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.

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, ACA Questions, 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

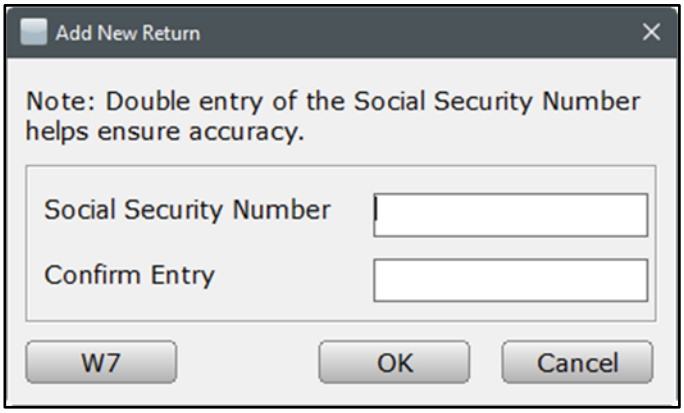
Tutorial #1 Profile:

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 **Add New 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. This is to verify the SSN is entered correctly.

4. Enter the **SSN (408-00-1001)** a second time and click on **OK**.

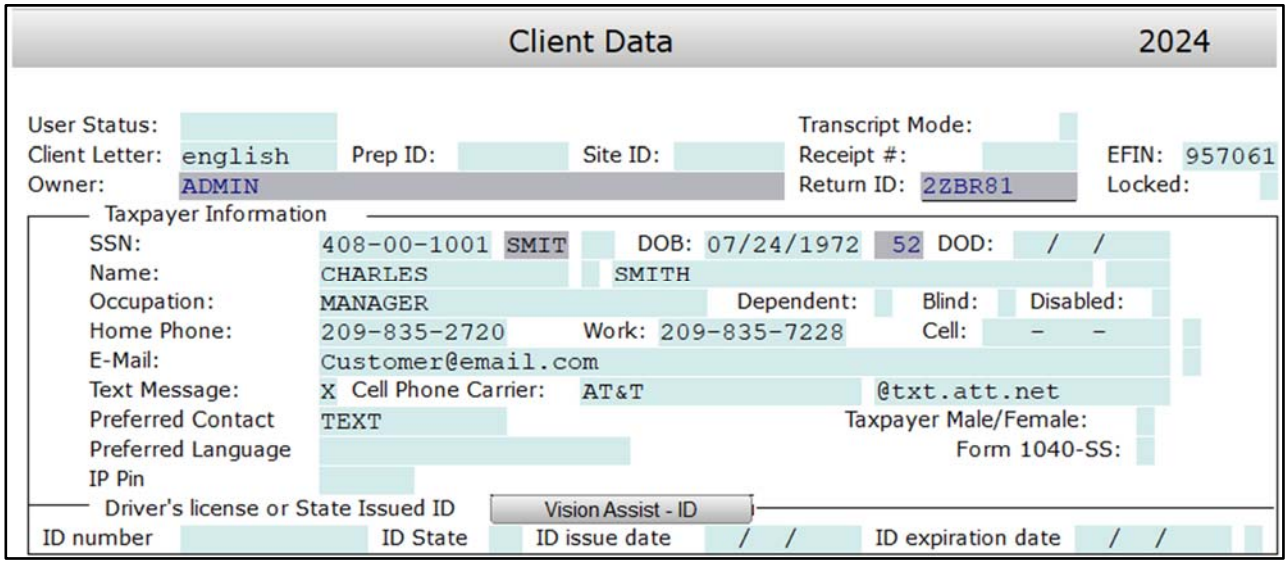
5. You will now be viewing the *Client Data Screen*, Taxpayer Information section.

6. The first field highlighted is the *DOB* (date of birth) field. Type '**072472**', and then press **[Enter]**.

   Note: The program will automatically calculate the four digits of the Year.

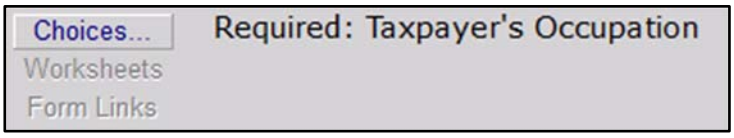
7. The next fields are the name fields. There is no need to capitalize name fields. The program will automatically format the name for printing purposes. Use the following information to complete these fields:

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



8. With the cursor now on the *Occupation:* field, try using the *Occupation choice list* to select the occupation of *MANAGER*. To use the choice list follow these steps:

   - Click on the **Choices** 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: 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.

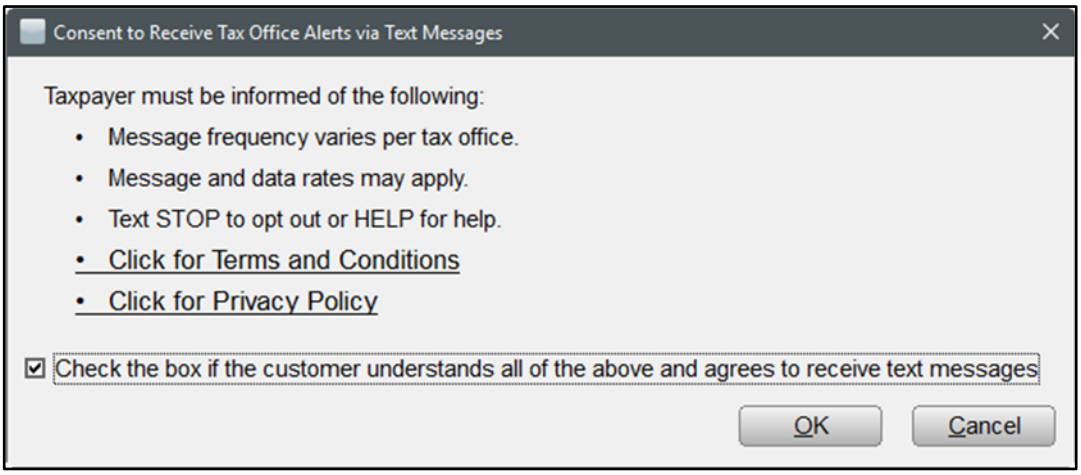
9. MANAGER should now be the occupation shown and you can continue with Step 10.
10. Since Charles is not a Dependent on another return, blind, or disabled, press **[Enter] 3** times past the *Dependent*, *Blind*, and *Disabled* fields.
11. Although the fields *Home Phone, Work, Cell and E-mail* are not required by the IRS, 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 a valid **cell phone number** (for testing purposes) for the *Cell Phone* and press **[Enter**] one time.

    Important: In a real, live return, you would use your customer's cell phone number. For the purposes of this, and the rest of the tutorials in this document, you can enter your cell phone number to test out the features.

12. Enter a valid **email address** (for training purposes) in the E-Mail field and press **[Enter]**.

    Note: The email address is used in order to test 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. For the purposes of this, and the rest of the tutorials in this document, you can enter your email to test out the features.

13. Enter an **X** in the Text Message box and press **[Enter]**. You will be prompted with the following screen.



14. After you have read the above screen and discussed with your client, **check the box at the bottom** of the screen and click on **OK** to proceed.
15. The next field is the *Cell Phone Carriers* box. To view the list of cell phone carriers, click on **Choices** located at the bottom of the Client Data screen or press **[F3]** key. Double click on

your **Cell Phone Carrier** from the list and both the *Cell Phone Carrier* and the *Text Domain field* will populate automatically.

16. The software will automatically take you to the *Preferred Contact* field. Click on **Choices** located at the bottom of the Client Data screen or press **[F3]** key. Click on **TEXT** to select it as the method to contact the taxpayer and press **[Enter]**.

17. You will now be in the *Taxpayer Male/Female* field. This is not a required field but you may make a selection and press **[Enter]** to continue.

18. You will now be on the *Preferred Language* field. For this tutorial, leave this field blank and press **[Enter]** two times.

19. You will now be on the *Driver License or State Issued ID* section. The IRS does not currently require this information but some states do. Entering the information in the Client Data Screen will allow the software to automatically populate the information to the state when needed. For this tutorial leave this section blank and press **[Enter] 5 times**.

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

```
Choices...    Required: (1)Single  (2)MFJ  (3)MFS  (4)Head of Household  (5)Qual Surviving Spouse
Worksheets
Form Links
```

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.

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

```
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:    /   /
Principal home or dwelling in the US for more than half of the year?    Y
```

- *U.S. Address:* **2575 Black Hills Drive**, press **[Enter]**
- *Apt. No*: Press **[Enter**]
- *Zip:* **95623** press **[Enter]**

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

22. For this tutorial, the fields after the address will be left alone. **Scroll down** to the health care coverage question.

"Marketplace" Health Insurance

Check box only if you or any other family member on this return purchased health insurance through the "Marketplace" in 2022 (received Form 1095-A), then click the following "Questionnaire" button.

Questionnaire

* Individuals may receive informational Forms 1095-B or 1095-C (which shows 2022 qualified health coverage). These forms are not needed when filing your 2022 return and are informational only.

23. For the purpose of this tutorial, leave the box empty. **Scroll down** to the Remote Signature questions.

Remote Signature

Does the Taxpayer consent to receive and sign their documentation remotely?
Include Remote Signature charge(s) on the invoice?

24. For the purpose of this tutorial, enter in an **N** for both of these boxes and press **[Enter].**

Note: If you do not see the Remote Signature questions, you will need to accept the Remote Signature agreement first and then transmit to apply the settings to your Billing Scheme. Afterwards, click on **Re-Load Billing** under the Return menu or **[Ctrl+U]** while you have the return open to view the Remote Signature questions.

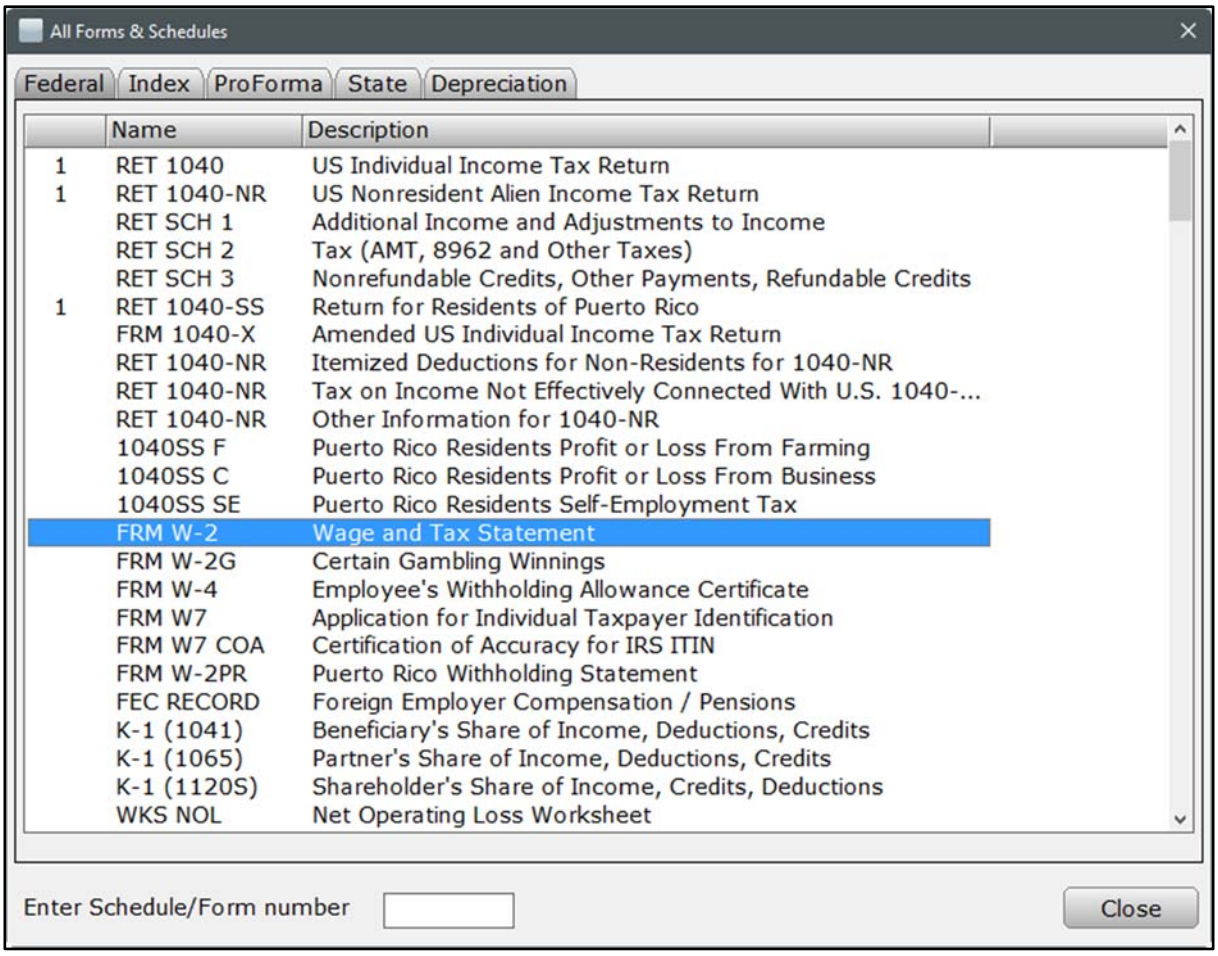
Since Mr. Smith has no dependents, the Client Data screen is complete for this tax return and you can continue to the next step.

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



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

3. The software will automatically take you to section *b. Employer's Identification Number* by default. Begin by entering the *Employer's Identification Number* (*EIN*). Type the number **90-2334567** and press **[Enter]**.

Form W-2 Wage and Tax Statement 2024

Corrected W-2

a. Employee's Social Security Number 408-00-1001	1. Wages 52,239	2. Fed Tax Withheld 7,825
b. Employer's Identification Number 90-2334567	3. SS Wages ( ) 52,239	4. SS Tax Withheld ( ) 3,239
c. Employer's name, address, ZIP code PERF Domestic [X] Foreign [ ] PERFECT SNOW PLACE 123 CAPLES CREST OLYMPIC VALLEY CA 96146-0000	5. Medicare Wages ( ) 52,239	6. Medicare Tax Wh. ( ) 757
	7. Soc Sec Tips	8. Allocated Tips
	9.	10. Dep Care Benefits
	11. Non-Qual Plans	12. Employer Use
d. Control Number	13a. [ ] b. [ ] c. [ ] Stat Emp Select Sch C link	
e. Employee's name, address & ZIP code Domestic [X] Foreign [ ] CHARLES SMITH 2575 BLACK HILL DRIVE EL DORADO CA 95623-0000	14. Other	
	14. RRTA: Comp T1 Tax T2 Tax Medicare Tax Add Med Tax	

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

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

   - *Employer's Name* (second line): **Perfect Snow Place** and press **[Enter]**
   - *Address:* **123 Caples Crest** and press **[Enter]**
   - *Zip:* **96146** and press **[Enter]**

5. Once the employer's information has been completed, the cursor will automatically move to the *Wages* field. Enter **52239** 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.

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

7. Your W-2 should look like the one pictured above. Please make any corrections now if needed.

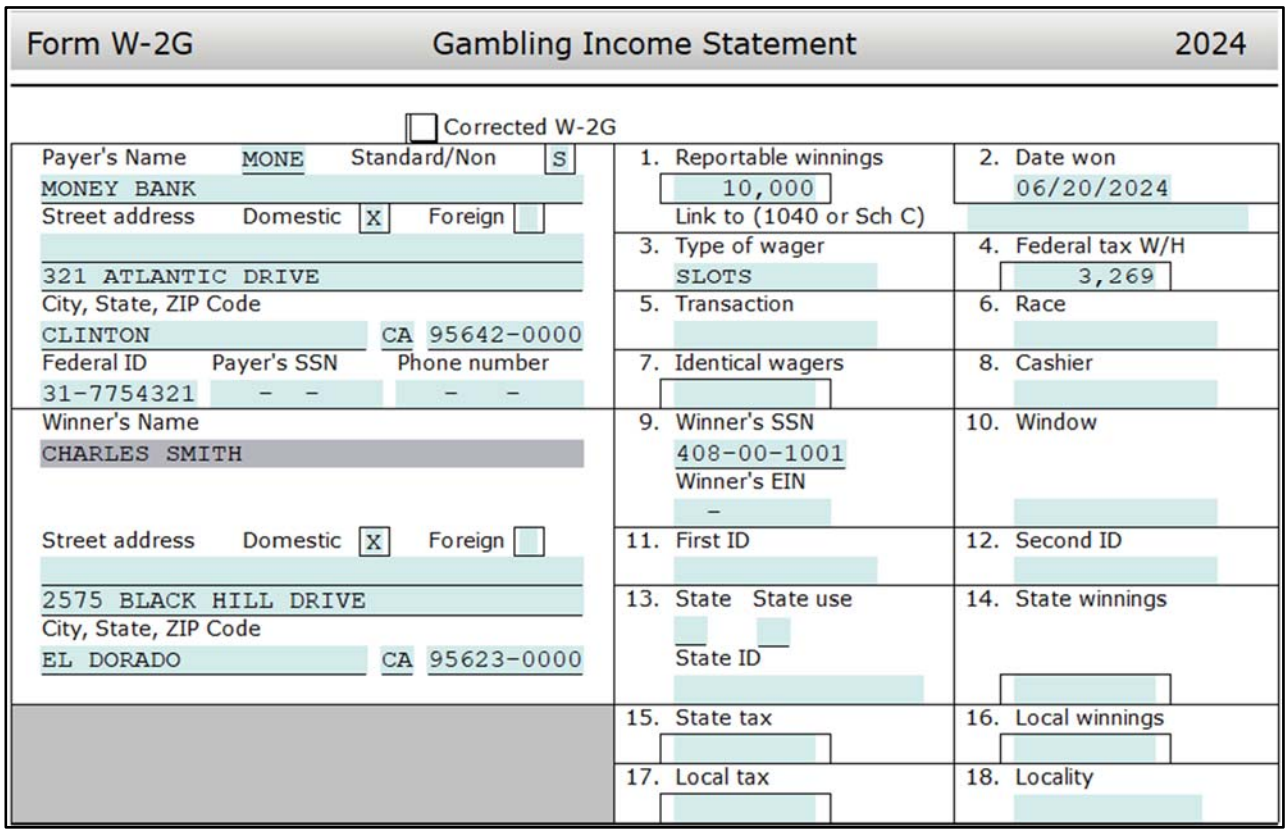
At this point the Form W-2 is complete for this return and you can continue to next step.

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 **Add Form** to open the *All Forms & Schedules* window.
2. Double-click on **FRM W-2G**; this will add and display the *Form W-2G*. You should notice the taxpayer information has been brought forward from the information entered on the Client Data screen. The Software will automatically take you to the *Federal ID* field by default.


Form W-2G Gambling Income Statement 2024

Corrected W-2G

Payer's Name MONE Standard/Non S
MONEY BANK
Street address Domestic X Foreign
321 ATLANTIC DRIVE
City, State, ZIP Code
CLINTON CA 95642-0000
Federal ID 31-7754321 Payer's SSN - - Phone number - -

1. Reportable winnings 10,000
Link to (1040 or Sch C)
2. Date won 06/20/2024
3. Type of wager SLOTS
4. Federal tax W/H 3,269
5. Transaction
6. Race
7. Identical wagers
8. Cashier

Winner's Name
CHARLES SMITH
Street address Domestic X Foreign
2575 BLACK HILL DRIVE
City, State, ZIP Code
EL DORADO CA 95623-0000

9. Winner's SSN 408-00-1001
Winner's EIN -
10. Window
11. First ID
12. Second ID
13. State State use
State ID
14. State winnings
15. State tax
16. Local winnings
17. Local tax
18. Locality

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*: **Money Bank** and press **[Enter]**
   - *In Care of or Other Address:* Press **[Enter]**
   - *Street Address:* **321 Atlantic Drive** and press **[Enter]**
   - *Zip:* **95642** and press **[Enter]**

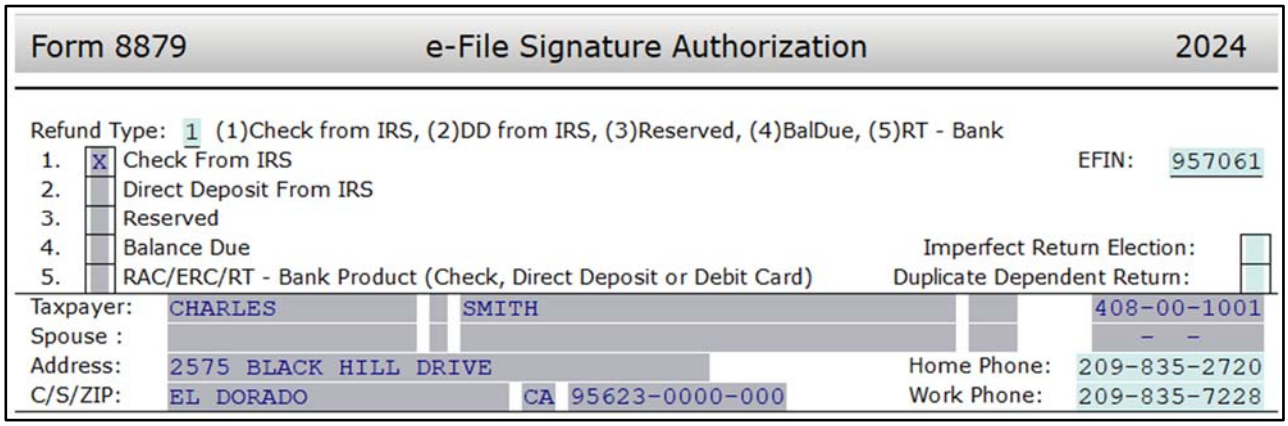
5. Once the payer's information has been completed, the Reportable Winnings can be entered. Click on the *Reportable Winnings field*, **Box 1**, of the W-2G and enter the following:
    - *Reportable Winnings:* **10000** and press **[Enter]**
    - *Date Won:* **06/20/2024** and press **[Enter]**
    - *Type of Wager:* Type **Slots** and press **[Enter]**
    - *Federal Tax:* **3269** 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: Completing Form 8879

Charles wants to file this return electronically; you will need to fill out Form 8879 e-file Signature Authorization Form. 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 cursor will now move to the *EFIN#* field. The EFIN number should already be entered for you if you have setup your EFIN as the Default EFIN in the Office Setup, E-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). This field should be automatically populated based on your software setup but if not, then follow step 7.

6. Enter **12345** for the *Taxpayer PIN* and press **[Enter]**.
7. The cursor will move to *Spouse PIN* field. For this tutorial, Mr. Smith is filing as Single, so no Spouse PIN is needed. Press **[Enter] 6 times** to move to the *ERO/Paid Preparer (PP) PIN* field.
8. In order to complete Form 8879, the *Part III – Declaration of Electronic Return Originator* section needs to be completed. The information in Part III provides the ERO's 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, E-Filing Tab of the Setup menu and the EFIN information in the EF Originators database, this section will be auto-populated.

   Note: 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.

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

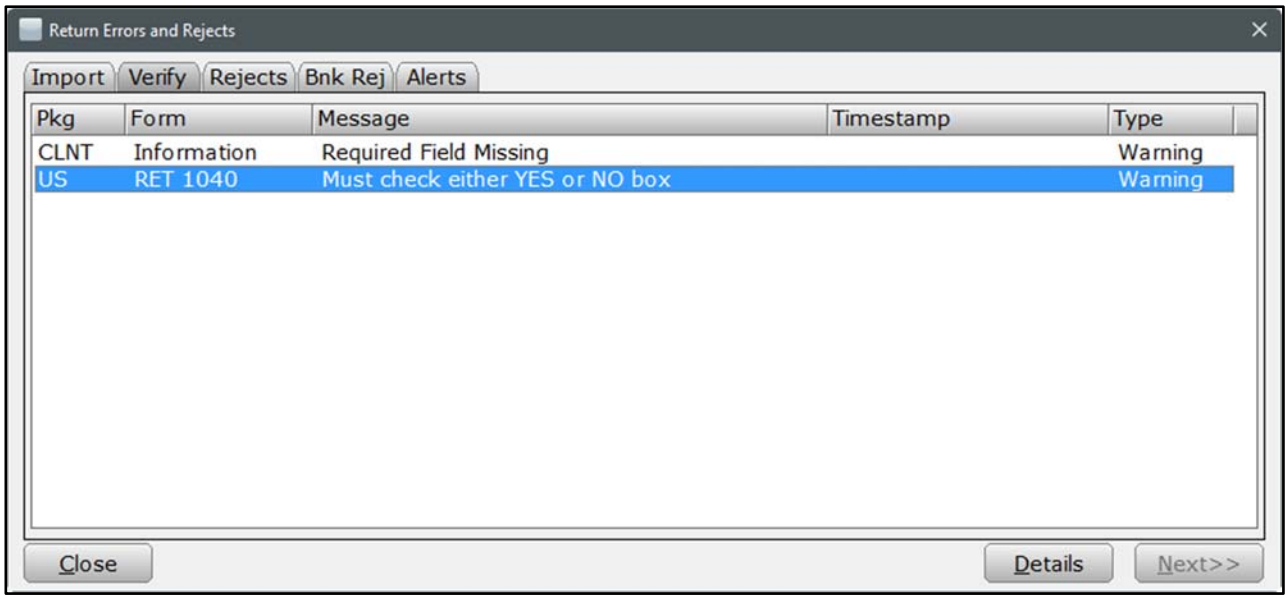
This will complete Form 8879 and you can move to the next step in this tutorial.

Step Five: Finalizing the return

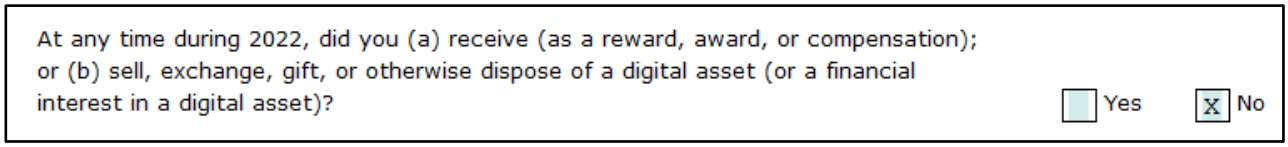
The final step to be completed with any return is verification. This process compares the return with electronic filing rules to verify it has been completed correctly.

Follow these steps to Verify and finalize the tax return:

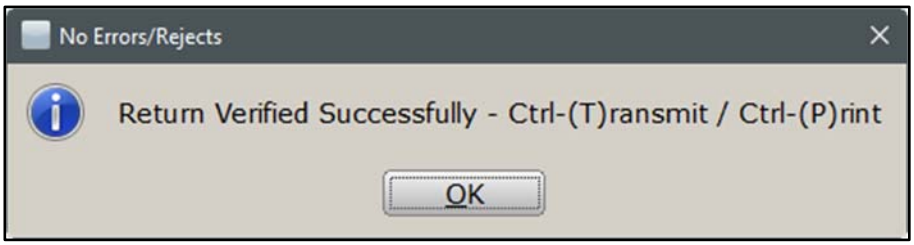
1. Click on the **Verify** button or press **[Ctrl+V]** to start the verification routine. The *Return Errors and Rejects* window will appear.



2. Double click on the **US RET 1040 Must check either YES or NO box** Warning error. It should take you to the following field.



3. For the purposes of this tutorial check the **No** box and press **[Enter]**.
4. This should take you back to the *Return Errors and Reject* window. Double click on the **CLNT Information Required Field Missing** Warning error.
5. This should take you to the *Information and Status* screen. Enter an **X** in the Signed 8879 box.
6. Click on the **Verify** button or press **[Ctrl+V]** to start the verification routine again.
7. 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.

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

9. Notice the *FEDERAL [RFND: $]* amount in the *Attached Forms [Ctrl+F]* window on the left side of the tax return. The refund should be **$4,636.**

10. Since Mr. Smith would like his return electronically filed, click on the **Queue** button or press **[Ctrl+T]** to open the *Queue Return for Transmission* window.

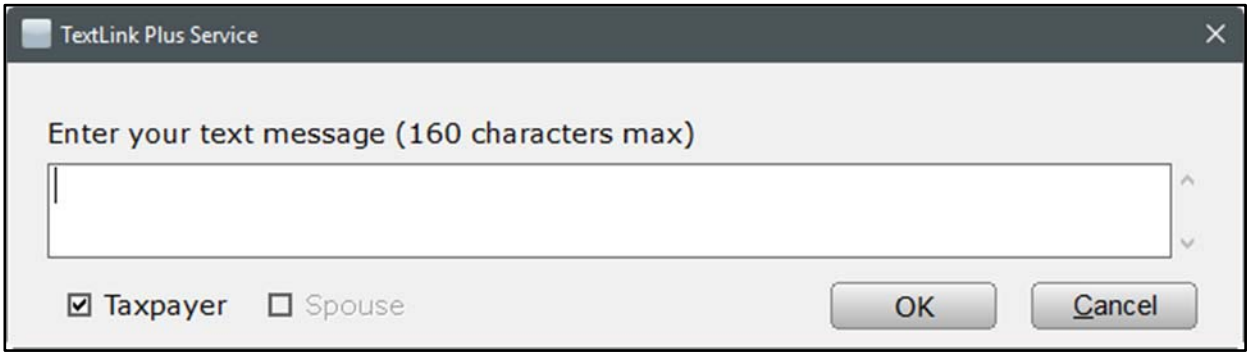
11. It is recommended that you **Do Not Transmit** this return. This is used as a reference for tutorial purposes only. Click on **Close** on the *Queue Return for Transmission* window.

    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. Standard text messaging charges apply to all your customers. Follow these steps to use Text Messaging:

1. While inside the tax return, from the toolbar click on the **Send Text** button and the *TextLink Plus Service* window will open.



2. **Type** a message you would like to send to your client and click on **OK**.

3. The *TextLink- Text Confirmation* window will open asking you "Are you sure you want to send this text message?" Click on **Yes**.

4. This will send the text message to the customer's cell phone.

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 instead of printing the tax return locally. Use the following steps to send a PDF copy of the tax return via email.

Note: It is required that the preparer have a Gmail email account in order to send a PDF copy of the return via email and the email settings must be configured in the software. To configure the email settings, go to Setup, Office Setup, and the "Email" tab. If you do not have a Gmail account, you can register for a free Gmail

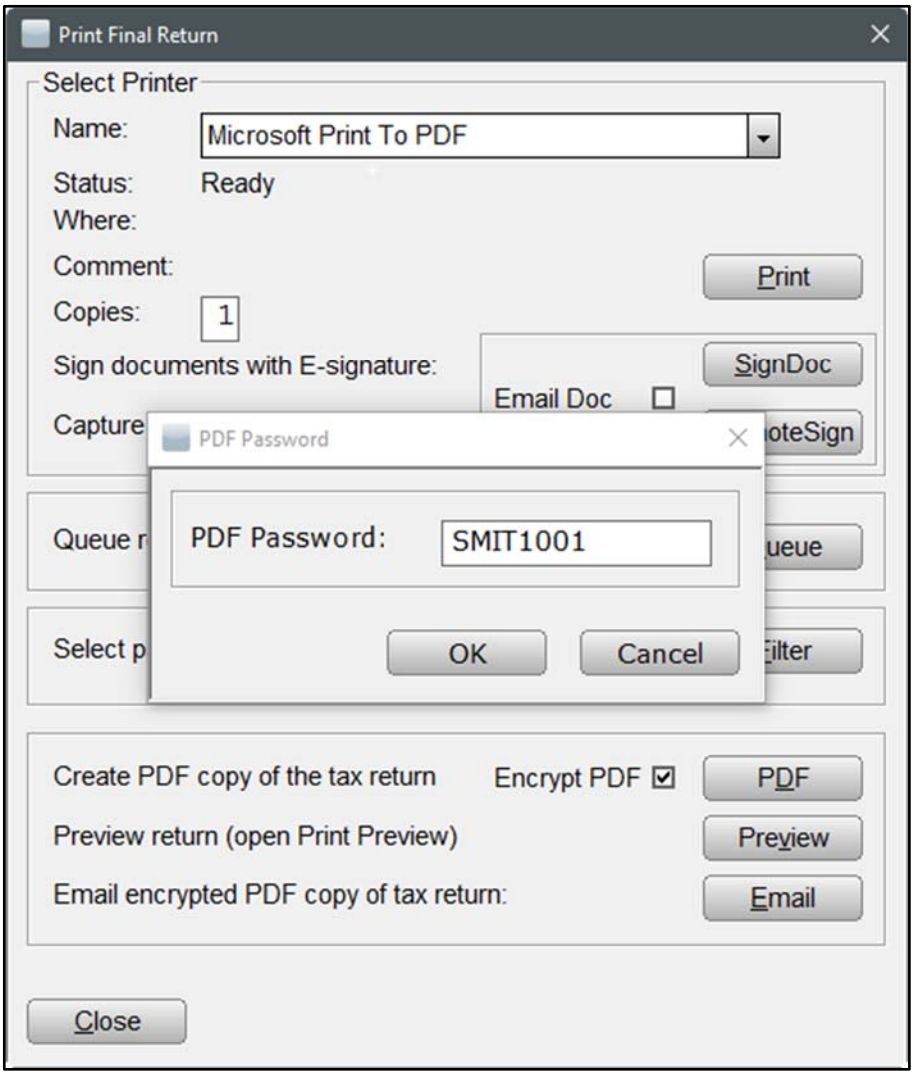
account on this tab as well. The recipients email that will be used is the one entered in the Client Data screen. Make sure that an email has been entered in the Client Data screen for the customer.

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

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

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: By default, the software automatically generates a password. It is strongly recommended that a password be used due to the sensitive data being sent.



4. For the purpose of this tutorial, leave the password as is and click on **OK**.

5. A window will open with a subject and body field. The subject will be "**2024 Tax Return"**. The subject can be edited to your liking but for this tutorial leave it as is.

6. The software automatically generates an email template along with the customer's information. This body is editable as well. You can type a message of your choice or leave the template as is.

7. Next, check the **Email attachment password** box to send the customer a second email with the password separate from this one for security reasons.

8. At the top, there is a *Taxpayer* check box and a *Spouse* checkbox. Since Mr. Smith is single, the Taxpayer checkbox is checked. Leave this section as is.

9. Click on **OK**. An email has been sent to the email that you entered on the Client Data screen. In a real scenario, the email would get sent out to the customers email with a PDF copy of the tax return attached.

You may now proceed to the next step.

Step Eight: Deleting the Return

Since this is a **test return**, you may delete it from your database by doing the following.

1. To delete this return, click on the **Return** menu from the toolbar menu at the top 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.

2. You will be redirected to the *Lookup* screen.

3. Click on the **WIP** button at the top or press **[F2]** to return to the Work in Progress screen.

Congratulations! You have now completed Tutorial #1!

Tutorial #2

Tutorial #2 Objective:

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

- Create a new tax return (Head of Household)
- Complete the following forms/screens: Client Data Screen, ACA Premium Tax Credit Form (1095-A), Form 8962, Form W-2, 1040, 8867, EIC Checklist, and 8879.
- Verify a return
- Delete a tax return

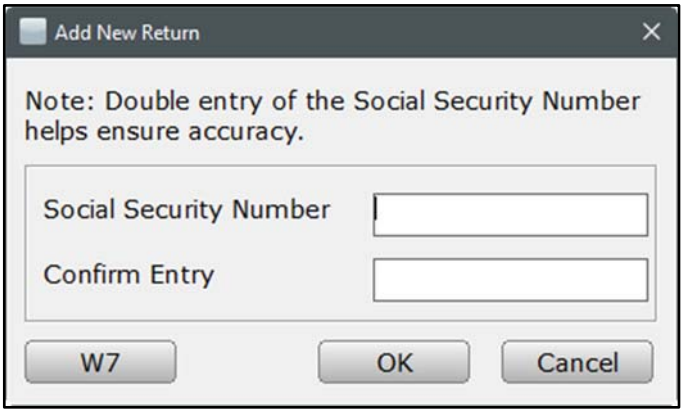
Tutorial #2 Profile:

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.

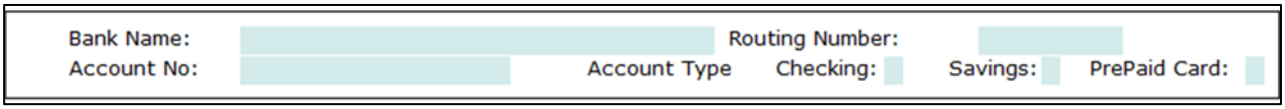
1. From the Work in Progress Summary click on the **Add New** button on the Work in Progress Toolbar.



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:* **03/20/1970**
    - *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** (type it in)
- *Dependent, Blind, or Disabled:* **NO**, skip these questions.
- *Home Phone:* **(209) 835-7228**
- *Work Phone:* **(209) 835-2720**
- *Driver License:* **D12123455555**
- *ID State:* **CA**
- *ID Issue Date:* **01/01/2019**
- *ID Expiration Date:* **01/01/2026**
- *ID Type:* **D**
- *Filing Status:* **(4) Head of Household**
- *Address:* **1531 Lord Baltimore Place**
- *Zip:* **21914**, once entered the city and state should automatically populate.

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 account number again. This is a requirement to verify the account number is correct.

- *Bank Name:* **West Bank**
- *Routing Number:* **121100782**
- *Verify the Routing Number*
- *Account No:* **1112225555**
- *Verify the Account Number on the pop up screen*
- *Account Type:* **(X) Checking**

7. For this tutorial, the Client Referral section will be left alone. Scroll down to the health care coverage question.

8. Mr. Callahan received a form 1095-A from his insurer through which he was insured all year and signed up for using the "Marketplace". To properly report this on the tax return, enter an **X** on the box displayed below.

"Marketplace" Health Insurance

Check box only if you or any other family member on this return purchased health insurance through the "Marketplace" in 2022 (received Form 1095-A), then click the following "Questionnaire" button.

Questionnaire

* Individuals may receive informational Forms 1095-B or 1095-C (which shows 2022 qualified health coverage). These forms are not needed when filing your 2022 return and are informational only.

9. Mr. Callahan has a Dependent that needs to be entered in the *'Dependents – Children and other qualifying individuals'* table. Scroll down on the Client Data screen to find this section. The Dependent information entered here will be carried to the appropriate forms on the tax return.

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

11. 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 Dependent Last Name fields on the Client Data Screen.

Dependents - Children and other qualifying individuals

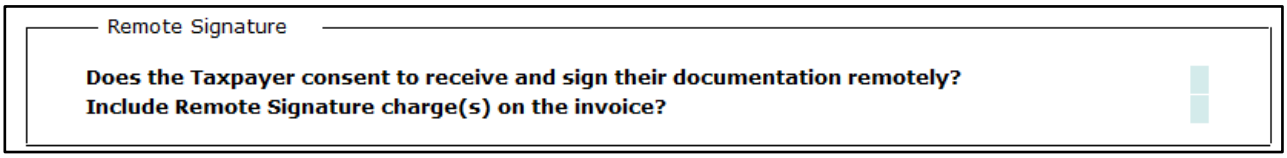
First Name	Last Name	Birthdate	Age	PIN	SSN	Relationship	Mo	Codes				St
JILL	CALLAHAN	02/26/2010	14		408-22-3002	DAUGHTER	12	1	E	C		
		/ /			- -							
		/ /			- -							
		/ /			- -							
		/ /			- -							
		/ /			- -							
		/ /			- -							
		/ /			- -							
		/ /			- -							

- *DOB:* **02/26/2010** and press **[Enter]**.
- *SSN:* **408-22-3002** and press **[Enter]**.
- *Relationship:* Type **D** to auto-populate **Daughter** and press **[Enter]**.
- *MO (Months):* Type **12** for the number of months the dependent lived with the taxpayer and press **[Enter]**.

12. The next fields are the *Dependent Code*s. The software automatically generates these codes based on age, months lived with taxpayer, and other qualifications. To view a list of the Dependent Codes, click on the **Choices** button on the bottom of the screen. Generally, this code will be 1 – Dependent Lived with Taxpayer. The next two fields will auto-populate with 'E' and 'C' for the dependent being Eligible for EIC and Eligible for CTC (Child Tax Credit). 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.

13. **Scroll down** to the Remote Signature questions.



14. For the purpose of this tutorial, enter in an **N** for both of these boxes 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 Form W-2

1. As discussed in the previous tutorial and in the manual, you should always enter Income (source) documents first.
2. As previously shown in tutorial #1 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*: **20850**
    - *Fed Tax Withheld*: **1985**

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

Step Three: Verifying the return

As explained before on the previous tutorial, the verification routine checks the return for errors and if found will display them in the *Return Errors and Reject*s window.

1. Click on the **Verify** 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 different types of verify errors, some that are related to the *Form 8867 and EIC CKLIST*. Based on Mr. Callahan's information, he is eligible to take the

Earned Income Credit. In order to receive this credit both of these forms must be completed.

4. Double-click on the first **EIC CKLIST** verify error message and the program will take you to the appropriate question to be answered on the form EIC Checklist. Enter '**X**' in the proper box and press **[Enter]**.

5. The *Return Errors and Rejects* window will open again. Press **[Enter]** or double-click on the second **EIC CKLIST** verify error message and the program will take you to the appropriate question to be answered on the EIC Checklist. Enter **'X'** in the proper box and press **[Enter].**

6. Click on the **Verify** button to refresh the Return Errors and Rejects list. The Return Errors and Rejects list needs to be "refreshed" since the errors are corrected.
7. **Double-click** on the next error, this time related to **FRM 8867**. The program will take you to the appropriate question to be answered on the form 8867 Paid Preparer's Due Diligence Checklist.
8. Enter **'X'** in the proper box and press **[Enter]**. Press **[Enter]** on the second **FRM 8867** verify error message and the program will take you to the appropriate question to be answered.
9. Repeat this process until all of the **FRM 8867** errors have been fixed and then click on the **Verify** button to refresh the Return Errors and Rejects list.
10. You will have two error messages, one regarding *Form 8879* and the other regarding the *ACA Prem TC*. In order to complete this return, and since the box was checked on the Client Data screen for purchased health insurance through the Marketplace, we need to fill out the *ACA Questionnaire*. Double click on the **ACA Prem TC** verify error to go to the *ACA Questionnaire – Marketplace and Premium Tax Credit (Subsidy) Calculations*.

ACA Questionnaire - Marketplace and Premium Tax Credit (Subsidy) Calculations 2024

Part 1 - Health insurance through the Marketplace

1. Select at least one of the following options that relate to you for 2024:
   - ☐ A. I purchased my health insurance through the Marketplace.
   - ☐ B. I (or other person on this return) purchased health insurance through the Marketplace for at least one other person on my return.
   - ☐ C. I purchased health insurance through the Marketplace for another person not on the return. (Another taxpayer will claim a personal exemption for this person).
   - ☐ D. Someone else outside my tax family paid for health insurance through the Marketplace for person(s) claimed on this return.
   - ☐ E. I got married during 2024 and received an Advance Premium Tax Credit through the Marketplace.
   - ☐ F. I am filing as Married filing Separate and I am a victim of domestic abuse or spousal abandonment.
   - ☐ G. I received, or was eligible to receive, unemployment compensation.

If you selected 1C, 1D, or 1E, go to Part 3 first. Otherwise, go to Part 2 next.

11. In Part *1- Health insurance through the Marketplace*, enter an **X** in questions *A. I purchased my health insurance though the Marketplace* **and** *B. I purchased health insurance through the Marketplace for at least one other person on my return.*

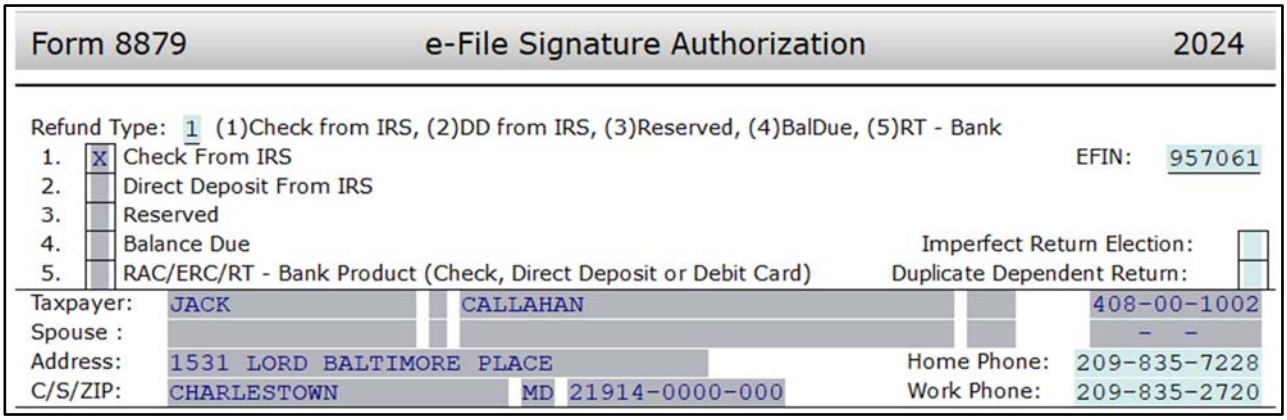
12. Scroll down to *Part 2- Form 1095-A. Statement Received from the Marketplace health Insurance.* Place an **X** in question 2 and enter **5000** for each of the total amounts in fields *A*., *B*., and *C.*

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 e-File Signature Authorization.

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 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, E-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]** two times 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 **54321** for the Taxpayer PIN and press **[Enter]**.
7. 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] 6 times** to move to the ERO/Paid Preparer PIN field.

8. 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, E-Filing Tab of the Setup menu and the EFIN information in the EF Originators database, this section will be auto-populated.

   Note: 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.

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

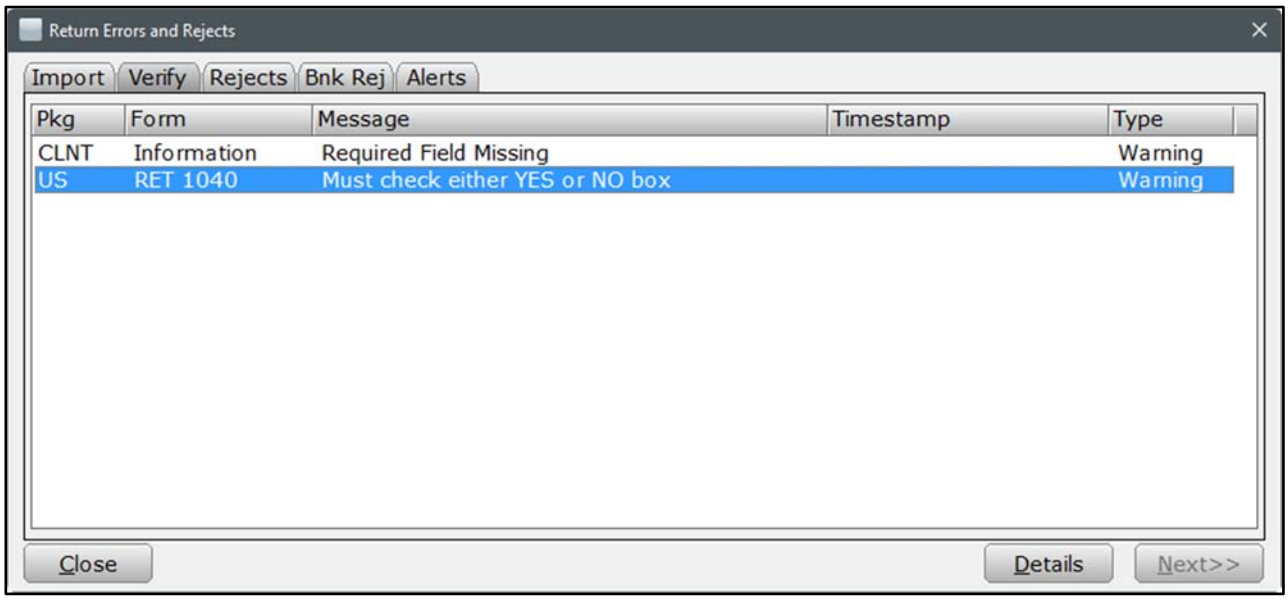
10. If the *ERO/Preparer* information is not completed, enter the needed information, including the *Name, Address, City, State, Zip* and *Phone number* fields.

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

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.

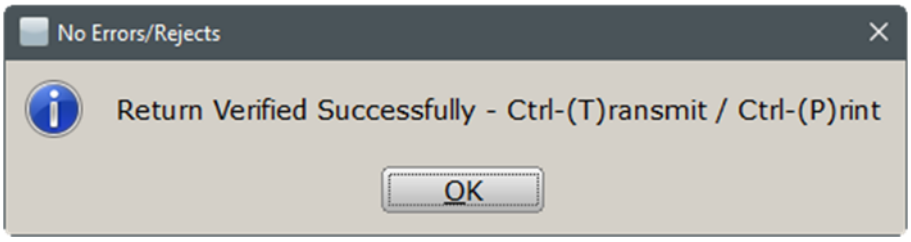
1. Click on the **Verify** button or press **[Ctrl+V]** to start the verification routine. The *Return Errors and Rejects* window will appear.



2. Double click on the **US RET 1040 Must check either YES or NO box** Warning error. It should take you to the following field.

At any time during 2022, did you (a) receive (as a reward, award, or compensation); or (b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset)? ☐ Yes ☒ No

3. For the purposes of this tutorial check the **No** box and press **[Enter]**.
4. This should take you back to the *Return Errors and Reject* window. Double click on the **CLNT Information Required Field Missing** Warning error.
5. This should take you to the *Information and Status* screen. Enter an **X** in the Signed 8879 box.
6. Click on the **Verify** button or press **[Ctrl+V]** to start the verification routine again.
7. 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.

8. 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.
9. Notice the *FEDERAL [RFND: $]* amount in the *Attached Forms [Ctrl+F]* window on the left side of the tax return. The refund should be **$7,099**.
10. Since Mr. Callahan would like his return electronically filed, click on the **Queue** button or press **[Ctrl+T]** to open the *Queue Return for Transmission* window.
11. It is recommended that you **Do Not Transmit** this return. This is used as a reference for tutorial purposes only. Click on **Close** on the *Queue Return for Transmission* window.

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.

2. You will be redirected to the *Lookup* screen.
3. Click on the **WIP** button or press **[F2]** to return to the Work in Progress screen.

Congratulations! You have now completed Tutorial #2!

Tutorial #3

Tutorial #3 Objective:

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

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

Begin Tutorial #3:

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 #3.

- *Taxpayer SSN:* **408-00-1003**
- *DOB:* **08/19/1971**
- *Name:* **Brian Rodgers**
- *Occupation:* **Trainer**
- *Dependent* **(No)** *Blind* **(No)** *Disabled* **(No)**
- *Home Phone*: **(501) 568-9999**
- *Work*: **(501) 568-8888**
- *Cell*: **Valid # used for testing**
- *Email Address:* **Working email address for testing purposes**
- *Driver's License info:* **D12345678910, CA, 02/02/2018, 02/02/2026, D**
- *Filing Status*: **(2) Married Filing Joint**
- *Spouse SSN*: **408-00-2004**
- *DOB*: **06/03/1974**
- *Name*: **Sarah Rodgers**
- *Occupation*: **Homemaker**
- *Dependent* **(No)** *Blind* **(No)** *Disabled* **(No)**
- Cell: **Valid # used for testing**
- *Email Address:* **Working email address for testing purposes.**
- *Driver's License info:* **D12345678911, CA, 03/03/2019, 03/03/2026, S**
- *Address*: **12457 Waytogo Blvd, Wynot, NE 68792**

1. For this tutorial, the fields after the address will be left alone. Scroll down to the health care coverage question.

"Marketplace" Health Insurance

Check box only if you or any other family member on this return purchased health insurance through the "Marketplace" in 2022 (received Form 1095-A), then click the following "Questionnaire" button.

Questionnaire

* Individuals may receive informational Forms 1095-B or 1095-C (which shows 2022 qualified health coverage). These forms are not needed when filing your 2022 return and are informational only.

2. For the purpose of this tutorial, leave it blank.

3. Complete the dependent information as shown below.

   Dependent Information:

   - *Name:* **Tina Rodgers**
   - *DOB:* **02/20/2010**
   - *SSN:* **408-22-3004**
   - *Relation:* **Daughter**
   - *#MO:* **12**
   - *Dep Codes:* ***1 E C***

4. Scroll down to the Remote Signature questions.

Remote Signature

Does the Taxpayer consent to receive and sign their documentation remotely?
Does the Spouse consent to receive and sign their documentation remotely?
Include Remote Signature charge(s) on the invoice?

5. For the purpose of this tutorial, enter in a **Y** for these boxes and press **[Enter].**

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. As shown in past tutorials, add **FRM W-2** for the Taxpayer and use the following W-2 information for this tutorial.

   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, both

W-2's are for Mr. Rodgers. Be sure when adding the W-2's to select the **New Taxpayer's Occurrence**.

Form W-2 Wage and Tax Statement 2024

Corrected W-2

a. Employee's Social Security Number 408-00-1003	1. Wages 15,800	2. Fed Tax Withheld 1,200
b. Employer's Identification Number 38-1425346	3. SS Wages ( ) 15,800	4. SS Tax Withheld ( ) 980
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 ( ) 15,800	6. Medicare Tax Wh. ( ) 229
	7. Soc Sec Tips	8. Allocated Tips
	9.	10. Dep Care Benefits
	11. Non-Qual Plans	12. Employer Use
d. Control Number	13a. [ ] b. [ ] c. [ ] Stat Emp Select Sch C link	
e. Employee's name, address & ZIP code Domestic [X] Foreign [ ] BRIAN RODGERS 12457 WAYTOGO BLVD WYNOT NE 68792-0000	14. Other	
	14. RRTA: Comp T1 Tax T2 Tax Medicare Tax Add Med Tax	

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

3. Mr. Rodgers has multiple W-2 forms to report. To add another form W-2 click on the **Add Form** button to view the Available Forms list, and then press **[Enter]** twice for a New Taxpayer Occurrence to be added.

4. Enter the W-2 information for the second W-2 as shown below.

Form W-2 Wage and Tax Statement 2024

Corrected W-2

a. Employee's Social Security Number 408-00-1003	1. Wages 11,500	2. Fed Tax Withheld 1,600
b. Employer's Identification Number 40-8383838	3. SS Wages ( ) 11,500	4. SS Tax Withheld ( ) 713
c. Employer's name, address, ZIP code FIND Domestic [X] Foreign [ ] FIND GYM 2120 QUAD WAY WYNOT NE 68792-0000	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
d. Control Number	13a. [ ] b. [ ] c. [ ] Stat Emp Select Sch C link	
e. Employee's name, address & ZIP code Domestic [X] Foreign [ ] BRIAN RODGERS 12457 WAYTOGO BLVD WYNOT NE 68792-0000	14. Other	
	14. RRTA: Comp T1 Tax T2 Tax Medicare Tax Add Med Tax	

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

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.

1. Click on the **Verify** 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. Double click on the **US RET 1040 Must check either YES or NO box** Warning error. It should take you to the following field.

At any time during 2022, did you (a) receive (as a reward, award, or compensation); or (b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset)? [ ] Yes [X] No

4. For the purposes of this tutorial check the **No** box and press **[Enter]**.
5. This should take you back to the *Return Errors and Reject* window. Double click on the **CLNT Information Required Field Missing** Warning error.
6. This should take you to the *Information and Status* screen. Enter an **X** in the Signed 8879 box.
7. Click on the **Verify** button or press **[Ctrl+V]** to start the verification routine again.
8. For this return, there are two verify errors for EIC CKLIST. 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 the EIC Checklist must be completed.
9. **Double-click** on the first EIC CKLIST verify error message and the program will take you to the appropriate question to be answered on the form EIC Checklist. Enter **'X'** in the proper box and press **[Enter]**.
10. The *Return Errors and Rejects* window will open again. Press **[Enter]** or double click-on the second EIC CKLIST verify error message and the program will take you to the appropriate question to be answered on the EIC Checklist. Enter **'X'** in the No box.
11. Click on the **Verify** button to refresh the Return Errors and Rejects list. The Return Errors and Rejects list needs to be "refreshed" since the errors are corrected. Next you will see some FRM 8867 verify messages that need to be addressed.
12. **Double-click** on the first **FRM 8867** error and the program will take you to the appropriate question to be answered on the form 8867 Paid Preparer's Due Diligence Checklist.
13. Enter **'X'** in the appropriate box and press **[Enter]**. Press **[Enter]** on the second **FRM 8867** verify error message and the program will take you to the appropriate question to be answered.
14. Repeat this process until all of the FRM 8867 errors have been fixed and then click on the **Verify** button to refresh the Return Errors and Rejects list.

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 and the Electronic Bank Application.

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. 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]**.

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, E-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 **77777** for the *Taxpayer PIN* and press **[Enter]**.
7. The cursor will move to *Spouse PIN* field. For this tutorial, Mr. Rogers is filing as married, so a Spouse PIN is needed.
8. Enter **88888** for the *Spouse Pin* and press **[Enter] 6 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, E-Filing Tab of the Setup menu and the EFIN information in the EF Originators database, this section will be auto-populated.

   Note: 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.

Step Five: Completing the Bank Application

As previously stated Mr. & Mrs. Rodgers would like to have their return electronically filed and have their preparer fees taken out of their refund. To do this they would have to get a bank product. They also want their left over refund as a check. Follow the next steps to add a bank product to the return using the Bank RT Application form.

1. On the left hand side under the *Attached Forms* menu, click on the form **BANK APP**.

   Note: For this tutorial we are using a SBTPG bank application, therefore your bank application might look differently if using a different bank.

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 $350.00 will be used as an example. This fee automatically populated from billing setup. ***If you do not use billing setup, please enter this amount on the Invoice in the section: *Fees Related to Tax Preparation Services* **first.**

Federal Refund Type: 5

Taxpayer's DOB: 08/18/1971
Spouse's DOB: 06/03/1974

Home Phone: 501-568-9999
Work Phone: 501-568-8888
PTIN: P01234567

Preparer Fees:
Tax Preparation Fee 350.00 Lock
Ancillary Add On Fees
Total Preparer Fees 350.00
Estimated RT Check Amount 7328.10

RT App Date: / /
Preparer Type: P
State Refund Amt(s):

Taxpayer Alternate Street Address, City, State, ZIP

Y Bank Signature Verification - Has the Taxpayer reviewed and signed all of the Bank Documents?

N Do you anticipate preparing more than one RT for this taxpayer this year? (e.g. a federal and state RT) (Add'l fee of $14.95)

Y Does the Taxpayer consent to receive and sign their documentation remotely?

Y Does the Spouse consent to receive and sign their documentation remotely?

Y Include Remote Signature charge(s) on the invoice?

Request Due Diligence review?

The taxpayer(s) consented to requesting the prior year(s) anticipated refund and funding amount (if available) be disclosed to TPG

Does the customer want to receive account-related text messages from Santa Barbara Tax Products Group, Civista Bank, or Green Dot regarding the products and services they request?
This confirms that customer has agreed to be bound by all the terms and conditions set forth in their Refund Transfer Application and Agreement. Message and data rates may apply from the taxpayer's wireless carrier.
648-777-7777

Does the customer want to receive promotional and marketing emails from Santa Barbara Tax Products Group, Civista Bank, Green Dot, or tax refund advance provider for products and services that may be offered by thes companies? This confirms that customer has agreed to be bound by all the terms and conditions set forth in their Refund Transfer Application and Agreement.

C Taxpayer's Citizenship Status with the US? (C=Citizen, R=Resident Alien, N=Non-Resident Alien)
If the Taxpayer is not a Citizen of the US, enter Country of Citizenship

C If MFJ - Spouse's Citizenship Status with the US? (C=Citizen, R=Resident Alien, N=Non-Resident Alien)
If the Taxpayer is not a Citizen of the US, enter Country of Citizenship

3. Scroll down to the Taxpayer Identification section. In the *Taxpayer Identification* section click on the **Transfer ID Information from CDS** box and enter an **X** and then press **[Enter]**.

Taxpayer Identification [X] Transfer ID Information from CDS

ID Type	Code	ID Number	Date Issued	State/Country	Expiration Dt
DRIVERS LICENSE US S	1	D12345678910	02/02/2018	CA	02/02/2026

Spouse Identification			Date Issued	State/Country	Expiration Dt
US STATE ISSUED ID C	9	D12345678911	03/03/2019	CA	03/03/2026

[Y] I have personally examined the unexpired, government-issued 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.

Note: This will carry forward the ID information entered in the Client Data screen, making the bank app completion process simpler.

4. Enter a **Y** in the box stating "*I have personally examined the unexpired, government-issued 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*".

5. Press **[Enter]** and then **scroll down** to the *Account Information* section, you will notice that by default there is an **X** in the **Cashier's Check** checkbox, for this tutorial leave this checkbox as is and **scroll down** to the *Truth In Lending Disclosures* section.

Account Information

[X] Cashier's Check
[ ] Direct Deposit
Direct Deposit Opt Out: [ ]
[ ] GO2bank Visa Debit Card

Truth In Lending Disclosures

	US/ST	Refund Amount
Selected Packages	US	7863.00
Expected Refund Amount		7863.00*
Authorized Deductions:		
RT Fee:		
1. Processing Fee		39.95
2. Other Processing Fee		5.00
Fees Related to Tax Preparation and/or Others Services or Products:		
3. Amount Paid for Tax Preparation Services	350.00	
4. Document Preparation Fee	5.00	
5. Amount Paid to Transmitter	79.95	
6. Check Administration Fee		
7. Service Bureau Fee	55.00	
8. Additional Products and Services		
Subtotal		534.90
Amount Paid Directly to You		7328.10**
APR		35.99%
Fast Cash Advance		
Finance Charge		
Amount Paid after advance	***	7328.10

6. **Click** on the *Selected Packages US/ST* field. Notice that the code field will automatically be filled in. For illustration purposes **Click** on **Choices…** and **select** the available refund and click on **OK**.

7. All of the information for the bank application is now entered. Below you can review the fees associated with the bank product and preparer fees. Keep in mind all these fees are for testing purposes only to give a general idea of how a bank application will look like. You are now ready to print the Bank Documents for the taxpayer to sign.

   Important: The Bank Documents must be printed separately in order to be able to E-file the Tax return. This is a Bank mandate that is enforced through a Fatal Verify error. This verify error will not go away until Bank Documents are printed.

8. Click on **Print** from the toolbar and then click on **Bank Documents** to print the bank documents. You will receive a verify error asking you to print the Bank documents, click on the **Next** button to proceed to the print window.

9. Click on the **Print** button to print the bank documents. The print window will then close by itself.

10. Click on **Vefiry** or press **[Ctrl+V]**. 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 on the Invoice. If there are verify errors try to correct them.

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

Step Six: Finalizing the 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 [RFND: $]* amount in the *Attached Forms* **[Ctrl+F]** window on the left side of the tax return. The refund should be **$7,863**.

3. Since Mr. and Mrs. Rodgers would like their return electronically filed, click on the **Queue** button or press **[Ctrl+T]** to open the *Queue Return for Transmission* window.

4. It is recommended that you **Do Not Transmit** this return. This is used as a reference for tutorial purposes only. Click on **Close** on the *Queue Return for Transmission window*.

   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: Signing the tax return remotely

Mr. & Mrs. Rodgers are not at the office currently but would like to be able to sign the tax return from their current location. Follow these steps to use the Remote Signature function.

> **Note:** In order to use the Remote Signature feature, there is a charge per SSN. If you do not wish to be charged, you can skip this step of the tutorial.

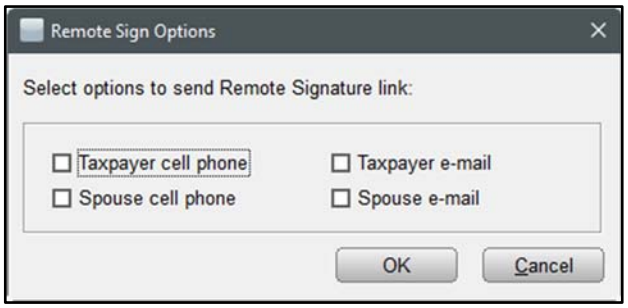
1. While inside the tax return, click on the **Print** button. The *Print Final Return* window will appear.

2. Click on the **RemoteSign** button to initiate the remote sign feature. A window titled *In-Office Signature Options* will appear asking if you want to capture their signature now.

3. **Do not select** any of the boxes as all parties want to sign remotely in this example. Instead, click on **OK.**

4. The software will open a window named *Remote Sign Options,* which will allow you to select how you would like to send the remote signature request as shown below.

> **Note:** If the Taxpayer/Spouse does not have a Cell Phone or Email on the Client Data Screen, these areas will be greyed out.



5. **Select** the option for Taxpayer/Spouse Cell Phone number and click on **Ok**. The program will now send a text message to the client's cell phone where they will complete the signing process.

6. Once the customer has signed the document electronically, you can proceed to the next step.

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

Mr. & Mrs. Rodgers would like a PDF copy of their tax return emailed to his email address. Follow the following steps to send a pdf copy of a tax return via email:

1. While inside the tax return click on the **Print** 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 be used due to the sensitive data being sent.

4. For the purposes of this tutorial, leave the password as is and click on **OK**.

5. A window will open with a subject and body field. The subject of the email will be **"2024 Tax Return"**. The subject can be edited to your liking. For this tutorial, leave it as is.

6. For the body of the email, the software automatically generates an email template along with the customer's information. This body is editable as well. You can type a message of your choice or leave the template as is.

7. Next, check the **Email attachment password** box to send the customer a second email with the password separate from this one for security reasons.

8. At the top, there is a Taxpayer check box and a Spouse checkbox. Since both Mr. and Mrs. Rodgers email addresses were entered on the Client Data screen, 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 their tax return attached.

Step Nine: 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 #3!

Tutorial #4

Tutorial #4 Objective:

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

- Create a new tax return (Married Filing Joint)
- Complete the following forms: Client Data Screen, Forms W-2, 1099-R, 1040, Schedule A, 8283, 1098-C, Tax Summary and 8879.
- Complete the Dependent Care Credit
- Verify the return
- View the Tax Summary page
- Use the SignDoc feature
- Delete the return

Tutorial #4 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 #4 is a return for a married couple that are claiming three Dependents with one Child Care Credit. They will also be itemizing for their deduction.

Step One: Completing the Client Data Screen

Begin by entering the information below on the Client Data screen:

- *Taxpayer SSN*: **408-00-1005**
- *DOB*: **05/10/1971**
- *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*: **06/11/1973**
- *Name*: **Jane T. Templeton**
- *Occupation*: **Housewife**
- *Dependent* **(No)** *Blind* **(No)** *Disabled* **(Yes)**
- *Address*: **4 Lombardi Dr. Green Bay, WI 05**

1. Scroll down to the health care coverage question. For the purpose of this tutorial, leave that question blank.

"Marketplace" Health Insurance

Check box only if you or any other family member on this return purchased health insurance through the "Marketplace" in 2022 (received Form 1095-A), then click the following "Questionnaire" button.

Questionnaire

* Individuals may receive informational Forms 1095-B or 1095-C (which shows 2022 qualified health coverage). These forms are not needed when filing your 2022 return and are informational only.

2. 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 Cre*dit for the first child.

Dependents - Children and other qualifying individuals

First Name	Last Name	Birthdate	Age	PIN	SSN	Relationship	Mo	Codes				St
LARRY	TEMPLETON	05/15/2011	13		408-11-3005	SON	12	1	E	C	X	
TROY	TEMPLETON	07/20/2008	16		408-11-5005	SON	12	1	E	C		
TORY	TEMPLETON	02/02/2006	18		408-11-4005	SON	12	1	E	D		
		/ /			- -							
		/ /			- -							
		/ /			- -							
		/ /			- -							
		/ /			- -							
		/ /			- -							

3. Scroll down to the Remote Signature questions. For the purpose of this tutorial, enter in an **N** for these boxes and press **[Enter]**.

Remote Signature

Does the Taxpayer consent to receive and sign their documentation remotely?

Does the Spouse consent to receive and sign their documentation remotely?

Include Remote Signature charge(s) on the invoice?

Once you have entered all information on the Client Data screen, 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 tutorials, you should always enter Income (source) documents first.
2. Use the following information to fill out the Form W-2 for the *Taxpayer* in this return.

Form W-2 Wage and Tax Statement 2024

Corrected W-2

a. Employee's Social Security Number 408-00-1005	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 [ ] THE PACK HOUSE & STEAK HOUSE 44 FAVRE WAY GREEN BAY WI 54301-0000	5. Medicare Wages ( ) 48,400	6. Medicare Tax Wh. ( ) 702
	7. Soc Sec Tips	8. Allocated Tips
	9.	10. Dep Care Benefits
	11. Non-Qual Plans	12. Employer Use
d. Control Number	13a. [ ] b. [ ] c. [ ] Stat Emp Select Sch C link	
e. Employee's name, address & ZIP code Domestic [X] Foreign [ ] ROY TEMPLETON 4 LOMBARDI DR GREEN BAY WI 54301-0000	14. Other	
	14. RRTA: Comp T1 Tax T2 Tax Medicare Tax Add Med Tax	

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

3. Once you have filled out the W-2 you may move on to add the next income source form and use the following 1099-R for this return. This will also be for the *Taxpayer*.

Form 1099R Retirement and Annuity Distributions 2024

Corrected | Access the Form RRB-1099-R input from this box

Payer's Information
Payer's Fed ID 57-8887775
Payer's phone number – –
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.
2b. Taxable amount not determined [ ]
Check if total distribution [X]

Retired Public Safety Officer If you reduced the taxable amt. from box 2a by eligible premiums paid, check here [ ]

Form 4972 10 Year Averaging Election Yes [ ] No [ ]

Recipient's Information
Recipient's SSN 408-00-1005
Recipient's EIN
Recipient's name ROY TEMPLETON
Recipient's address Domestic [X] Foreign [ ]
4 LOMBARDI DR
GREEN BAY WI 54301-0000

3. Capital gain
Check for Form 4972 Capital Gain Election [ ]
4. Federal income tax withheld
5. Emp cont./Desig Roth
6. NUA/Securities ( )
7. Distrib. code 2 IRA/SIMPLE or SEP [ ]
8. Other / Percent .
9a. Percent of total distrib. . %
9b. Total employee contribution

10. Amount allocable to IRR within 5 years
11. First year of desig. Roth contrib.
12. FATCA filing req. [ ]
14. State tax withheld
15. State Abbreviation & Payer's State ID
16. State distribution

Net amount converted from traditional, SEP, or SIMPLE IRA to Roth IRA in 2024
Account number (optional):
13. Date of pmt / /
17. Local tax withheld
18. Name of locality
19. 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%
Qualified Charitable Dist [ ]
Amount of QCD 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 filling out 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. Click on the the *Care Provider's Name* field on Part I Line 1a. 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) *Identifying Number:* **774322211**, **E (EIN)**

d) *HH (household employee):* **N**

e) *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 (d).
5. 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. Enter **3000** on *Line 5a* and press **[Enter]**.

   Note: 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 and enter the following information on the Schedule A. Notice how line 5a automatically populates a number based on state taxes paid.

- Line 5b. *Real Estate Taxes*: **4500**
- Line 8a. *Home Mortgage interest and points 1st*: **10000**

Schedule A	Itemized Deductions	2024

Medical and Dental Expenses

1. Medical and dental expenses:
   Mileage @ .21 / mile:
   Long-term Care Premiums - Max based on age Deduct
   Taxpayer
   Spouse
   1
2. Adjusted gross income 2
3. Multiply line 2 by 7.5% (0.075) 3
4. Subtract line 3 from line 1. If line 3 is more than line 1, enter 0 4

Taxes You Paid

5. State and local taxes
   a. Enter the amount of state sales taxes paid here 933
      Calculated amount of state income taxes paid
      The greater of sales tax paid or income tax paid will be selected for Line 5a below. See help for sales tax tables.
      Check box to use sales taxes instead of state taxes X 5a 933
   b. State and local real estate taxes 4,500 4,500
      i.Real estate tax adjustment from 8829/Office ( )
      ii.Real estate tax adjustment from Sch E ( ) 5b 4,500
   c. State and local personal property taxes
      i.Car / Truck Property Taxes 5c
   d. Add lines 5a through 5c 5d 5,433
   e. Enter the smaller of line 5d or $10,000 ($5,000 MFS) 5e 5,433
6. Other taxes:
   Foreign Tax Paid
   6
7. Add lines 5e and 6 7 5,433

Interest You Paid

8. Home mortgage interest & points. If you didn't use all of your home mortgage loan to buy, build, or improve your home, see instructions and check this box
   a. Home mortgage interest and points reported on Form 1098
      1st 10,000 2nd 10,000

Step Five: Completing the Form 1098-C

1. Click the **Add Form** button and select the **1098-C**.
2. Fill out the 1098-C form as shown below.

Form 1098-C **Contributions of Motor Vehicles** **2024**

Donee's (Charity) name, address & ZIP code SALV Corrected ☐ SALVATION ARMY 506 DES PLAINES RD CHICAGO IL 60602-0000 Donee's telephone no. - -	1. Date of contribution 04/21/2024 2. Odometer mileage 10000 2b. Year 1970 / 2c. Make CADILLAC / 2d. Model EL DORADO
Donee's Fed ID - / Donor's SSN 408-00-1005 / Donor's EIN -	3. Vehicle or other identification number JHLRD77874C02656
Donor's name RORY TEMPLETON	4a. ☐ Donee certifies that vehicle was sold in arm's length transaction to unrelated party
Donor's street address 4 LOMBARDI DR	4b. Date of sale / /
Donor's city, state and ZIP code GREEN BAY WI 54301-0000	4c. Gross proceeds from sale

5a. ☐ Donee certifies that vehicle will not be transferred for money, other property, or services before completion of material improvements or significant intervening use.

5b. ☐ Donee certifies that vehicle is to be transferred to a needy individual for significantly below fair market value in furtherance of donee's charitable purpose

5c. Donee certifies the following detailed description of material improvements or significant intervening use and duration of use

6a. Did you provide goods or services in exchange for the vehicle? ☐ Yes ☐ No

6b. Value of goods and services provided in exchange for the vehicle

6c. Describe the goods and services, if any, that were provided. If this box is checked, donee certifies that the goods and services consisted solely of intangible religious benefits ☐

7. Under the law, the donor may not claim a deduction of more than $500 for this vehicle if this box is checked ☐

Date acquired	How acq by donor	Donor's cost	FMV on date of donation	Reduced FMV	Valuation method used
01/1972	PURCHASE		15,000	☐	BLUE BOOK

Form 1098-C is now complete and the information entered on Form 1098-C will be carried to *Line 12* of the *Schedule A* and to form *8283*.

In the *Attached Forms* window, double-click on **SCH A** and scroll down to **line 12** and notice that the description *From Form 8283* and *15,000* have been carried over. In addition, Form 8283 has been completed automatically.

Gifts to Charity						
11.	Contributions by cash or check:					
	Mi. @ .14 / Mile:					
	Sch K1 cash contributions 60%					
	Sch K1 cash contributions 30%					
	Sch K1 cash contributions 100%			11		
12.	Contributions other than cash or check:					
	From Form 8283		15,000			
	For non-cash contributions over $500 use Form 8283					
	Sch K1 Non cash contributions 50%					
	Sch K1 Non cash contributions 30%					
	Sch K1 Non cash contributions 20%					
	Sch K1 contributions 100%					
	Sch K1 QCC if farmer/rancher 100%					
	Sch K1 QCC non-farmer 50%			12	15,000	
13.	Carryover from prior year			13		
14.	Add lines 11 through 13				14	15,000

After you have completed the Schedule A, the itemized deduction should be greater than the standard deduction. The Itemized Deduction total on *Line 17* of the Schedule A should be **$30,249**. That amount will now be carried over to Line 12a of the Form 1040.

Step Six: 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 *IRS e-file Signature Authorization* form.

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 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, E-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 **Taxpayer PIN** and press **[Enter]**.

7. Enter **12354** for the **Spouses** Pin and press **[Enter] 5 times** to move to the *ERO/Paid Preparer (PP) PIN*.

8. 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, E-Filing Tab of the Setup menu and the EFIN information in the EF Originators database, this section will be auto-populated.

   Note: 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.

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

10. 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.

Step Seven: Verifying the return

The next step in this tutorial is to verify the return to fix any error messages that are left.

1. Click on the **Verify** 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. Double click on the **US RET 1040 Must check either YES or NO box** Warning error. It should take you to the following field.

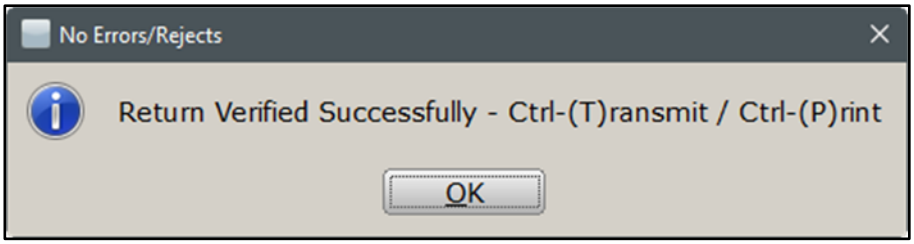
At any time during 2022, did you (a) receive (as a reward, award, or compensation); or (b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset)?	☐ Yes ☒ No

4. For the purposes of this tutorial check the **No** box and press **[Enter]**.

5. This should take you back to the *Return Errors and Reject* window. Double click on the **CLNT Information Required Field Missing** Warning error.

6. This should take you to the *Information and Status* screen. Enter an **X** in the Signed 8879 box.

7. Click on the **Verify** button or press **[Ctrl+V]** to start the verification routine again.
8. You will see a SCH A verify message that needs to be addressed.
9. Enter in a description for *State and local real estate taxes* entered on **SCH A line 5b** and press **[Enter]**.
10. You will see some FRM 8867 verify messages that need to be addressed.
11. **Double-click** on the first **FRM 8867** error and the program will take you to the appropriate question to be answered on the form 8867 Paid Preparer's Due Diligence Checklist.
12. Enter **'X'** in the appropriate box and press **[Enter]**. Press **[Enter]** on the second **FRM 8867** verify error message and the program will take you to the appropriate question to be answered.
13. Repeat this process until all of the FRM 8867 errors have been fixed and then click on the **Verify** button to refresh the Return Errors and Rejects list. Once all errors have been fixed you will get the following screen after you click on Verify. Click on **OK**.

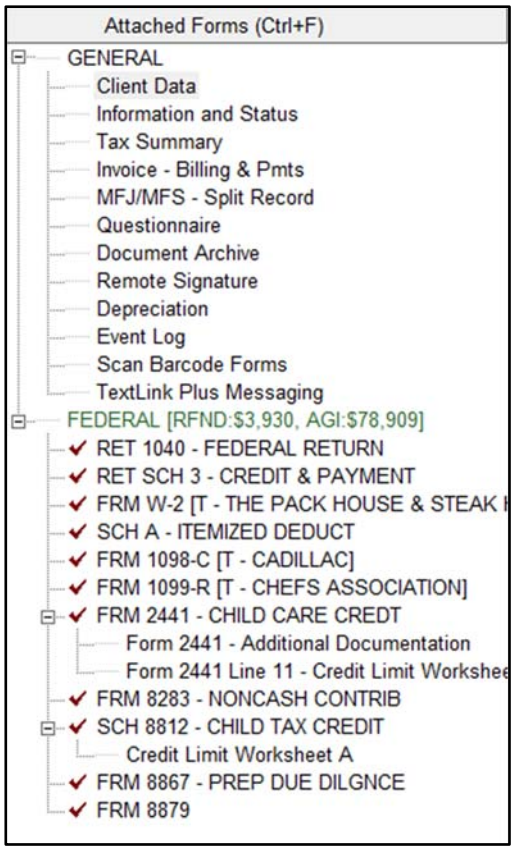


Step Eight: The Tax Summary Screen

Now we will take a look at a very helpful screen called the *Tax Summary screen* but first we will revisit the *Attached Forms* section and go a little more in-depth.

1. To get to the tax summary page, first we have to look to the left of the screen. You will see the *Attached Forms* section; notice the different sections mentioned below. While the tax return we are currently working on does no show all of the sections, it is very important to know what these sections are and how to navigate them.

- The *General* section contains the Client Data screen, Information & Status, Tax Summary, Invoice* and Rejects* (* - if applicable) etc.
- 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 were year to year transferred.



2. To view the Tax Summary screen click on the **Tax Summary** in the General section of the *Attached Forms* section.
3. 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.

TEMPLETON, RORY & JA

Wages, salaries and tips	48,400	Itemized/Standard deduction		(30,249)
Interest		Qualified business income deduction		( )
Dividends		Taxable income		48,660
Taxable IRA Distributions		Tentative tax		5,430
Taxable Pension Distrib	30,509	Alternative Minimum Tax		
Social Security Benefits		Excess advance premium tax credit repayment		
Capital gain / (loss)		Child tax credit/Credit for Other Dependents		(4,500)
State tax refund		Other credits		(600)
Alimony received		Self-employment tax		
Business income/(loss)		Other taxes		
Other gain / (loss)		Total tax		330
Rents, royalties, part				
Farm income / (loss)		Marginal Tax Rate		012.000
Unemployment compensation		Effective Tax Rate		011.159
Other income				
Total income	78,909	Withholding	4,260	
		Estimated payments		
		Earned Income Credit		
Adjustments to income	( )	Refundable child tax credit		
Adjusted gross income	78,909	Recovery Rebate Credit		
		Other payments/refundable credits		
		Total Payments	4,260	
		Amount Overpaid		3,930
		Amount applied to your 2023 estimated tax		
		Refunded to You		3,930
		Form 2210/2210F penalty		
		Amount due		

ITEMIZED DEDUCTIONS

Total medical	
Medical less 7.5%	
Taxes	5,249
Interest	10,000
Contributions	15,000
Casualty loss	
Other itemized deductions	
TOTAL ITEMIZED DEDUCTIONS.	30,249

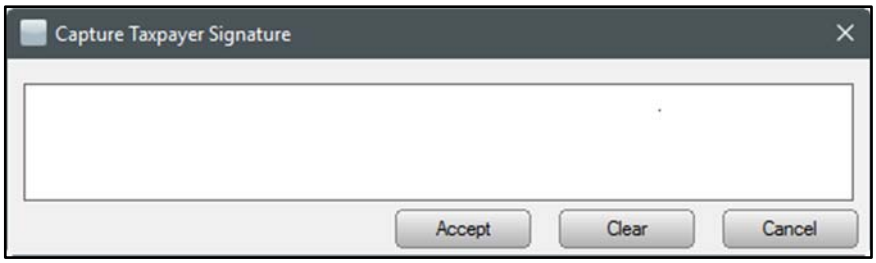
STANDARD DEDUCTION

Filing Status		Age/Blind
Single	12,950	1,750
MFJ/QSS	25,900	1,400
MFS	12,950	1,400
H of H	19,400	1,750

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

Step Nine: Finishing the Return and using the SignDoc Feature

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. For this return, click on the **Print** Button at the very top of the screen. The *Print Final Return* window will appear.
3. **IF** you have On-screen Signature enabled click on the **SignDoc** button. The *Capture Taxpayer Signature* window will appear. At this point, the taxpayer would **sign the return using the mouse or touch screen**, in this case enter a signature in place of the taxpayer and Spouse for this example and click on **Accept twice**. A PDF with the taxpayers and spouse signature will automatically open. Included with this should be the tax preparer's signature, if it was configured in the software already.



4. **<u>IF you do not</u>** have a Signature pad or would not like to capture the taxpayer and spouse signatures using the On-Screen signature, click on the **Print** button and when the *Print Final Return* window opens click on the **Print** button to print the return.
5. Since Mr. and Mrs. Templeton would like their return electronically filed, click on the **Queue** button or press **[Ctrl+T]** to open the *Queue Return for Transmission* window.
6. It is recommended that you **<u>Do Not Transmit</u>** this return. 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

7. 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 #4!

Tutorial #5

Tutorial #5 Objective:

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

- Create a new tax return (Married Filling Joint)
- Complete the following forms: Client Data Screen, Schedule 1, ACA Prem TC (1095-A), Forms W-2, Schedule A, Schedule C, Schedule SE, and 8879.
- Verify the return
- Delete the return

Tutorial #5 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 adding income source forms. 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*: **02/12/1976**
- *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*: **05/14/1977**
- *Name*: **Betty Daniels**
- *Occupation*: **Self-Employed**
- *Dependent* **(No)** *Blind* **(No)** *Disabled* **(No)**
- *Address*: **1012 Dodge Ball Drive, Houston, TX 77077**

For this tutorial, the fields after the address will be left alone. Scroll down to health care coverage question.

1. For the purpose of this tutorial enter an **X** and press **[Enter]**.

"Marketplace" Health Insurance

Check box only if you or any other family member on this return purchased health insurance through the "Marketplace" in 2022 (received Form 1095-A), then click the following "Questionnaire" button.

Questionnaire

* Individuals may receive informational Forms 1095-B or 1095-C (which shows 2022 qualified health coverage). These forms are not needed when filing your 2022 return and are informational only.

Note: This means that the Taxpayer or anyone else included in this tax return did have health coverage though the Marketplace.

2. Refer to the Dependent information below to complete the Client Data Screen; the child lived with his parents for all 12 months.
   - *Name*: **Sam Daniels**
   - *DOB*: **02/14/2008**
   - *SSN*: **408-22-5006**
   - *Relation*: **Son**
   - *Months*: **12**
   - *Codes*: **1, E, C**

3. Scroll down to the Remote Signature questions. For the purpose of this tutorial, enter in an **N** for these boxes and press **[Enter].**

Remote Signature

Does the Taxpayer consent to receive and sign their documentation remotely?
Does the Spouse consent to receive and sign their documentation remotely?
Include Remote Signature charge(s) on the invoice?

Once you have entered all information on the Client Data screen, you are ready to continue to the next step in completing this return.

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 the W-2 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 2024

Corrected W-2

a. Employee's Social Security Number 408-00-1006	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	6. Medicare Tax Wh. ( ) 1,421
	7. Soc Sec Tips	8. Allocated Tips
	9.	10. Dep Care Benefits
	11. Non-Qual Plans	12. Employer Use
d. Control Number	13a. [ ] b. [ ] c. [ ] Stat Emp Select Sch C link	
e. Employee's name, address & ZIP code Domestic [X] Foreign [ ] BARNEY DANIELS 1012 DODGE BALL DRIVE HOUSTON TX 77077-0000	14. Other 14. RRTA: Comp T1 Tax T2 Tax Medicare Tax Add Med Tax	

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

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.
2. Enter the **following information** as shown below to complete the Schedule C.

Schedule C	Profit or Loss From Business	2024

Proprietor: BETTY DANIELS SSN: 408-00-2006

A. Principal Business or Profession: FLOWER SHOP

B. Business Code: 459310 FLORISTS

C. Business Name: (if no business name, leave blank) RUMBLE BUMBLE FLOWER SHOP

D. Employer ID: 44-5566778

Domestic [X] Foreign [ ]

E. Business Address: 180 AXELEAS WAY

City, State, ZIP: HOUSTON TX 77077

[ ] Check box to transfer CDS address to Schedule C business address

Resident: State Code: TX City Name:

Non-Resident: State Code: City Name:

F. Accounting method:

1. [ ] Cash 2. [ ] Accrual 3. [ ] Other:

G. Did you materially participate in this business in 2024? [X] Yes [ ] No

H. If you started or acquired this business during 2024, check here [ ]

I. Did you make any payments in 2024 that would require you to file Form(s) 1099? [ ] Yes [ ] No

J. If "Yes", did you or will you file all required Forms 1099? [ ] Yes [ ] No

Qualified Business Income Indicator - Select "Q", "S" or "N" N Agg #

W-2 wages allocable to qualified business income

Unadjusted basis immediately after acquisition (UBIA) of qualified property

Check here if claiming an exemption from self-employment tax [ ]

Check here to allocate expenses on minister worksheet [ ]

Was this activity disposed during the year? [ ] Yes

Prior year unallowed loss from Form 8582

Single person "Disregarded" LLC - State requirement only, check here [ ]

Use the following numbers to complete the Part I Income:

- Line 1. *Gross receipts or sales*: **275000**
- Line 2. *Returns and allowances:* **17000**
- Line 4. *Cost of goods sold:* This number is calculated by using part III, lines 33 – 42. Press **[Ctrl+G]**, type **33** in the box and press **[Enter]** to get to the Cost of Goods Sold Section.

Use the following 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:* **300000**
- Line 36. *Purchases less cost of items withdrawn for personal use:* **42000**
- Line 37. *Cost of labor:* **50000**
- Line 38. *Materials and supplies*: **10000**
- Line 39. *Other costs:* **5000**

- Line 41. *Inventory at end of year:* **278000**
- Line 42. *Cost of goods sold* should calculate to **$129,000** and show on Line 4 automatically.

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

Part II - Expenses Section:

- Line 8. *Advertising:* **3000**
- Line 11. *Contract labor:* **10000**
- Line 14. *Employee benefits:* **5000**
- Line 15. *Insurance:* **25000**
- Line 17. *Legal/Pro services:* **3200**
- Line 18. *Office expense:* **6000**
- Line 20. a. *Machinery & equipment:* **13200**
- Line 21. *Repairs & maintenance:* **500**
- Line 22. *Supplies:* **1250**
- Line 23. *Taxes & licenses:* **750**
- Line 25. *Utilities:* **2400**
- Line 26. *Wages:* **40000**

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

- Line 7. *Gross Income*: **129000**
- Line 28. *Total expenses before business use of home*: **110300**
- Line 29. *Tentative profit or (loss)*: **18700**
- Line 31. *Profit or (loss)*: **18700**

The amount from Line 31 of the *Schedule C* will be carried to **Line 3 of the Schedule 1** as shown below. This will then flow to the total of **line 8 of the 1040 Form.**

Schedule 1	Additional Income and Adjustments to Income	2024

For 2024, enter the amount reported to you on Form(s) 1099-K that was included in error or for personal items sold at a loss

Part I Additional Income

1.	Taxable refunds, etc. of state and local income taxes	1	
2a.	Alimony or separate maintenance received	2a	
b.	Date of original divorce or separation agreement /		
3.	Business income or (loss)	3	18,700
4.	Other gains or (losses)	4	
5.	Rents, royalties, partnerships, S corporations, trusts, etc.	5	
6.	Farm income or (loss)	6	
7.	Unemployment compensation — Unemployment Repaid	7	
8.	Other income:		
a.	Net operating loss	8a	( )
b.	Gambling income	8b	
c.	Cancellation of debt	8c	
d.	Housing exclusion and/or Foreign earned income exclusion from Form 2555: Taxpayer — Spouse	8d	( )
e.	Income from 8853: Archer MSA Dist — LTC Payments — MED MSA Dist	8e	
f.	Form 8889 Taxable HSA Distributions	8f	
g.	Alaska Permanent Fund dividends	8g	
h.	Jury duty pay income	8h	
i.	Prizes and awards	8i	
j.	Activity not engaged in for profit income	8j	
k.	Stock options	8k	
l.	Income from rental of personal property if engaged in rental for profit but were not in the business of renting such property	8l	
m.	Olympic, Paralympic medals & USOC prize money	8m	
n.	Section 951(a) inclusion	8n	
o.	Section 951A(a) inclusion	8o	
p.	Section 461(l) excess business loss adjustment	8p	

Please Note: Schedules 1-3 will display on an as needed basis or when added manually like any other form, unless the "Auto-add 1040 Schedules 1-3" is checked in the Office Setup of the software.

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*: Enter **150 mileage @.21/mile**
- Line 1. *Taxpayer Long-term Care Premiums*: **3200**
- Line 5b: *State and local estate taxes*: **5400**
- Line 8a. *Home Mortgage Interest 1st*: **19600**

The Schedule A is now complete and the amount on Line 17 should be **$26,373**. You can now move on to the next step.

Step Five: Completing the ACA Prem TC (1095-A)

Since we marked on the Client Data that Mr. & Mrs. Daniels purchased health insurance through the Marketplace, the ACA questionnaire must be completed. This form is completed using the values from the Form 1095-A that the Taxpayer should have received from the Marketplace.

1. Click on the **Verify** button and then double click on the **ACA Prem TC** verify error to go to the *ACA Questionnaire – Marketplace and Premium Tax Credit (Subsidy) Calculations*.
2. In Part *1- Health insurance through the Marketplace*, enter an **X** in question **A. I purchased my health insurance though the Marketplace**.

ACA Questionnaire - Marketplace and Premium Tax Credit (Subsidy) Calculations 2024

Part 1 - Health insurance through the Marketplace

1. Select at least one of the following options that relate to you for 2024:

- [ ] A. I purchased my health insurance through the Marketplace.
- [ ] B. I (or other person on this return) purchased health insurance through the Marketplace for at least one other person on my return.
- [ ] C. I purchased health insurance through the Marketplace for another person not on the return. (Another taxpayer will claim a personal exemption for this person).
- [ ] D. Someone else outside my tax family paid for health insurance through the Marketplace for person(s) claimed on this return.
- [ ] E. I got married during 2024 and received an Advance Premium Tax Credit through the Marketplace.
- [ ] F. I am filing as Married filing Separate and I am a victim of domestic abuse or spousal abandonment.
- [ ] G. I received, or was eligible to receive, unemployment compensation.

If you selected 1C, 1D, or 1E, go to Part 3 first. Otherwise, go to Part 2 next.

3. In *Part 2- Form 1095-A.* type an **X** for *Question 2* and enter **500** for each of the total amounts in fields *A.*, *B.*, and *C.*

Step Six: Completing Form 8879

Now it is time to complete the 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 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, E-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 *Taxpayer PIN* and press **[Enter]**.
7. Enter **12354** for the *Spouses Pin* and press **[Enter] 5 times** to move to the *ERO/Paid Preparer (PP) PIN*.
8. 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, E-Filing Tab of the Setup menu and the EFIN information in the EF Originators database, this section will be auto-populated.

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

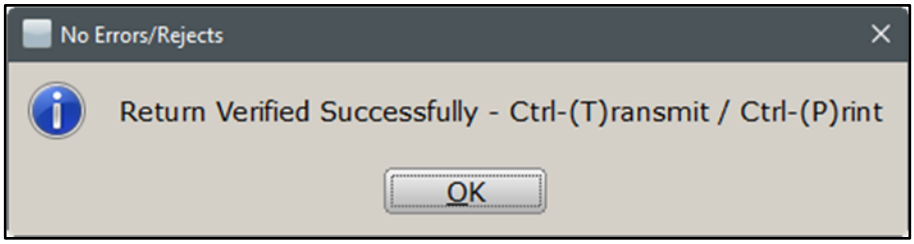
Step Seven: Finishing the return

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

1. Click on the **Verify** button or press **[Ctrl+V]** to start the verification routine.
2. Double click on the **US RET 1040 Must check either YES or NO box** Warning error. It should take you to the following field.

At any time during 2022, did you (a) receive (as a reward, award, or compensation); or (b) sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset)? ☐ Yes ☒ No

3. For the purposes of this tutorial check the **No** box and press **[Enter]**.
4. This should take you back to the *Return Errors and Reject* window. Double click on the **CLNT Information Required Field Missing** Warning error.
5. This should take you to the *Information and Status* screen. Enter an **X** in the Signed 8879 box and press **[Enter]**
6. You will see a SCH A verify message that needs to be addressed.
7. Enter in a description for *State and local real estate taxes* entered on **SCH A** line 5b and press **[Enter]**.
8. You will see some FRM 8867 verify messages that need to be addressed.
9. **Double-click** on the first **FRM 8867** error and the program will take you to the appropriate question to be answered on the form 8867 Paid Preparer's Due Diligence Checklist.
10. Enter **'X'** in the appropriate box and press **[Enter]**. Press **[Enter]** on the second **FRM 8867** verify error message and the program will take you to the appropriate question to be answered.
11. Repeat this process until all of the FRM 8867 errors have been fixed and then click on the **Verify** button to refresh the Return Errors and Rejects list. Once all errors have been fixed you will get the following screen after you click on Verify. Click on **OK**.



12. 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.
13. Notice the *FEDERAL [RFND: $]* amount in the *Attached Forms* [Ctrl+F] window on the left side of the tax return. The refund should be **$6,481**.
14. Since Mr. and Mrs. Daniels would like their return electronically filed, click on the **Queue** button or press **[Ctrl+T]** to open the *Queue Return for Transmission* window.
15. It is recommended that you **Do Not Transmit** this return. 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 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 opens asking if you want to delete this return. Click on **Yes** to delete this return.
2. 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, Schedule 1, Schedule C, Schedule SE, Car & Truck Expense Worksheet, and Form 4562.
- Using the SignDoc feature
- Verify the return
- Delete the return

Tutorial #6 Profile:

This tutorial will be more complex than the previous tutorials. However, 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 Manual or previous tutorials for more clarification.

Step One: Completing the Client Data Screen

Use the following information to complete the Client Data Screen.

- *Taxpayer SSN*: **408-00-1007**
- *DOB*: **02/01/1955**
- *Name*: **Leslie Thomas**
- *Occupation*: **Self-Employed**
- *Dependent* **(No)** *Blind* **(No)** *Disabled* **(No)**
- *Home Phone*: **(888) 420-4040**
- *Email:* **Working email for testing purposes**
- *Filing Status*: **(1) Single**
- *Address*: **40 Main Street, Yosemite National, CA 95389**

1. Scroll down to the health care coverage question. For the purpose of this tutorial, leave the box empty.

2. Scroll down to the Remote Signature questions. For the purpose of this tutorial, enter in an **N** for these boxes and press **[Enter]**.

Step Two: Adding a Schedule C to this return

1. As discussed in the previous tutorials 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 add the Schedule C for this return. Use the following information to complete Schedule C.

Schedule C — Profit or Loss From Business — 2024

Proprietor: LESLIE THOMAS — SSN: 408-00-1007

A. Principal Business or Profession: PIANO TUNING
B. Business Code: 811210 ELECTRONIC PRECISION EQUIPMENT REPA

C. Business Name: (if no business name, leave blank) FINE TUNNING
D. Employer ID: 55-7788990

Domestic [X] Foreign [ ]
E. Business Address: 40 MAIN STREET
City, State, ZIP: YOSEMITE NATIONAL CA 95389
[X] Check box to transfer CDS address to Schedule C business address

Resident: State Code: CA City Name:
Non-Resident: State Code: City Name:

F. Accounting method:
1. [ ] Cash 2. [ ] Accrual 3. [ ] Other:
G. Did you materially participate in this business in 2024? [X] Yes [ ] No
H. If you started or acquired this business during 2024, check here [ ]
I. Did you make any payments in 2024 that would require you to file Form(s) 1099? [ ] Yes [ ] No
J. If "Yes", did you or will you file all required Forms 1099? [ ] Yes [ ] No

Qualified Business Income Indicator - Select "Q", "S" or "N" N Agg # [ ]
W-2 wages allocable to qualified business income
Unadjusted basis immediately after acquisition (UBIA) of qualified property

Check here if claiming an exemption from self-employment tax [ ]
Check here to allocate expenses on minister worksheet [ ]
Was this activity disposed during the year? [ ] Yes
Prior year unallowed loss from Form 8582
Single person "Disregarded" LLC - State requirement only, check here [ ]

- Self Employed Retirement Calculator -

Part I – Income:

- Line 1. *Gross receipts or sales*: **14300**

Part II – Expenses:

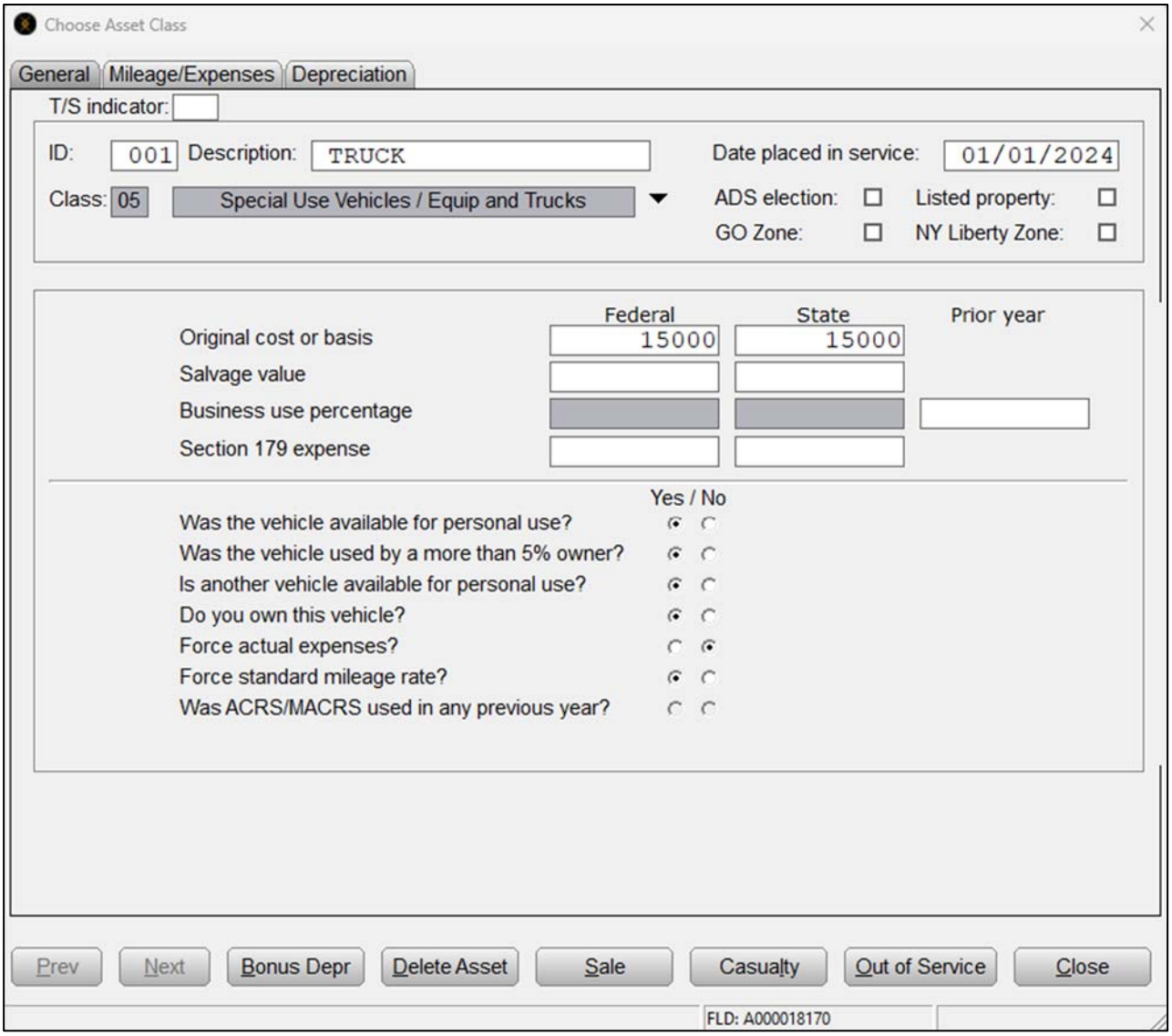
- Line 8. *Advertising*: **600**

- 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 17. *Legal/Pro services*: **550**
- Line 22. *Supplies*: **500**
- Line 23. *Taxes & licenses*: **350**
- Line 24. a. *Travel*: **231**
- Line 24. b. *Meals*: **900 *enter on the 50% field to the left**, amount will calculate on the right to $450 deductible expenses.

Step Three: Line 9. Car & Truck Expenses

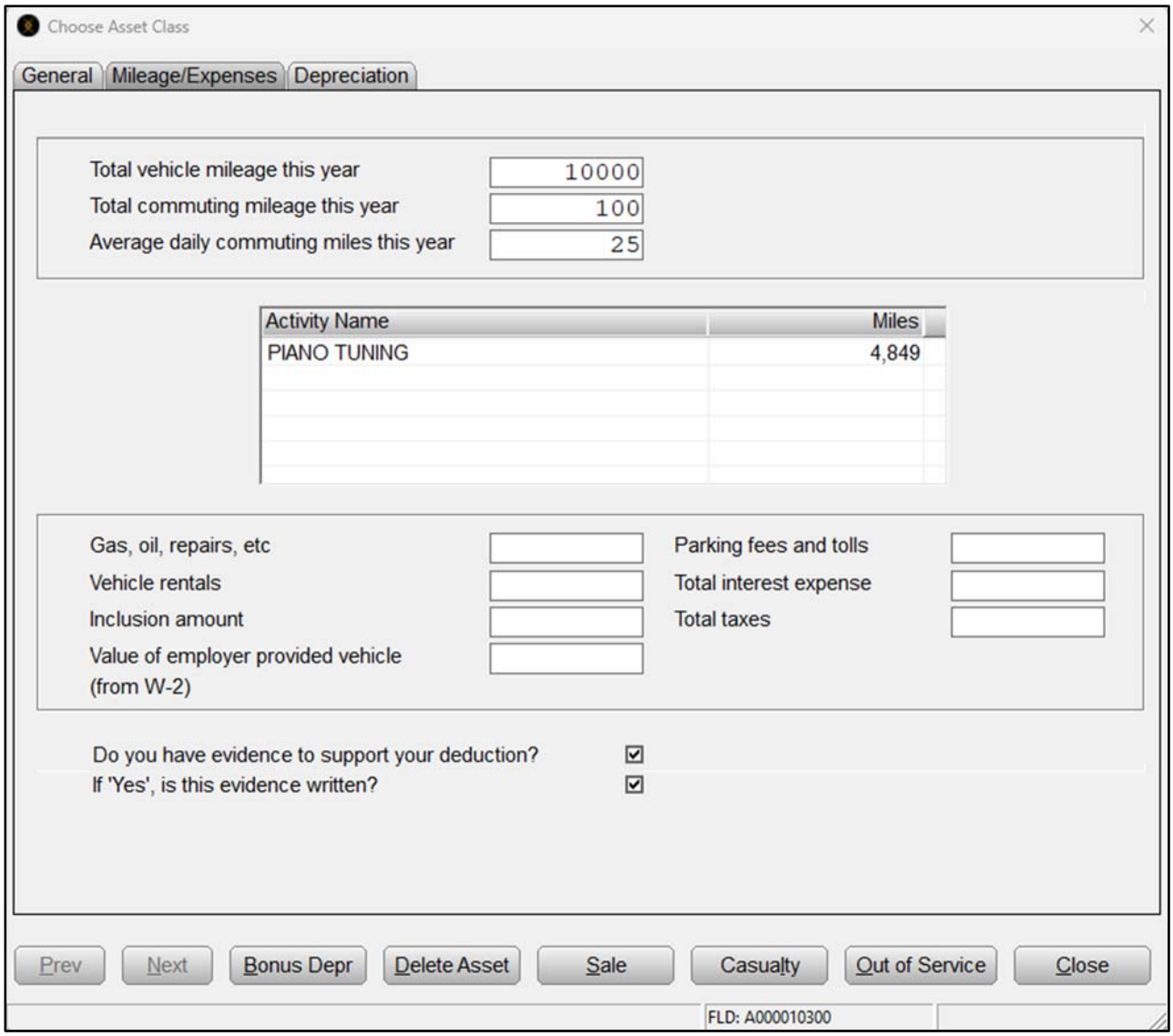
The Car & Truck Expenses on the Schedule C are calculated by entering information on the Car & Truck Expense Worksheet. Vehicle information related to the Business Activity, in this case the Ms. Thomas's Piano Tuning Schedule C, will need to be entered on the Car & Truck Expense Worksheet, which will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

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. Type **Truck** in the *Description* field and **01/01/2024** as the *Date Placed in Service.*
5. Select the Business Class **Code 5** for *Special Use Vehicles / Equip and Trucks* 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. In the **Mileage/Expenses Tab** enter the following:

   - In the *Total Vehicle Mileage* enter **10000**
   - In *Total Commute Mileage* enter **100**
   - In the *Avg. Daily Commute Miles* enter **25**
   - Click in the **Activity Name** line. Notice that Piano Tuning will be displayed as the available activity name. To the right of Piano Tuning, under the *Pre 7/1 Miles* and *Post 6/30 Miles* columns enter **4849** respectively. Under *Total Mileage* column.
   - 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.



8. 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.

9. A special depreciation screen will pop up. For the purpose of this tutorial, leave it as is and click **OK.**

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 **$6,498** 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*.

Car & Truck Expense Worksheet 2024

*****PRINT ONLY*** PLEASE ENTER ALL VEHICLE INFO VIA ASSET MANAGER**

Activity	------ Vehicle One ------ Business mileage	Expense	Regular depr.	------ Vehicle Two ------ Business mileage	Expense	Regular depr.	--- Vehicle Three --- Business mileage	Expense	Regular depr.
PIANO TUNING	9698	6,498							
Total	9,698	6,498							
State Add-Back (All Vehicles)									

Business Mileage for Vehicles 1 - 6	Expens and Reg Deprec for Vehicles 1 - 6
Business Mileage for Vehicles 7 - 12	Expens and Reg Deprec for Vehicles 7 - 12
Business Mileage for Vehicles 13 - 18	Expens and Reg Deprec for Vehicles 13 - 18
Business Mileage for Vehicles 19 - 24	Expens and Reg Deprec for Vehicles 19 - 24
Business Mileage for Vehicles 25 - 30	Expens and Reg Deprec for Vehicles 25 - 30
Business Mileage for Vehicles 31 - 36	Expens and Reg Deprec for Vehicles 31 - 36
Business Mileage for Vehicles 37 - 42	Expens and Reg Deprec for Vehicles 37 - 42
Business Mileage for Vehicles 43 - 48	Expens and Reg Deprec for Vehicles 43 - 48

General Information

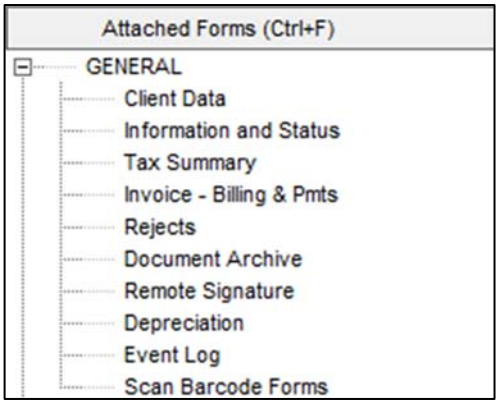
			Vehicle 1	Vehicle 2	Vehicle 3
1.	Vehicle description	1	TRUCK		
2.	Date placed in service	2	01/01/2024	/ /	/ /
3.	Avg daily commute distance	3	25 Miles	Miles	Miles
4.	Commuting mileage for year	4	100 Miles	Miles	Miles
5.	Other personal mileage	5	202 Miles	Miles	Miles
6.	Business mileage	6	9,698 Miles	Miles	Miles
7.	Total mileage for year	7	10,000 Miles	Miles	Miles
8.	Percentage of business use	8	096.980%	. %	. %
9.	Standard mileage deduction	9	6,498		

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

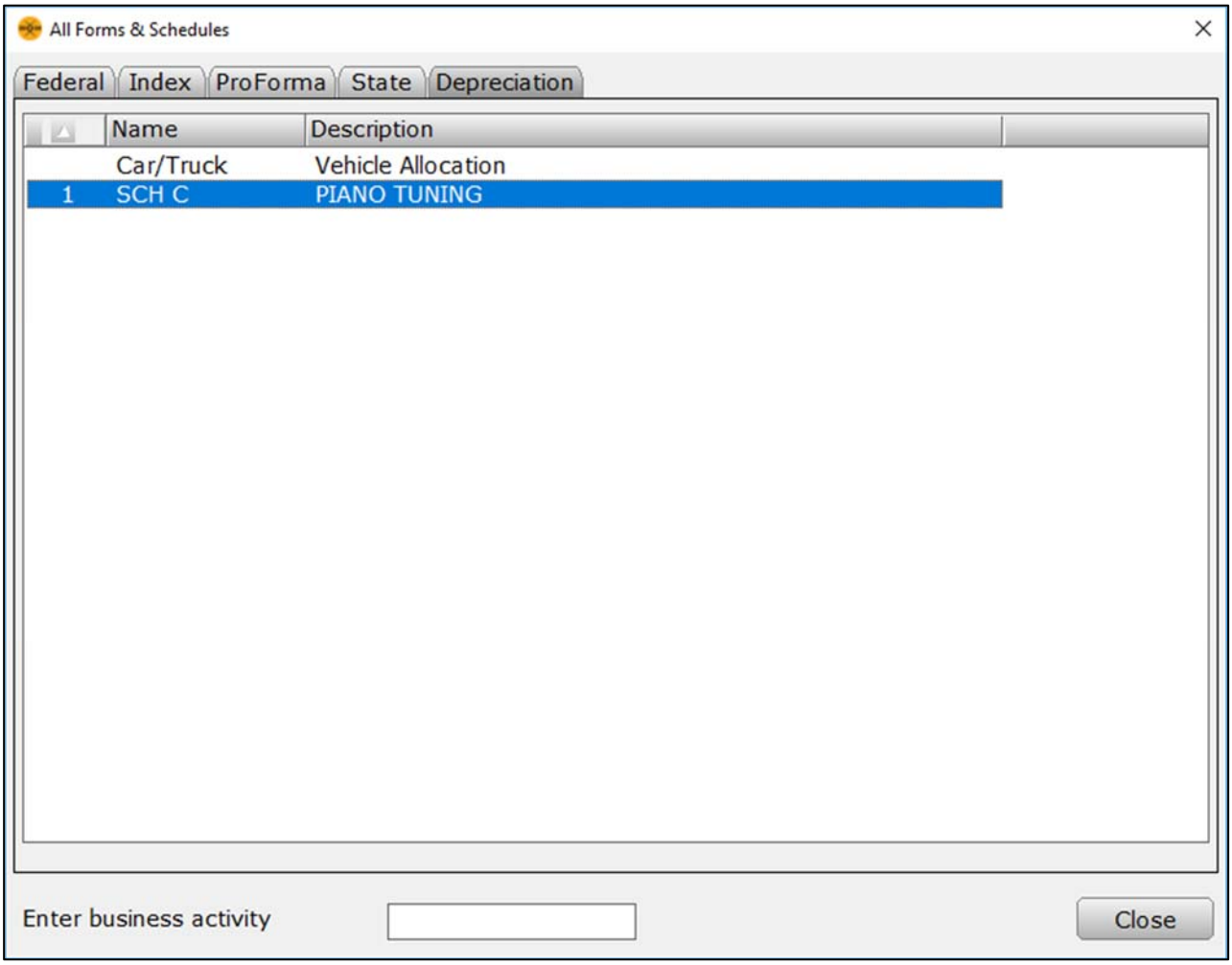
Step Four: Line 13. Depreciation

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.

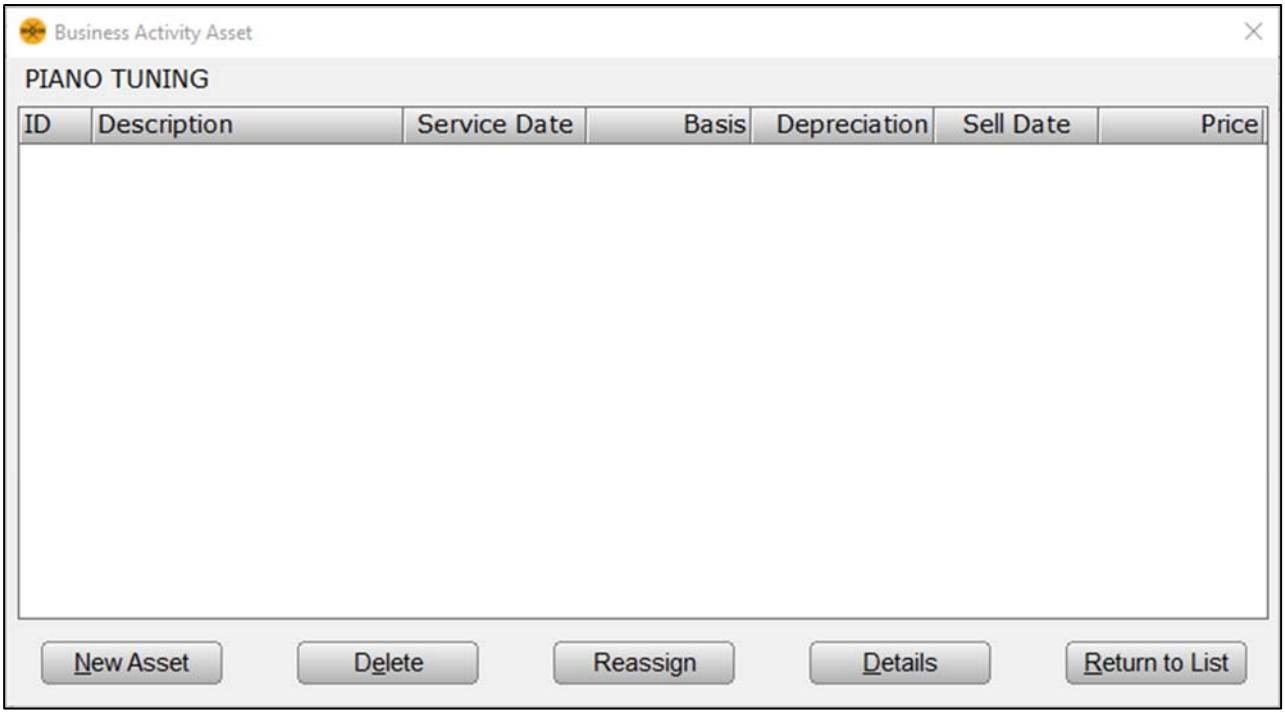
1. In the top left hand side under the *Attached Forms* list, click on **Depreciation**.



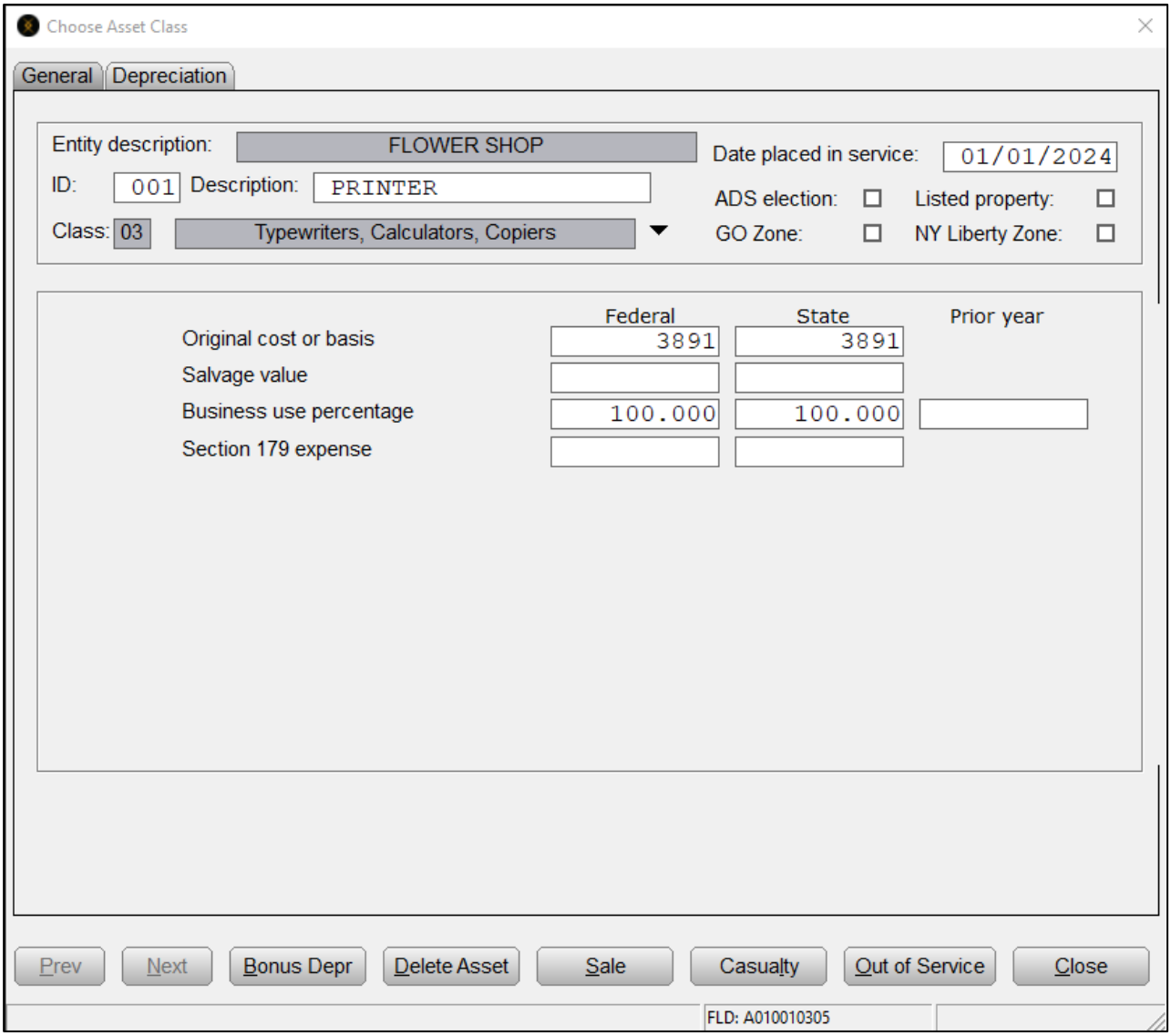
Note: This can also be done by pressing **[Ctrl+N]** on your keyboard.



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



3. There are currently no Assets entered for the Piano Tuning Schedule C. To add the new asset, click on the **New Asset** button.
4. The *Asset Details* window will open. Click once on **Class 03, Typewriters, Calculators, Copiers**.
5. At the *Description* field type **Printer** and **press [Tab]**.
6. You should now be at the *Date Place in Service* field **enter 01/01/2024** and click on **Ok**.



7. 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 Printer and press **[Enter]**.

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

9. Click the **Close** button. The *Bonus Depreciation* window will open, leave everything unchecked and click on **OK**.

10. Now you will view the Asset Details for the Printer asset for the Piano Tuning Schedule C, with a Basis of **3891** and Depreciation of **3891** due to the TJCA depreciation allowances.

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

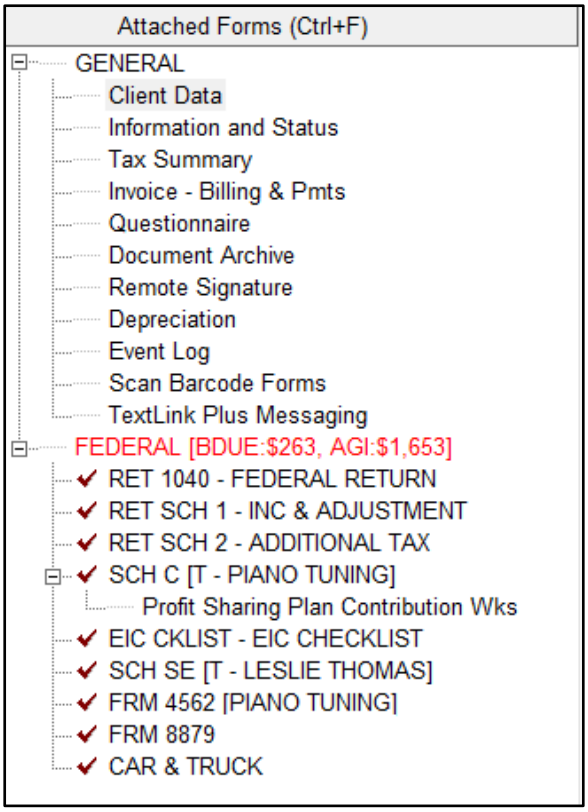
12. Go to **Line 13** on the Piano Tuning Schedule C and you should see **3891** as the amount on Line 13 Depreciation. Go to **Line 31** and the Net profit or (loss) for the Piano Tuning Schedule C is **$2,475**.

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

Step Five: Additional Schedules

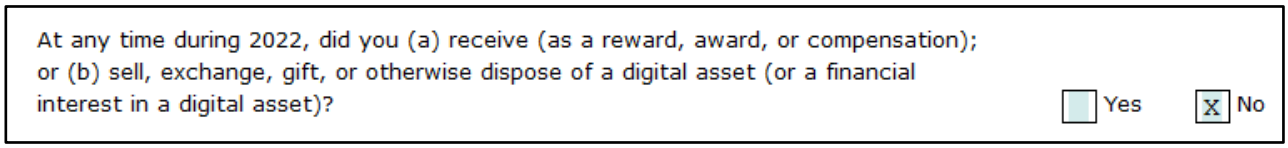
The Taxpayer had some Jury pay during the year.

1. On the left had side under the Attached Forms you will see SCH 1-SCH 3.
2. **Please Note:** Schedules 1-3 will display on a needed basis or when added manually like any other form, unless the "Auto-Add 1040 Schedule 1-3" is checked in the Office Setup of the software. If the Schedules do not display add them manually by going to Add Form and adding the schedule.
3. Go to the **SCH 1- INC & ADJUSTMENT** and click on **line 24a Jury duty pay adjustment.**
4. In the amount field type **75**.



Step Six: Verifying the return

1. To verify the return, click on the **Verify** button.
2. Double click on the **US RET 1040 Must check either YES or NO box** Warning error. It should take you to the following field.



3. For the purposes of this tutorial check the **No** box and press **[Enter]**.
4. This should take you back to the *Return Errors and Reject* window. Double click on the **CLNT Information Required Field Missing** Warning error.
5. This should take you to the *Information and Status* screen. Enter an **X** in the Signed 8879 box.
6. Click on the **Verify** button or press **[Ctrl+V]** to start the verification routine again.
7. If there are any Verify errors, correct them using the same process used in previous tutorials until only the 8879 verify errors remain.

The Balance Due amount should be **$263.** Click on the **Save** button on the toolbar to save the return.

Step Seven: Completing 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, E-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] 6 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, E-Filing Tab of the Setup menu and the EFIN information in the EF Originators database, this section will be auto-populated.

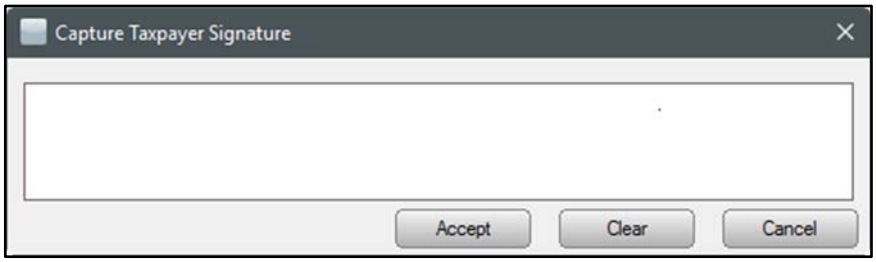
   Note: If using more than one EFIN and/or Paid Preparer in an office, use the Choices button to select the EFIN and or Paid Preparer information to auto-populate the ERO/PP information on the appropriate fields on Forms 8879 and 1040.

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 there should not be no more verify messages. You can move to the next step in this tutorial.

Step Eight: Finishing the Return and using the SignDoc Feature

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. For this return, click on the **Print** Button at the very top of the screen. The *Print Final Return* window will appear.
3. **IF** you have a Signature pad click on the **SignDoc** button. The *Capture Taxpayer Signature* Window will appear. At this point, the taxpayer would sign the return. In this case, enter a signature in place of the taxpayer and Spouse for this example and click on **Accept**. A PDF with the taxpayers and spouse signature will automatically open. Included with this should be the tax preparer's signature if it was configured in the software already.



4. **<u>IF you do not</u>** have a Signature pad, click on the **Print** button and when the *Print Final Return* window opens click on the **Print** button to print the return.
5. Since Mrs. Thomas would like their return electronically filed, click on the **Queue** button or press **[Ctrl+T]** to open the *Queue Return for Transmission* window.
6. It is recommended that you **<u>Do Not Transmit</u>** this return. 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.

7. 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!