **06/11/71**
- *Name*: **Jane T. Templeton**
- *Occupation*: **Housewife**
- *Dependent* **(no)** *Blind* **(no)** *Disabled* **X(Yes)**
- *Address*: **4 Lombardi Dr. Green Bay, WI SC 54301**

1. Answer the insurance questions on the Client Data screen as shown in the previous tutorials, then continue with the dependent information.

Refer to the Dependents information below to complete the Client Data Screen; all three kids lived with their parents for all 12 months. Be sure to enter an '**X**' for Dependent Care Credit for the first child.

Name:	*DOB:*	*SSN:*	*Relation:*	*Codes:*
Larry Templeton	**05/15/2002**	**408-11-3005**	**Son**	**Dep Care (X)**
Troy Templeton	**07/20/1997**	**408-11-5005**	**Son**	
Tory Templeton	**02/20/2000**	**408-11-4005**	**Daughter**	

Once you have entered all information regarding the dependents, you are ready to continue to the next step in completing this return.

Step Two: Adding Income (source) documents

1. As discussed in the previous tutorial and in the manual, you should always enter Income (source) documents first.

   Use the following W-2 for this return:

Form W-2 Wage and Tax Statement 2014

a. Employee's Social Security Number 408-00-1005 Corrected W-2	1 Wages ( )( ) 48,400	2 Fed Tax Withheld 4,260
b. Employer's Identification Number 81-1234567	3 SS Wages ( ) 48,400	4 SS Tax Withheld 3,001
c. Employer's Name, Address, ZIP Code THEP Domestic X Foreign	5 Medicare Wages 48,400	6 Medicare Tax Wh. 702
THE PACK HOUSE & STEAK HOUSE	7 Soc Sec Tips	8 Allocated Tips
44 FAVRE WAY GREEN BAY WI 54301-0000	9	10 Dep Care Benefits
d. Control Number	11 Non-Qual Plans	12 Employer Use
e. Employee's Name, address & ZIP code Domestic X Foreign	13 a( ) b( ) c( )	
RORY TEMPLETON	14 Other	
4 LOMBARDI DR GREEN GREEN BAY WI 54301-0000	RRTA Comp RRTA T1 Tax RRTA T2 Tax	RRTA Medicare Tax Add Med Tax

15 State Employer ID	16 State Wages/Tips	17 State Tax W/hld	State Use	18 Local Wages/Tips	19 Local Tax W/hld	20 Locality Name

Standard/Non-Standard W-2 S

Voluntary SDI: SDI:

Mandatory Contributions: Amount:

* W-2's Box 12 with a code of 'Q' represent non-taxable combat pay.

** X if scanned W-2 data has been verified

*** Box 15 - Validation Check - No State Return attached

*** Box 15 - Validation Check - No State Abbr. to report

*** Box 17 - Validation Check - No State Withholdings to report

Use the following 1099-R for this return:

Form 1099R Retirement and Annuity Distributions 2014

Corrected

Payer's Information

Payer's Fed ID 57-8887775

Payer's Name CHEF Standard/Non S

CHEFS ASSOCIATION

Payer's Address Domestic X Foreign

450 DEGREE LANE

WASHINGTON DC 20006-0000

1 Gross distribution 30,509

2a Taxable amount 30,509

*For CSA-1099-R Annuities complete Worksheet below.

Retired Public Safety Officer

If you reduced the taxable amt. from box 2a by eligible premiums paid, click here.

Form 4972 10 Year Averaging Election Yes No

2b Taxable amount not determined

Check if total distribution X

Recipient's Information

Recipient's SSN 408-00-1005

Recipient's Name

RORY TEMPLETON

Recipient's Address Domestic X Foreign

4 LOMBARDI DR GREEN

GREEN BAY WI 54301-0000

3 Capital gain

Check for Form 4972 Capital Gain Election

4 Federal income tax withheld

5 Employee contribution

6 NUA/Securities ( )

7 Distribution code 2 IRA/SIMPLE or SEP

8 Other / Prcnt .

9a Percent of total distribution . %

9b Total employee contribution

10 Amount allocable to IRR within 5 years

11 First year of designated Roth contributions

12 State tax withheld

13 State Abbr. & Payer's State ID

14 State distribution

Net amount converted from traditional, SEP, or SIMPLE IRA to Roth IRA in 2013

Account Number (optional):

15 Local tax withheld

16 Name of locality

17 Local distrib.

State use code (if any)

Penalty Exception Code

Amount of distribution exempt from penalties, if less than 100%

Indirect Rollover

Amount rolled over in Indirect Rollover if not 100%

Once you have completed entering the source documents, continue to the next step completing Form 2441.

Step Three: Completing Form 2441 to this return

Having entered all information regarding the taxpayers and their family, you are ready to begin adding any additional forms needed. In this case *Form 2441, Child Care Credit* needs to be added. The following procedures will walk you through adding Form 2441.

> **Note**: Form 2441 has added automatically based on the information provided on the Client Data Screen.

1. Open Form 2441 by double clicking **FRM 2441** under the *Attached Forms* list the list on the left hand side.
2. You will now be at the *Care Provider Name*: field. Use the following information to complete this form.

   (a) Care Provider Name: **Wonder Kinder Care**

(b) Address: **1234 Fun St, [Enter] Green Bay WI 54301**

(c) ID No.: **774322211**, **E (EIN)**

(d) Amount Paid: **3000**

3. Notice that the name of the dependent Larry Templeton was automatically entered based on the information entered in the Client Data screen.

4. Enter **3000** for the *Qualified Expenses* for Larry Templeton on Line 2 (c).

> **Note:** Since Mrs. Templeton is disabled and has no income on the return, an amount will need to be entered on *Line 5a* of Form 2441.

5. Enter **3000** on *Line 5a* and press **[Enter]**. For more information on entering an amount on Line 5a for a Spouse who has no income but was a student or is disabled, press **[F1]** or click on the **Help Menu** and click on **Current Topic**.

6. Once you have entered the expense amount, the program will take the available form information and calculate the appropriate credit. This amount will also be carried over to Form 1040 automatically.

Once you have completed form 2441 continue on with adding the Schedule A.

Step Four: Adding the Schedule A

The next form that needs to be added is the *Schedule A*. Follow the same procedures you have used to reach this point to attach the form.

Enter the following information on the Schedule A:

- Line 6. *Real Estate Taxes*: **2500**
- Line 10. *Home Mortgage interest and points 1st*: **7000**
- Line 17. *Contributions other than cash or check*: **15000 ***
- Line 21. *Amount from Form(s) 2106 & 2106-EZ*: **8675 ***

***Note:** Skip over these fields and refer to the following instruction to enter information into the calculated fields.*

Step Five: Completing the Form 1098-C

Follow these steps to add and complete Form 1098-C:

1. Click the 

button and select the **1098-C**.

2. *Form 1098-C* will open. Click on the **Donee's (Charity) Name, Address & Zip**. Enter the name **CheeseTown Museum** as the name of Donee, then press **[Enter]**.
3. Enter **123 Main Street** as the *street address* and arrow down to the *Zip Code* field.
4. Enter **54301** for the *Zip Code* and press **[Enter]**.
5. Box 1 *Date of Contribution* **04/21/2014**
6. Box 2 *Make and Model of Vehicle* type **Cadillac** and press **[Enter].** Type **El Dorado Convertible** as the *model* and press **[Enter]**. Type **1970** for the *Year of the Vehicle*.
7. Use the following information to complete the required fields on bottom of the 1098-C:
    - *Date Acquired:* **01/1970**
    - *How acq by donor:* **Purchase**
    - *Donors Cost:* **leave blank**
    - *FMV on date of Donation:* **15000**
    - *Reduced FMV:* **leave blank**
    - *Valuation Method:* **Blue Book**

Form 1098-C is now complete and the information entered on Form 1098-C will be carried to *Line 17* of the *Schedule A* and to form *8283*. In the *Attached Forms* window, double-click on **SCH A** and scroll down to *line 17* and notice that 1970 Cadillac El Dorado Convertible and **15,000** have been carried over. Also *Form 8283* has been completed automatically.

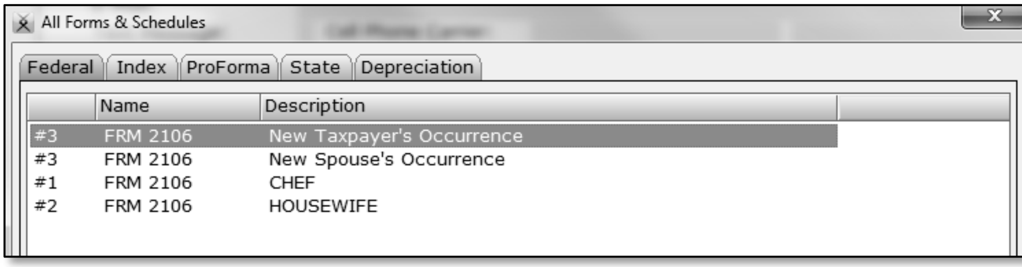
Step Six: Adding Form 2106

You can now add Form 2106 to the return, which will calculate an amount on Line 21 of the Schedule A and complete the Schedule A for this tutorial. Mr. Templeton is a Chef and has business expenses he was not reimbursed by employer for and will use Form 2106 to enter his Unreimbursed Employee Business Expenses.

Follow these steps to add and complete Form 2106:

1. Click on the 

 button.
2. The *All Forms & Schedules* window will open. Double-click on **FRM 2106**.
3. Since the return's Filing Status is Married Filing Joint, there is an option to select Form 2106 for the Taxpayer and/or Spouse.



4. Double-click on **New Taxpayer's Occurrence** and Form 2106 will be displayed.

Use the following information to complete Part I and II, of Form 2106:

- *Line 2:* **500**, *Line 3:* **2000**, *Line 4:* **250**, *Line 5:* **1000**
- *Line 11:* **01/01/08**, *Line 12:* **15000**, *Line 13:* **9000**, *Line 15:* **30**, *Line 16:* **2000**, *Line 17:* **4000,** *Line 18:* **Yes**, *Line 19:* **Yes**, *Line 20:* **Yes**, *Line 21:* **Yes**

Form 2106 is now complete and the information entered on *Form 2106* will be carried to *Line 21* of the Schedule A. In the *Attached Forms* window, double-click on **SCH A** and *scroll down to* **Line 21**. Amount from Form(s) *2106 & 2106-EZ* and notice that $**8,335** have been carried over from Form 2106.

After you have completed the Schedule A, the itemized deduction should be greater than the standard deduction. The Itemized Deduction total on *Line 29* of the Schedule A should be $**32,082**. That amount will now be carried over to Line 40 of the Form 1040.

Step Seven: Completing Form 8879

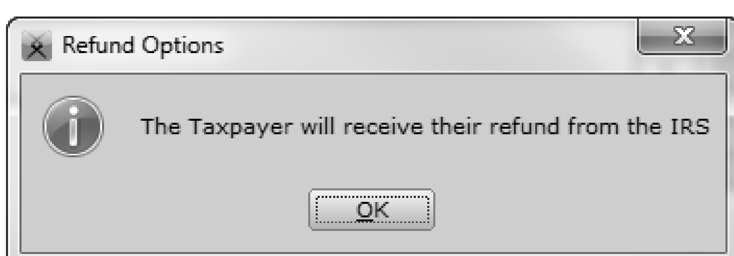
Mr. and Mrs. Templeton's return is now complete. Because the Templeton's would like to file this return electronically, you will need to fill out the *Form 8879 – IRS e-file Signature Authorization.*

Follow the steps below to complete Form 8879:

1. Double click on the **Form 8879** located to the left of your tax return under the *Attached Forms window.*

2. The cursor will be positioned on the *Refund Type*: field. Enter the number **1** for Paper Check, and press **[Enter]**.

3. The *Refund Options window* will appear informing you that The Taxpayer will receive their refund from the IRS, press **OK**.



4. The cursor will now move to the *EFIN#* field. The EFIN number should already be entered for you if you have setup your EFIN as Default EFIN in the Office Setup, Electronic Filing Tab of the Setup menu. If the EFIN number is not auto-populated, please enter your **EFIN number here** and press **[Enter]**.
5. The cursor will now move to the *Home Phone* number field then the *Work Phone* field. These should be auto-populated from the Client Data Screen. Press **[Enter]** twice to pass the Home Phone and Work Phone fields.
6. The cursor will now move to the *Taxpayer PIN* field. When electronically filing a return, Form 8879 with PIN signature(s) must be used. A 5-Digit PIN must be entered for the Taxpayer, Spouse (if applicable) and Preparer (any 5-digits, not all Zero's).
7. Enter **12345** for the **Taxpayer PIN** and press **[Enter]**.
8. Enter 1**2354** for the **Spouses** Pin and press **[Enter]** 5 times to move to the *ERO/Paid Preparer (PP) PIN*.
9. In order to complete *Form 8879, the Part III – Declaration of Electronic Return Originator (ERO)* section needs to be completed. The information in Part III provides the ERO information to the IRS for the tax return. The program will auto-populate the information in Part III, including the ERO PIN, from the EF Originators database based on the EFIN entered at the top of Form 8879. If a Default EFIN was entered in the Office Setup, Electronic Filing Tab of the Setup menu and the EFIN information in the EF Originators database, this section will be auto-populated.

   Note: The Default EFIN, EF Originator and Paid Preparer database items can be entered into the program at any time to auto-populate ERO and Paid Preparer information on Forms 8879 and 1040 in the tax return. If using more than one EFIN and/or Paid Preparer in an office, use the Choices button to select the EFIN and or Paid Preparer information to auto-populate the ERO/PP information on the appropriate fields on Forms 8879 and 1040.

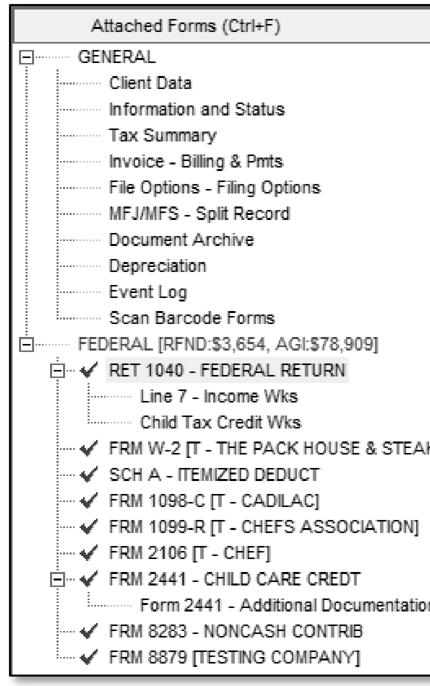
10. If the *ERO/Paid Preparer PIN* field is blank, enter a **PIN**, any 5 digits that are not all Zero's and press **[Enter]**.
11. If the ERO/Preparer information is not completed, enter the needed information, including: *Name, Address, City, State, Zip* and *Phone number* fields.

This will complete Form 8879 and you can move to the next step in this Tutorial.

> **Note:** If entering these tutorials prior to January 2015, a verify error will be created for the Signature date of the PIN. The Signature must be within the processing year of the tax return, in this case 2015. To clear this verify error, the PIN information entered above will need to be removed.

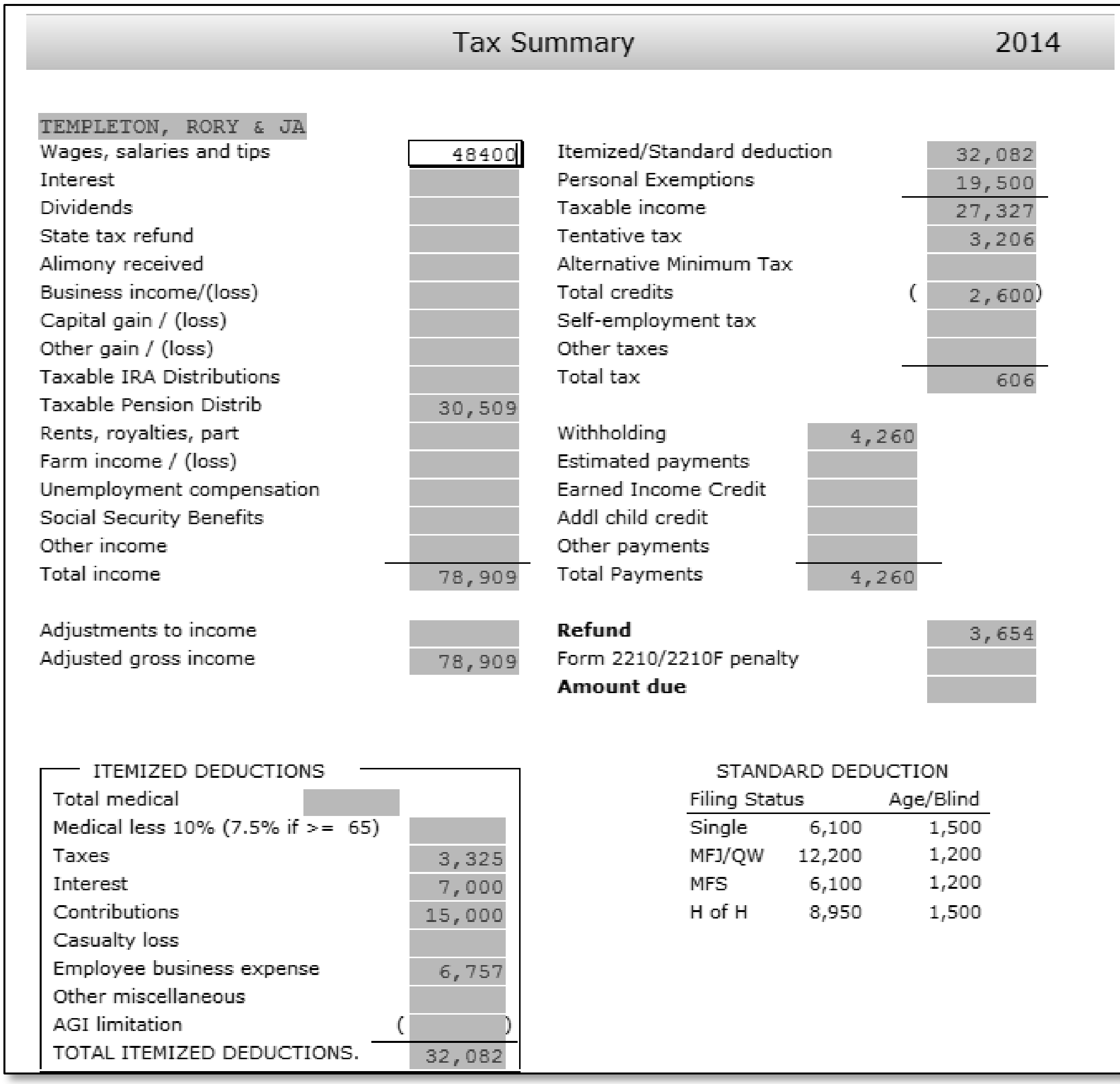
Step Eight: Finishing the return

The last step in this tutorial is to take a look at a very helpful screen called the *Tax Summary Screen*, which is a form under the GENERAL list of the *Attached Forms [Ctrl+F]* window.



- The *General* section contains the Client Data screen, Information & Status, Tax Summary, Invoice* and Rejects* (* - if applicable).
- The *Federal* section contains all Federal Forms, Worksheets and Schedules attached to the return, including the taxpayer's Refund/Balance Due amount after verifying the return.
- The *State* section contains all State(s) Forms, Worksheets and Schedules attached to the return, including the taxpayer's Refund/Balance Due amount after verifying the return.
- The *Proforma* section contains all Proforma Forms for a return that was year to year transferred.

1. To view the *Tax Summary* screen click on the **Tax Summary** in the General section of the Attached Forms window.
2. Compare the amounts of the Tax Summary on the following page to the Tax Summary in the return. Notice all the useful information provided, including the Wages, Total Income, Personal Exemptions, Credits, Refund and Itemized Deductions vs. Standard Deduction.



Tax Summary 2014

TEMPLETON, RORY & JA

Wages, salaries and tips	48400	Itemized/Standard deduction	32,082
Interest		Personal Exemptions	19,500
Dividends		Taxable income	27,327
State tax refund		Tentative tax	3,206
Alimony received		Alternative Minimum Tax	
Business income/(loss)		Total credits	(2,600)
Capital gain / (loss)		Self-employment tax	
Other gain / (loss)		Other taxes	
Taxable IRA Distributions		Total tax	606
Taxable Pension Distrib	30,509		
Rents, royalties, part		Withholding	4,260
Farm income / (loss)		Estimated payments	
Unemployment compensation		Earned Income Credit	
Social Security Benefits		Addl child credit	
Other income		Other payments	
Total income	78,909	Total Payments	4,260
Adjustments to income		**Refund**	3,654
Adjusted gross income	78,909	Form 2210/2210F penalty	
		Amount due	

ITEMIZED DEDUCTIONS

Total medical	
Medical less 10% (7.5% if >= 65)	
Taxes	3,325
Interest	7,000
Contributions	15,000
Casualty loss	
Employee business expense	6,757
Other miscellaneous	
AGI limitation	( )
TOTAL ITEMIZED DEDUCTIONS.	32,082

STANDARD DEDUCTION

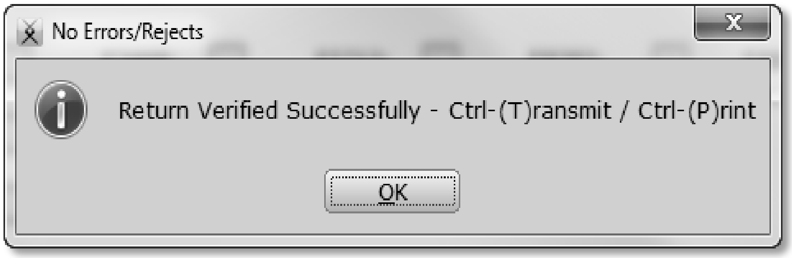
Filing Status		Age/Blind
Single	6,100	1,500
MFJ/QW	12,200	1,200
MFS	6,100	1,200
H of H	8,950	1,500

Now that you completed all steps that are needed for the Templeton's return, it is time to verify the return.

Follow these steps to finalize the tax return:

1. Click on the 

button or press **[Ctrl+V]** to start the verification routine.
2. The *No Errors/Rejects* window will open stating the "Return Verified Successfully". Click **OK**.



3. At this point you have two options to proceed. You can press **[Ctrl+T]** to open the *Queue Return for Transmission* window, or press **[Ctrl+P]** to print the return.
4. Since Mr. and Mrs. Templeton would like their return electronically filed, click on the 

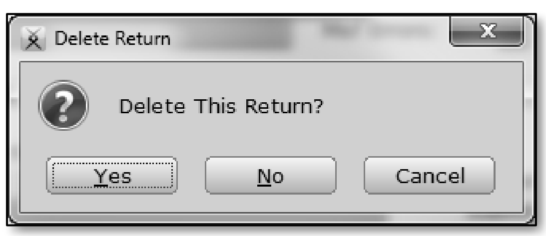
 button or press **[Ctrl+T]** to open the Queue Return for Transmission window.
5. It is recommended that you **do not** Transmit these returns. This is used as a reference for tutorial purposes only. On the *Queue Return for Transmission* Window *click on* ***Close***.

   Note: In a real scenario after opening the Queue Return for Transmission window you would click on the Queue Button to queue the return.

Step Nine: Deleting the Return

Follow these steps to delete this return.

1. To delete this return click on **Return** from the toolbar menu and then click on **Delete Return.** The *Delete Return* window opens asking if you want to delete this return click on **Yes** to delete this return. Click on the **WIP** button or press **[F2]** to return to the Work in Progress screen.



Congratulations! You have completed Tutorial #5!

Tutorial #6

Tutorial #6 Objective:

Once you have completed this tutorial you will know how to:

- **Create a new tax return.**
- **Complete the following forms: Client Data Screen, Forms W-2, Schedule A, Schedule C, Schedule SE, and 8879.**
- **Verify the return**
- **Delete the return**

Tutorial #6 Profile:

This tutorial will be more complex than the previous tutorials. But like the previous tutorials, it will assume you have gained the knowledge needed to complete previously introduced screens such as the Client Data screen and the Form W2. As before, if you have any problems with any of the procedures, please refer to the manual or previous tutorials for more clarification.

Step One: Completing the Client Data Screen

Use the following taxpayer information to complete the Client Data Screen

- *Taxpayer SSN*: **408-00-1006**
- *DOB*: **02/12/58**
- *Name*: **Barney Daniels**
- *Occupation*: **Engineer**
- *Dependent* **(no)** *Blind* **(no)** *Disabled* **(no)**
- *Home Phone*: **(601) 554-5430**
- *Filing Status*: **(2)Married Filing Joint**

- *Spouse SSN*: **408-00-2006**
- *DOB*: **05/14/59**
- *Name*: **Betty Daniels**
- *Occupation*: **Self-Employed**
- *Dependent* **(no)** *Blind* **(no)** *Disabled* **(no)**
- *Address*: **1012 Dodge Ball Drive Houston, TX 77077**

1. Answer the insurance questions on the Client Data screen as shown in the previous tutorials, then continue with the dependent information.

Refer to the Dependent information below to complete the Client Data Screen; the child lived with his parents for all 12 months.

Name:	*DOB*:	*SSN*:	*Relation*:
Sam Daniels	**02/14/1999**	**408-22-5006**	**Son**

Step Two: Adding W-2's to this return

1. As discussed in the previous tutorial and in the manual, you should always enter source documents first. At this time you should enter each of the W-2's required for this return.

> **Note:** When adding W-2's for Married Filing Joint returns, make sure that you select the correct *New Occurrence* from the available choices. In this tutorial the only W-2 is for Mr. Daniels. Be sure when adding the W-2 to select the **New Taxpayer's Occurrence** the W-2 as shown below.

Form W-2 Wage and Tax Statement 2014

a. Employee's Social Security Number 408-00-1006 Corrected W-2	1 Wages ( ) ( ) 98,000	2 Fed Tax Withheld 17,500
b. Employer's Identification Number 76-8976543	3 SS Wages ( ) 98,000	4 SS Tax Withheld 6,076
c. Employer's Name, Address, ZIP Code ROCK Domestic X Foreign ROCKS R US QUARRY 4140 ICESCAPE WAY HOUSTON TX 77077-0000	5 Medicare Wages 98,000 7 Soc Sec Tips 9	6 Medicare Tax Wh. 1,421 8 Allocated Tips 10 Dep Care Benefits
d. Control Number	11 Non-Qual Plans	12 Employer Use
e. Employee's Name, address & ZIP code Domestic X Foreign BERNEY DANIELS 1012 DODGE BALL DRIVE HOUSTON TX 77077-0000	13 a( ) b( ) c( ) 14 Other RRTA Comp RRTA T1 Tax RRTA T2 Tax	RRTA Medicare Tax Add Med Tax

15 State Employer ID	16 State Wages/Tips	17 State Tax W/hld	State Use	18 Local Wages/Tips	19 Local Tax W/hld	20 Locality Name

Standard/Non-Standard W-2 S

Voluntary SDI: SDI:

Mandatory Contributions: Amount:

* W-2's Box 12 with a code of 'Q' represent non-taxable combat pay.

** X if scanned W-2 data has been verified

*** Box 15 - Validation Check - No State Return attached

*** Box 15 - Validation Check - No State Abbr. to report

*** Box 17 - Validation Check - No State Withholdings to report

Once you have completed adding the W-2 information, continue to the next step, adding Schedule C.

Step Three: Adding the Schedule C

1. We are now ready to add the Schedule C for Betty Daniels**.** Attach the **Schedule C** the same as any other forms that you have attached to this point, making sure that you attach a **New Spouse's Occurrence** NOT the Taxpayer.

Use the following information to complete the Schedule C.

A. **Florist**

B. **453110**

C. **Rumble Bumble Flower Shoppe**

D. **445566778**

E. **40 Azaleas Way [Enter] Houston, TX 77077 [Enter] Resident: TX [Enter] City Name: Houston [Enter]**

F. 1. Cash: **X**

G. Yes: **X**

Use the following numbers to complete the Part I Income:

- *Line 1. Gross Receipts or Sales:* **275,000**
- *Line 2. Returns and Allowances:* **17,000**
- *Line 4.* Cost of goods sold: This number is calculated by using part III, lines 33 – 42. Press **[Ctrl+G]**, enter **33** and press **[Enter]** to get to the Cost of Goods Sold Section.

Use the following numbers to complete the Cost of goods sold calculation.

- *Line 33. Method Used to value closing Inventory: a. Cost:* **X**
- *Line 34. Was there any change in determination from open to close? No:* **X**
- *Line 35. Inventory at beginning of year:* **300,000**
- *Line 36. Purchases less cost of items withdrawn for personal use:* **42,000**
- *Line 37. Cost of labor:* **50,000**
- *Line 38. Materials and supplies:* **10,000**
- *Line 39. Other Costs:* **5000**
- *Line 41. Inventory at end of year:* **278,000**
- *Line 42. Cost of Goods Sold* should calculate to $**129,000** and show on Line 4 automatically.

2. At this point we need to enter our **Expenses** for the store operation as well as the **depreciation** on the building itself. To do this, press **[Ctrl+G]** and type the **number 8** to go to the expenses section of the Schedule C.

Expenses Section:

- *Line 8. Advertising:* **3,000**
- *Line 11. Contract labor:* **10,000**

- *Line 14. Employee Benefits:* **5,000**
- *Line 15. Insurance:* **25,000**
- *Line 17. Legal/Pro services:* **3,200**
- *Line 18. Office expense:* **6,000**
- *Line 20. a. Machinery & equipment:* **13,200**
- *Line 21. Repairs & Maint.:* **500**
- *Line 22. Supplies:* **1,250**
- *Line 23. Taxes & licenses:* **750**
- *Line 25. Utilities:* **2,400**
- *Line 26. Wages:* **40,000**

This should now complete the Schedule C. Compare your numbers to the following:

- *Line 7. Gross Income*: **129,000**
- *Line 28. Total Expenses before business use of home*: **110,300**
- *Line 29. Tentative profit or (loss)*: **18,700**
- *Line 31. Profit or (loss)*: **18,700**

Your numbers should match those above, and the amount from *Line 31* of the *Schedule C* will be carried to Line 12 of the 1040.

You have now completed the Schedule C and can move on to the next step.

Step Four: Adding Schedule A

The next form that needs to be added is the Schedule A. Follow the same procedures you have used in previous tutorials to attach form Schedule A.

Use the following information to complete the Schedule A.

- Line 1. *Mileage*: **140 Mileage** @.24/mile
- Line 1. *Medical (Sam)* Select **COST OF CARE AT LONG TERM FACILITY** from the choices list under the spouse field and enter: **3,200**
- Line 5: Click on **line 5** and then click on the **worksheets** button at the bottom of the screen. The *State and Local taxes Paid* worksheet window will open. In the *Enter other state and local taxes paid* field type **1,178**. Close the **Worksheets** window and continue to the next step.
- Line 6. *Real Estate Taxes*: **5,000**

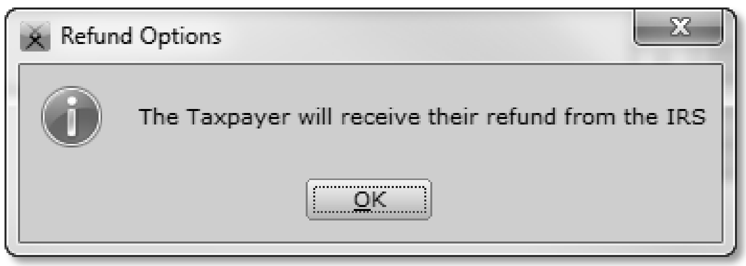
- Line 10. *Home Mortgage Interest 1st*: **18,600**

The Schedule A is now complete and the amount on Line 29 should be $**24,778**. You can now move on to the next step.

Step Five: Completing Form 8879

Follow the steps below to complete Form 8879:

1. Double click on the **Form 8879** located to the left of your tax return under the *Attached Forms* window.
2. The cursor will be positioned on the *Refund Type:* field. Enter the **number 1** for Paper Check, and **press [Enter]**.
3. The Refund Options window will appear informing you that The Taxpayer will receive their refund from the IRS, press **OK**.



4. The cursor will now move to the *EFIN#* field. The EFIN number should already be entered for you if you have setup your EFIN as Default EFIN in the Office Setup, Electronic Filing Tab of the Setup menu. If the EFIN number is not auto-populated, please enter your **EFIN number here** and press **[Enter]**.

   Note: Notice the other Refund Type options at the bottom left corner of the screen.

5. The cursor will now move to the *Home Phone* number field then the *Work Phone* field. These should be auto-populated from the Client Data Screen. Press **[Enter]** twice to pass the Home Phone and Work Phone fields.
6. The cursor will now move to the *Taxpayer PIN* field. When electronically filing a return, Form 8879 with PIN signature(s) must be used. A 5-Digit PIN must be entered for the Taxpayer, Spouse (if applicable) and Preparer (any 5-digits, not all Zero's).
7. Enter **12345** for the *Taxpayer PIN* and press **[Enter]**.
8. Enter **12354** for the *Spouses Pin* and press **[Enter]** 5 times to move to the *ERO/Paid Preparer (PP) PIN*.
9. In order to complete Form 8879, the *Part III – Declaration of Electronic Return Originator (ERO)* section needs to be completed. The information in Part III provides the ERO information to the IRS for the tax return. The program will auto-populate the information in

Part III, including the ERO PIN, from the EF Originators database based on the EFIN entered at the top of Form 8879. If a Default EFIN was entered in the Office Setup, Electronic Filing Tab of the Setup menu and the EFIN information in the EF Originators database, this section will be auto-populated.

Note: The Default EFIN, EF Originator and Paid Preparer database items can be entered into the program at any time to auto-populate ERO and Paid Preparer information on Forms 8879 and 1040 in the tax return. If using more than one EFIN and/or Paid Preparer in an office, use the Choices button to select the EFIN and or Paid Preparer information to auto-populate the ERO/PP information on the appropriate fields on Forms 8879 and 1040.

10. If the *ERO/Paid Preparer PIN* field is blank, enter a **PIN**, any 5 digits that are not all Zero's and press **[Enter]**.

11. If the ERO/Preparer information is not completed, enter the needed information, including: *Name, Address, City, State, Zip* and *Phone number* fields.

This will complete Form 8879 and you can move to the next step in this Tutorial.

Note: If entering these tutorials prior to January 2015, a verify error will be created for the Signature date of the PIN. The Signature must be within the processing year of the tax return, in this case 2015. To clear this verify error, the PIN information entered above will need to be removed.

Step Six: Finishing the return

Now that you completed all steps that are needed for the Daniels's return, it is time to verify the return.

Follow these steps to finalize the tax return:

1. Click on the 

button or press **[Ctrl+V]** to start the verification routine.

2. The *No Errors/Rejects* window will open stating the "Return Verified Successfully". Click **OK**.

3. At this point you have two options to proceed. You can press **[Ctrl+T]** to open the Queue Return for Transmission window, or press **[Ctrl+P]** to print the return.
4. Notice the *FEDERAL [REFUND: $]* amount in the *Attached Forms* [Ctrl+F] window on the left side of the tax return. The refund should be **$3,969**.
5. Since Mr. and Mrs. Daniels would like their return electronically filed, click on the

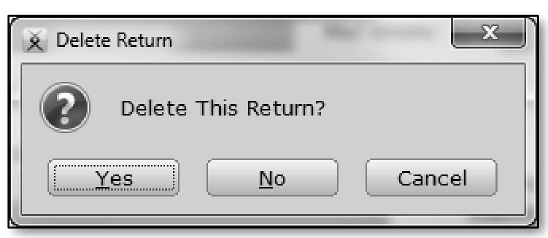
button or press **[Ctrl+T]** to open the Queue Return for Transmission window.
6. It is recommended that you **do not** Transmit these returns. This is used as a reference for tutorial purposes only. On the *Queue Return for Transmission* Window *click on **Close**.*

Note: In a real scenario after opening the Queue Return for Transmission window you would click on the Queue Button to queue the return.

Step Seven: Deleting the Return

Follow these steps to delete this return.

1. To delete this return click on **Return** from the toolbar menu and then click on **Delete Return.** The *Delete Return* window opens asking if you want to delete this return click on **Yes** to delete this return. Click on the **WIP** button or press **[F2]** to return to the Work in Progress screen.



Congratulations! You have completed Tutorial #6!

Tutorial #7

Tutorial #7 Objective:

Once you have completed this tutorial you will know how to:

- **Create a new tax return.**
- **Complete the following forms: Client Data Screen, Schedule, Schedule SE, Car & Truck Expense Worksheet, and Form 4562.**
- **Verify the return**
- **Delete the return**

Tutorial #7 Profile:

This tutorial will be more complex than the previous tutorials. But like the previous tutorials, it will assume you have gained the knowledge needed to complete previously introduced screens such as the Client Data screen and Schedule C. As before, if you have any problems with any of the procedures, please refer to the 2015 Manual or previous tutorials for more clarification. The entering of Depreciable Assets and the corresponding windows has been modified, in hopes that entering Asset and Depreciation for Business Activities will be easier than ever.

Step One: Completing the Client Data Screen

Use the following taxpayer information to complete the Client Data Screen:

- *Taxpayer SSN*: **408-00-1007**
- *DOB*: **02/01/1950**
- *Name*: **Leslie Thomas**
- *Occupation*: **Self-Employed**
- *Dependent* **(no)** *Blind* **(no)** *Disabled* **(no)**
- *Home Phone*: **(888) 420-4040**
- *Filing Status*: **(1) Single**
- *Address*: **40 Main Street Yosemite National, CA 95389**

1. **Answer** the insurance questions on the Client Data screen as shown in the previous tutorials.

Step Two: Adding a Schedule C to this return

1. As discussed in the previous tutorial and in the manual, you should always enter source documents first. Ms. Thomas is self-employed and all of her income is reported on a Schedule C. At this time you should enter the Schedule C for this return.

   Use the following information to complete Schedule C:

   A. **Piano Tuning**

   B. **811210**

   C. **Fine Tuning**

   D. **557788990**

   E. **40 Main St [Enter] Yosemite NP, CA 95389 [Enter]**

   State: CA [Enter City: Yosemite [Enter]

   F. *1. Cash*: **X**

   G. *Yes*: **X**

   Part I – Income:

   - *Line 1. Gross Receipts or Sales:* **14,300**

   Part II – Expenses:

   - *Line 8. Advertising:* **600**
   - *Line 9. Car and truck expenses:* *See instruction on Car & Truck Expense Worksheet below.
   - *Line 13. Depreciation:* *See instruction on entering Depreciation/Assets below.
   - *Line 22. Supplies:* **500**
   - *Line 23. Taxes & licenses:* **350**
   - *Line 24. a. Travel:* **231**
   - *Line 27. Other Expenses:* **1059** *See instruction on Other Expenses below.
   - At this point we need to enter the **Other Expenses** for *line 27*. Scroll down to *Part V – Other Expenses on* the Schedule C.

Description	Amount
PERIODICALS	249
IVORY WHITENER	50
STRING STRAIGHTENER	60
SCRATCH FILLER	70
TUNING FORK	80
METRONOME	90
PEDAL POLISHER	100
BENCH LEVELER	110
ADJUSTING TOOLS	250

Note: Notice there are 2 lines that are grayed out. These are calculated fields from Allocated Clergy Expenses and Amortization/Depreciation and will be left blank.

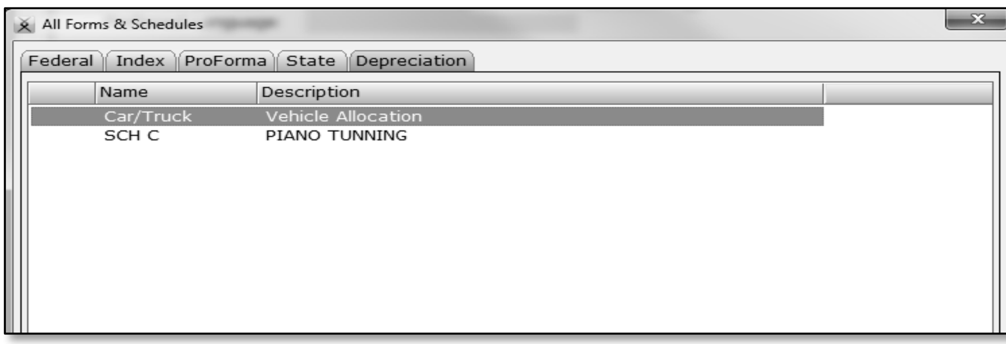
2. Enter the above information as it is shown in the *Other Expenses* table. After entering the Other Expenses, line 48 will calculate to $**1,059**, which will then be carried to *Line 27, Other Expenses.*

Step Three: Line 9. Car & Truck Expenses

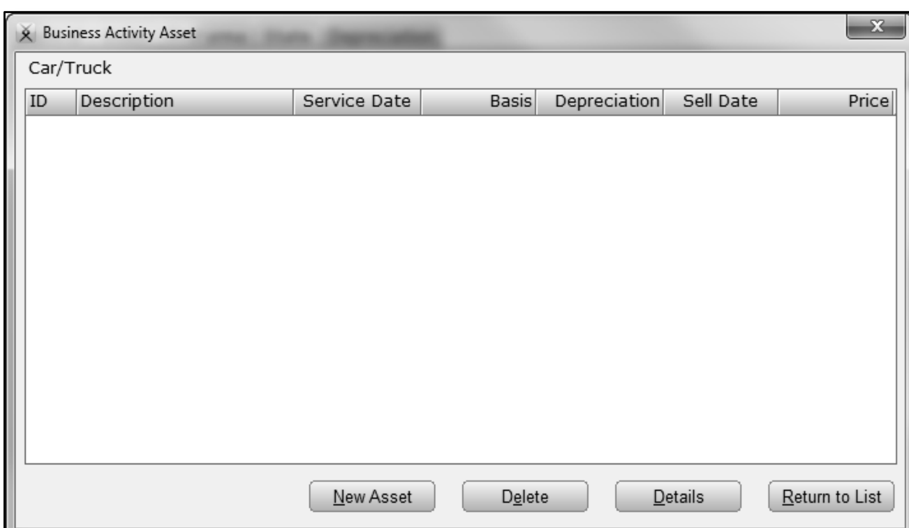
The Car & Truck Expenses on the Schedule C are calculated by entering information on the Car & Truck Expense Worksheet. Vehicle information related to the Business Activity, in this case the Ms. Thomas's Piano Tuning Schedule C will need to be entered on the Car & Truck Expense Worksheet which will calculate Line 9 of the Piano Tuning Schedule C.

Follow these steps to add and a Vehicle Asset to the Schedule C:

1. To add the vehicle asset from the *Schedule C*, press **[CTRL+N]**
2. The *All Forms and Schedules* window will open on the Depreciation Tab. Press **[Enter]** to Select **Car/Truck Vehicle Allocation**.



3. Click the **New Asset** Button.

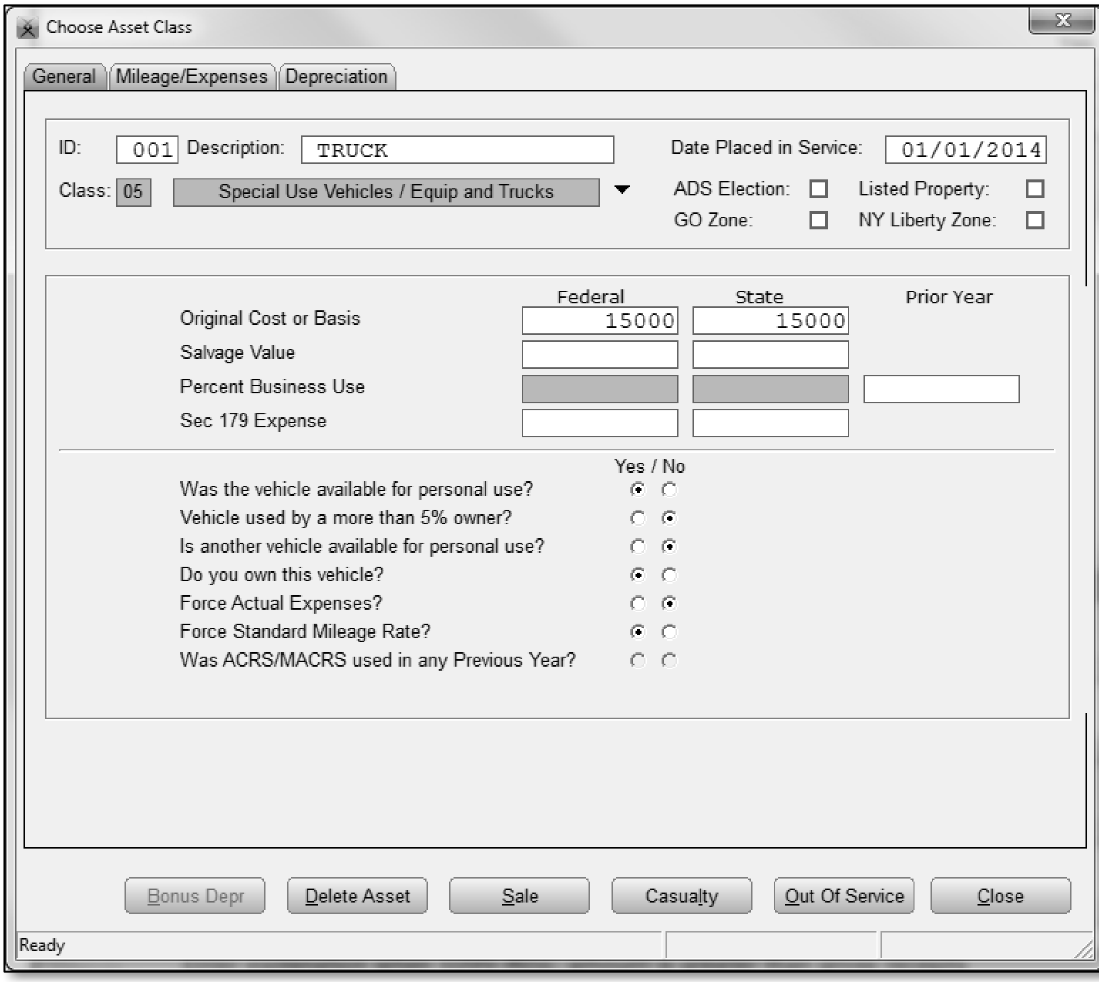


4. Select the Business Class **Code 5** for *Special use Vehicles /Equip* and truck sand click **Ok.**

5. Type **Truck** in the *Description* field and **01/01/2014** as the *Date Placed in Service*, and then press the **Ok** button. The *Asset manager* window opens on the General Tab.

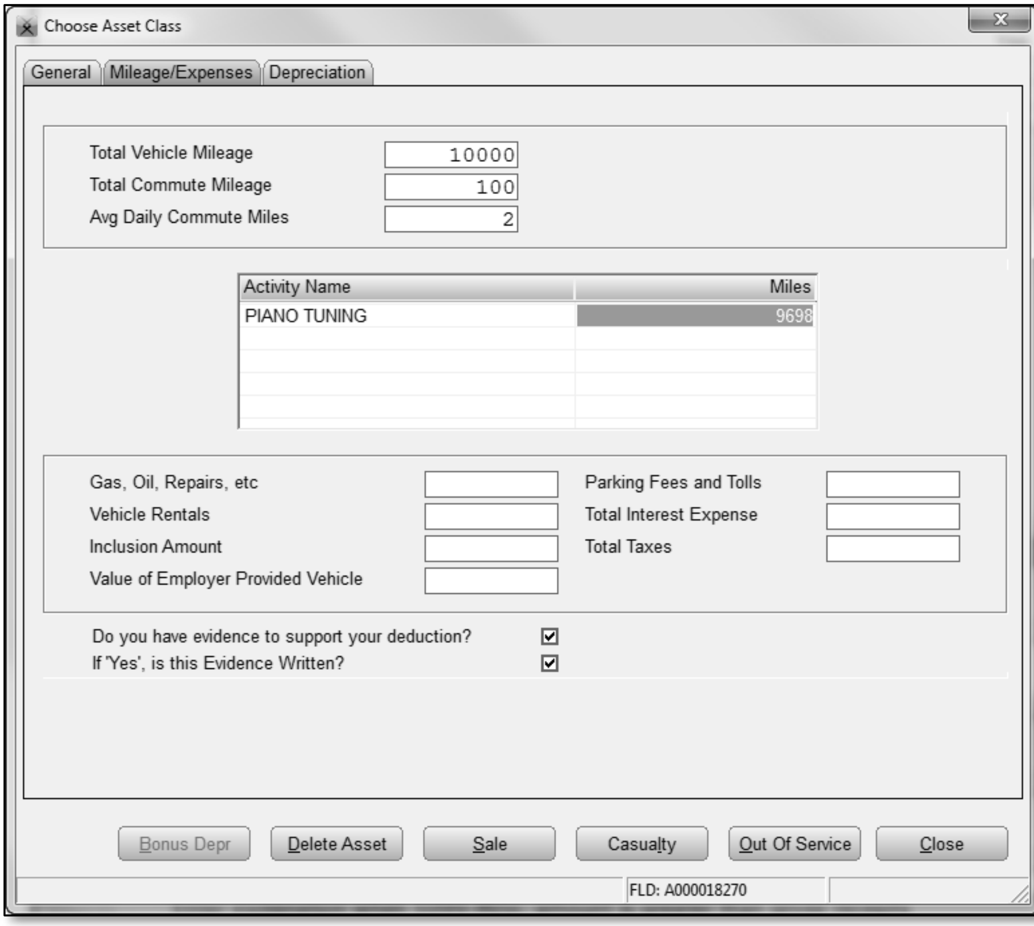
6. On the General Tab enter in the *Original Cost or Basis* **$15,000** and **answer the questions** on the screen about the vehicle asset accordingly as shown below.

7. Select the **Mileage/Expenses** Tab.

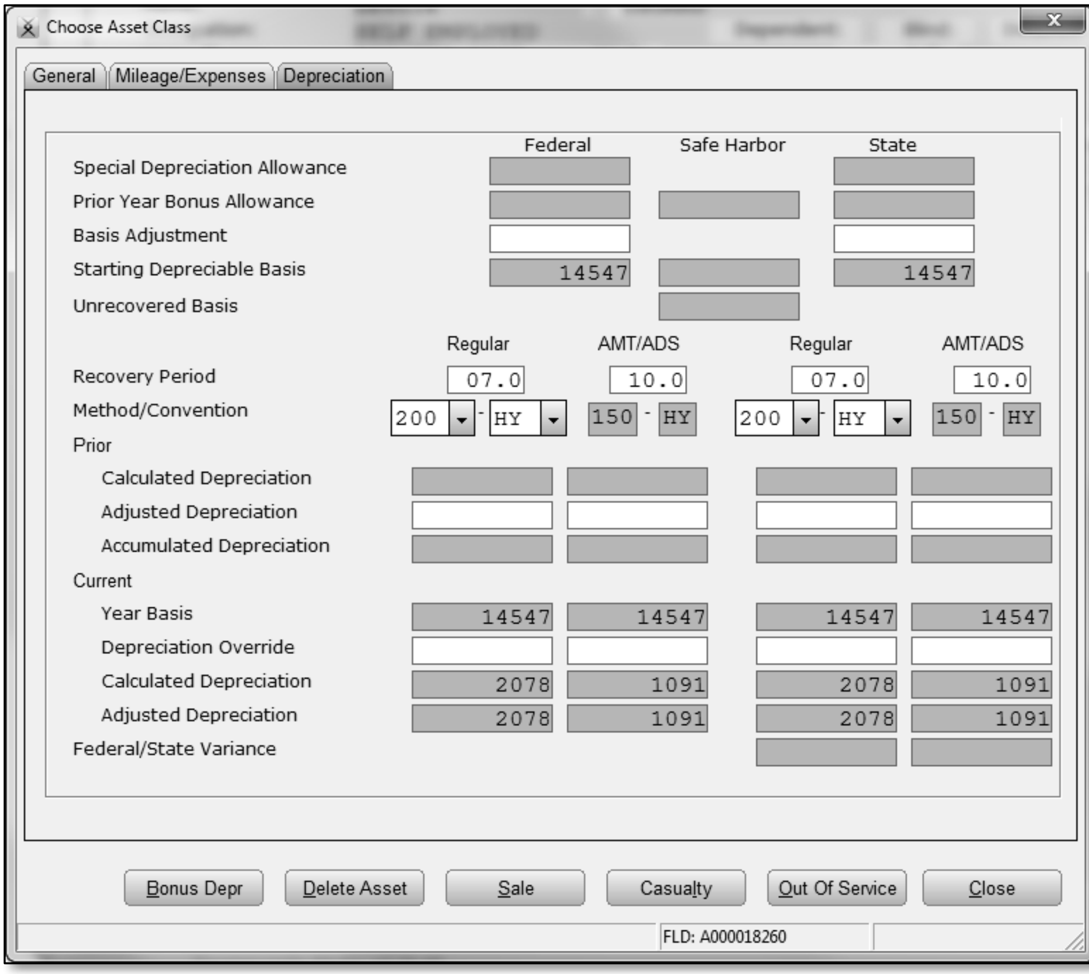


8. In the **Mileage/Expenses Tab** enter the following:
   - In the *Total Vehicle Mileage* enter **10000**
   - In *Commute Mileage* enter **100**
   - In the *Avg. Daily Commute Miles* enter **2**
   - Click in the **Activity Name** line. Notice that Piano Tuning will be displayed as the available activity name, enter **9698**

- Check the **boxes** on the questions at the **bottom** of the *Choose asset Class* window. These questions will ask if there is evidence to support your deduction and if so if the evidence is written.



9. Click the **Depreciation Tab**. This is the tab where the deprecation that is allowed for the asset will display. On this tab you also can make adjustments to the depreciation, since we are not making any adjustments click the **Close** button.



Choose Asset Class	Federal	Safe Harbor	State	
Special Depreciation Allowance				
Prior Year Bonus Allowance				
Basis Adjustment				
Starting Depreciable Basis	14547		14547	
Unrecovered Basis				

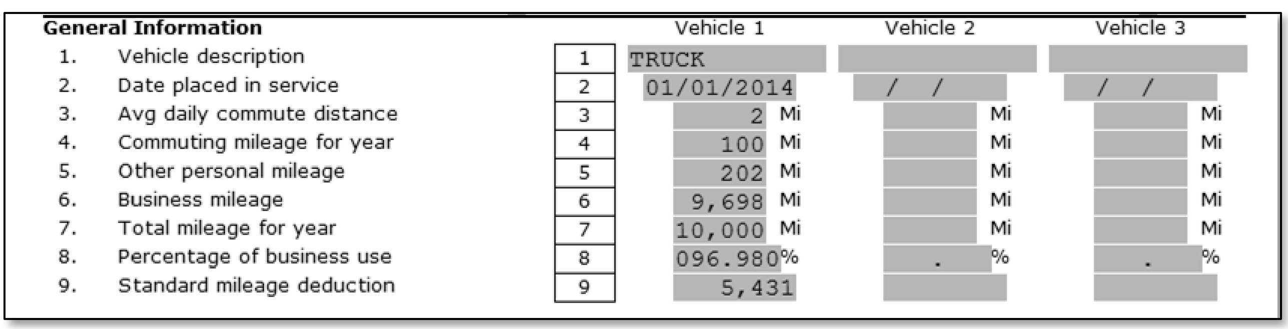
	Regular	AMT/ADS	Regular	AMT/ADS
Recovery Period	07.0	10.0	07.0	10.0
Method/Convention	200 - HY	150 - HY	200 - HY	150 - HY
Prior				
Calculated Depreciation				
Adjusted Depreciation				
Accumulated Depreciation				
Current				
Year Basis	14547	14547	14547	14547
Depreciation Override				
Calculated Depreciation	2078	1091	2078	1091
Adjusted Depreciation	2078	1091	2078	1091
Federal/State Variance				

Bonus Depr | Delete Asset | Sale | Casualty | Out Of Service | Close

FLD: A000018260

10. Click on **Return to List** button and then click **Close** to return to the Schedule C.

This now completes entering a Vehicle Asset. Notice the Standard Mileage Deduction amount of **$5,431** on *Line 9* of the *General Information* section on the *Car and Truck Worksheet* located on the *Attached Forms* list. This amount will be carried to *Line 9* of the *Piano Tuning Schedule C*.



General Information		Vehicle 1	Vehicle 2	Vehicle 3
1. Vehicle description	1	TRUCK		
2. Date placed in service	2	01/01/2014	/ /	/ /
3. Avg daily commute distance	3	2 Mi	Mi	Mi
4. Commuting mileage for year	4	100 Mi	Mi	Mi
5. Other personal mileage	5	202 Mi	Mi	Mi
6. Business mileage	6	9,698 Mi	Mi	Mi
7. Total mileage for year	7	10,000 Mi	Mi	Mi
8. Percentage of business use	8	096.980%	. %	. %
9. Standard mileage deduction	9	5,431		

You can now proceed to the next step in order to enter the Depreciation/Asset information for the Piano Tuning Schedule C.

Step Four: Line 13. Depreciation

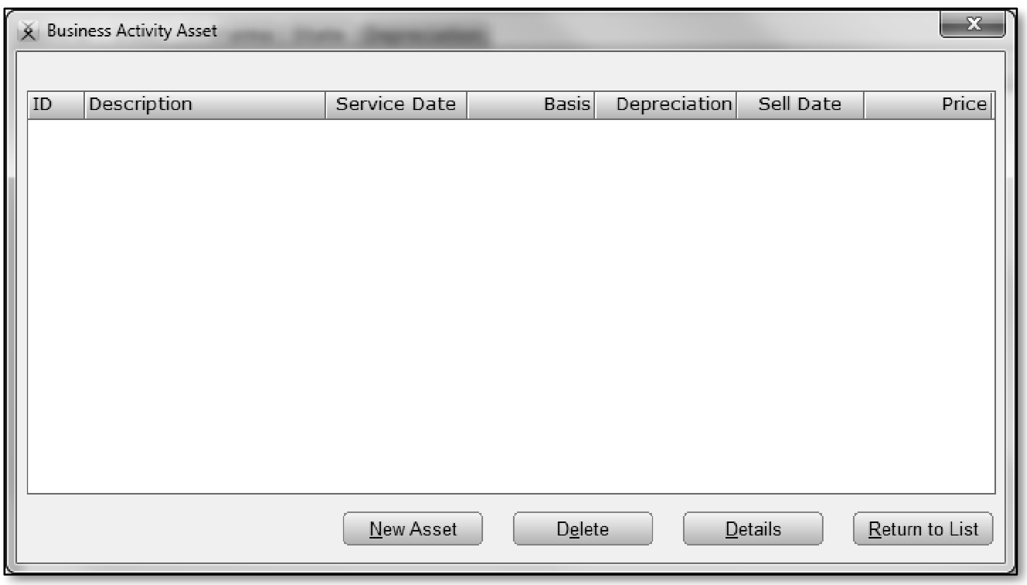
For this tutorial, there is a photo copier that needs to be entered as an asset for the Piano Tuning Schedule C. The depreciation for the copier will then be calculated and carried to Line 13 of the Piano Tuning Schedule C for Ms. Thomas.

Follow these steps to enter the Asset Detail and calculate the depreciation:

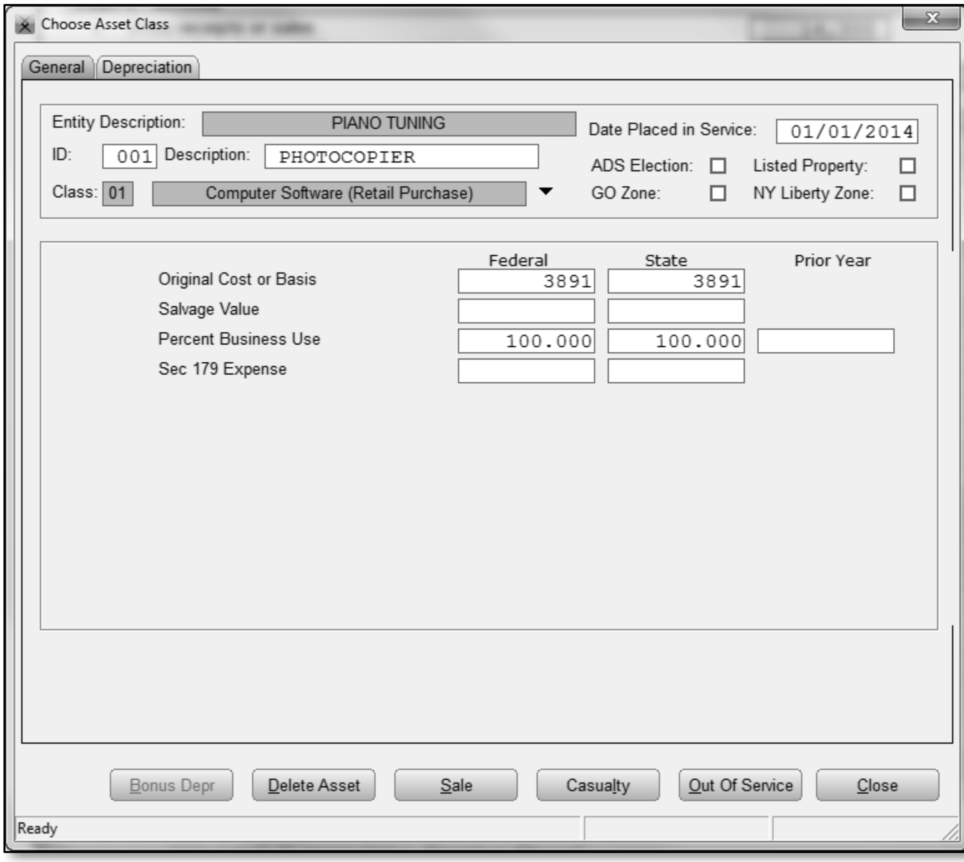
1. Click on **Add Form** in toolbar.
2. The *All Forms & Schedules* window will open. Click on the **Depreciation tab** to display the business activities for the tax return.

   Note: This can also be done by pressing **[CTRL+N]** on your keyboard.

3. Double-click on **SCH C Piano Tuning** and the *Business Activity* window will open as shown below.



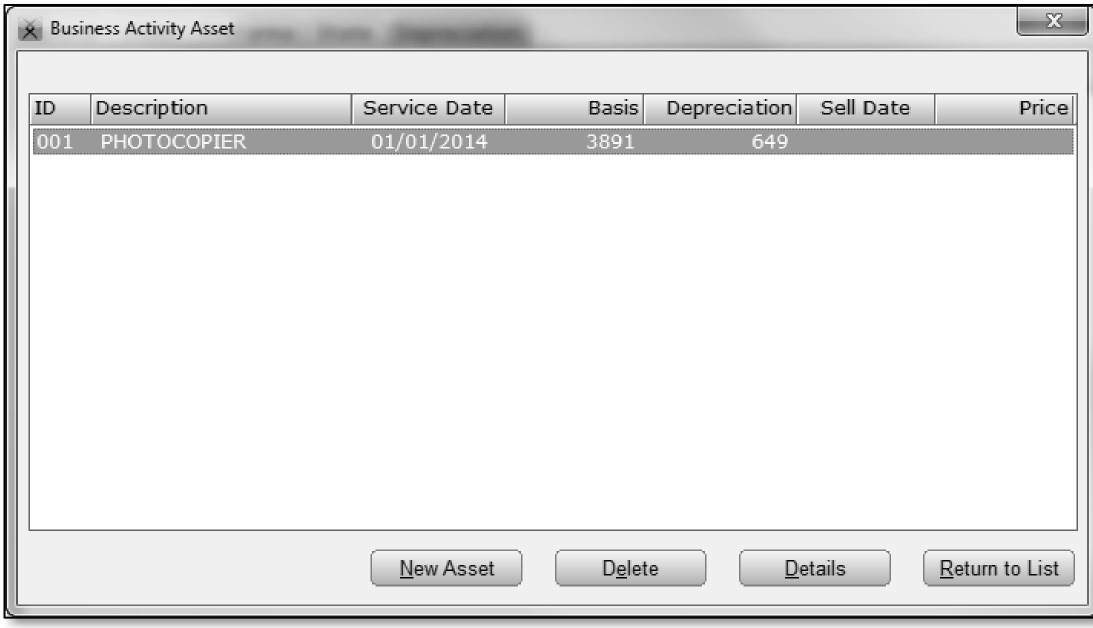
4. There are currently no Assets entered for the Piano Tuning Schedule C. To add the new asset, click on the **New Asset button**.
5. The *Asset detail* window will open.
6. Click once on **Class 03**, **Typewriters, Calculators, Copiers**.
7. At the *Description* field type **PhotoCopier** and **press [TAB]**.
8. You should now be at the *Date Place in Service* field **ente**r **01012014** and Click on **Ok**.



9. Your cursor should now be positioned at the *Original Cost or Basis* field under *Federal* field Type **3891** for the *Original Cost or Basis* amount for the Copier and press **[Enter]**.

10. Click the **Depreciation Tab** to open the *Depreciation Calculations* window, displaying the breakdown of the Federal and State Depreciation calculations.

11. Click the **Close** button. The *Bonus Depreciation* window will open, leave everything unchecked and select **close**.



12. Now you will view the Asset Details for the Copier asset for the Piano Tuning Schedule C, with a Basis of **3891** and Depreciation of **649**.

13. Click on **Return to List** to return to the *Business activity* window and click on **Close** to return to the Piano Tuning Schedule C.

14. Go to *Line 13* on the Piano Tuning Schedule C and you should see **$649** as the amount on Line 13 Depreciation. Go to **Line 31** and the Net profit or (loss) for the Piano Tuning Schedule C is $**5,480**.

At this point the Piano Tuning Schedule C is complete and you can move on to the next step.

Step Five: Completing Form 8879

Follow the steps below to complete Form 8879:

1. Double click on the **Form 8879** located to the left of your tax return under the *Attached Forms* window.

2. The cursor will be positioned on the **Refund Type:** field. Enter the **number 4** for Balance Due and press **[Enter]**.

3. The cursor will now move to the *EFIN#* field. The EFIN number should already be entered for you if you have setup your EFIN as Default EFIN in the Office Setup, Electronic Filing Tab of the Setup menu. If the EFIN number is not auto-populated, please enter your **EFIN number here** and press **[Enter]**.

4. The cursor will now move to the *Home Phone* number field then the *Work Phone* field. These should be auto-populated from the Client Data Screen. **Press [Enter]** twice to pass the *Home Phone* and *Work Phone* fields.

5. The cursor will now move to the *Taxpayer PIN* field. When electronically filing a return, Form 8879 with PIN signature(s) must be used. A 5-Digit PIN must be entered for the Taxpayer, Spouse (if applicable) and Preparer (any 5-digits, not all Zero's).

6. Enter **12345** for the Taxpayers PIN and press **[Enter] 5 times** to move to the *ERO/Paid Preparer (PP) PIN*.

7. In order to complete Form 8879, the *Part III – Declaration of Electronic Return Originator (ERO)* section needs to be completed. The information in Part III provides the ERO information to the IRS for the tax return. The program will auto-populate the information in Part III, including the ERO PIN, from the EF Originators database based on the EFIN at the top of Form 8879. If a Default EFIN was entered in the Office Setup, Electronic Filing Tab of the Setup menu and the EFIN information in the EF Originators database, this section will be auto-populated.

    Note: The Default EFIN, EF Originator and Paid Preparer database items can be entered into the program at any time to auto-populate ERO and Paid Preparer information on Forms 8879 and 1040 in the tax return. If using more than one EFIN and/or Paid Preparer in an office, use the Choices button to select the EFIN and or Paid Preparer information to auto-populate the ERO/PP information on the appropriate fields on Forms 8879 and 1040.

8. If the *ERO/Paid Preparer PIN* field is blank, enter a **PIN**, any **5 digits** that are not all Zero's and press **[Enter]**.

9. If the ERO/Preparer information is not completed, enter the needed information, including: *Name, Address, City, State, Zip* and *Phone number* fields.

This will complete Form 8879 and you can move to the next step in this Tutorial.

> **Note:** If entering these tutorials prior to January 2015, a verify error will be created for the Signature date of the PIN. The Signature must be within the processing year of the tax return, in this case 2015. To clear this verify error, the PIN information entered above will need to be removed.

Step Six: Finishing the return

Now that you completed all steps that are required for Ms. Thomas's return, it is time to verify the return.

1. To verify the return, click on the 

button.

2. Based on the information entered in the return, Ms. Thomas may be eligible to take the Earned Income Credit. In order to receive this credit, Form *8867 – Paid Preparer's EIC Checklist*, must be completed.

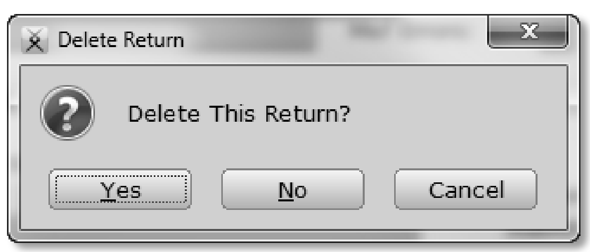
3. Double-click on the **first US FRM 8867** verify error message and the program will take you to the appropriate question to be answered on the *Paid Preparer's EIC Checklist*.
4. Enter '**X**' in the proper box and press **[Enter]**.
5. The *Return Errors and Rejects window* will open again. Press **[Enter]** and the program will take you to the appropriate question to be answered on the *Paid Preparer's EIC Checklist*.
6. Enter '**X**' in the proper box and press **[Enter]**. The *Return Errors and Rejects* window will pen again. Continue this process until all of the appropriate questions are answered on the 8867.
7. The Return *Errors and Rejects* window will open again. The *Return Errors and Rejects* window will continue to open until after pressing [Enter] displaying the Verify Errors even though they have been corrected. The Return Errors and Rejects list needs to be "refreshed" since the errors are corrected.
8. Click on the 

button to refresh *Return Errors and Rejects* window.
9. If there are any Verify errors, correct them using the same process. Click **OK**.
10. The Balance Due amount should be $**393.** Click on the 

button on the toolbar to save the return.

Step Seven: Deleting this Return

1. To delete this return click on **Return** in the toolbar and then **Delete Return**. Click on **Yes.** Click on **WIP** in the toolbar to return to the Work in Progress Summary screen.



Congratulations! You have completed Tutorial #7!