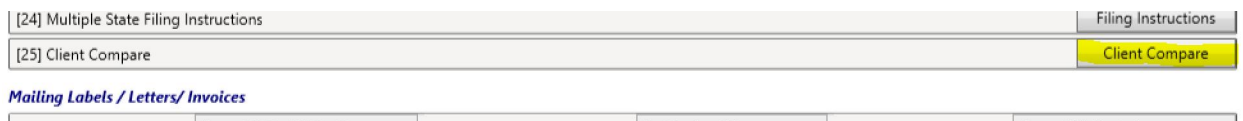


## Extensions in A Snap!

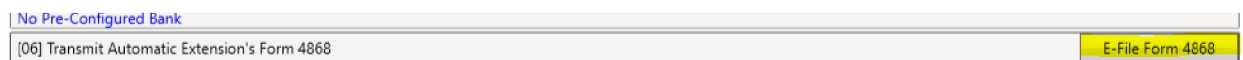
Toward the end of tax season, we field some telephone calls helping clients transmit extension form 4868 for their clients. When the telephone call is about finished the client will make a comment something along the lines of “thanks, one down 40 to go!”. It’s about that time Taxware customer support becomes their best friend when they let them know that there is an easier way to do all their extensions in a batch.

In the program we have a utility that compares your current year data folder with your prior year data folder to build a database of the tax payers you haven’t recalled and worked with yet. With this database you can send extensions in a batch. In addition to its main functions there are some other great reports and tools.

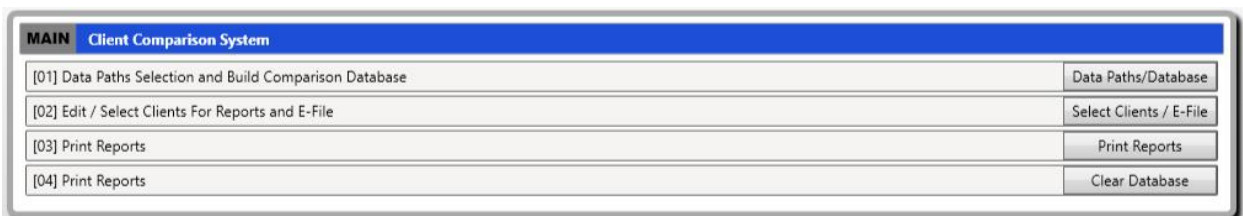
To access this utility, go to REPORTS from the start page, scroll down until you see option (25) Client Compare and click that button.



The Compare utility can also be accessed by selecting BATCH E-FILE from the start page and then selecting option (06) E-File Form 4868.



This will open the CLIENT COMPARISON page.



The first thing to do is build the comparison database. Like the legacy version, the program compares the selected data folders and creates a list of tax clients you have not worked with in the current year. Select (01) Data Paths/Database. This will open a “Data Path Selection” page. Click the checkboxes in the data grid to indicate which data folders you want to build your comparison database. Clicking “OK” will then compare the selected data folders to see if a prior year client is NOT found in your current year. If it is NOT found then it will automatically be added to the database.

## Data Path Selection

**CURRENT** Current Year Data Path

#	Data Path	Include
3	C:\Taxware\17WNG\17DATA	<input type="checkbox"/>

**PRIOR** Prior Year Data Path

#	Data Path	Include
1	C:\Taxware\16wintax\16DATAhold	<input type="checkbox"/>

Next click (02) Select Clients. This will open your current compare database.

Include All	Undo Include	All ELF	Undo ELF	Show Hidden	E-File 4868	Print 4868	
Client ID	TP Last	SSN	TP Name	Print	E-File	Hide	Delete
1	JONES	400-00-7401	JOE P JONES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	HAPPY	400-00-7412	LUKE B HAPPY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	TRICKSTER	400-00-7414	JACOB TRICKSTER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	ROMAN	400-00-7415	MARK ROMAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	NRTESTONE	400-00-7416	CALEB NRTESTONE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	NRTESTTWO	400-00-7417	JACOB NRTESTTWO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	NRTESTTHREE	400-00-7418	MARK NRTESTTHREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	NENGER	400-00-7402	RICHARD H NENGER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	JOHNSON	400-00-7403	VICKI JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	MILLSKI	400-00-7404	LOUIS MILLSKI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	JAMES	400-00-7405	HENRY JAMES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	JOHNSON	400-00-7408	JAMES T JOHNSON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	BRITELITE	400-00-7409	KATHLEEN BRITELITE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Note the buttons in the top of this page. Using them you can quickly select a batch of clients in your compare database.



This page does need a little further explanation in regard to the “Print”, “EFile”, and “Hide” columns. The “Print” column indicates that this client will be added when doing various print functions like printing form 4868, client letters, etc. The “EFile” column indicates that this client will be added during the batch electronic filing process. The “Hide” column indicates to the program that you don’t want to see this client in your grid, print, or e-file. This feature is so that if you re-build your compare database that client won’t come back into the database if you were to delete them. The primary example of this use is a taxpayer that is deceased. You know they won’t be coming in to see you this year but they are in your prior year data folder.

TP Name	Print	E-File	Hide	Delete
JOE P JONES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LUKE B HAPPY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
JACOB TRICKSTER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MARK ROMAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you want to bypass the rest of the functions available in the compare utility and either e-file or print 4868’s, this can be achieved by clicking the buttons in the top right of this page after your grid selections have been made.



Double clicking a client will open access to edit information specific to that client. An example would be if this taxpayer did or wanted to include a payment with their extension. Another example would be if

you wanted to change the default ERO for electronic filing. For the most part this page doesn't need accessed.

The screenshot shows a software window with a blue header bar containing the text "Client Basic Information". Below this, there are several input fields: "Client ID" with the value "11", "Taxpayer SSN" with "400-00-7412", "Client Full Names" with "LUKE B HAPPY", and "[01] Home Phone Number" with "(410) 242-1281". A second blue header bar reads "Client Individual Income Tax Amounts". Underneath are fields for "[02] Estimate of total tax liability", "[03] Total payments", and a "Balance Due" field. There are also checkboxes for "[04] Amount you are paying" and "[05] Check if you are 'out of the country' and a US citizen or resident" (checked "Yes"). A third blue header bar is labeled "Client Individual Income Tax Amounts" and contains "[06] Include in Electronic Filing data preparation" (checked "ELF Include") and "[07] ERO Selection" (value "1") with "ERO Name" "TAXWARE SYSTEMS". Below this is the "Electronic Payment Information" section with fields for "[08] Designate Electronic Payment?" (checked "ELF Payment"), "[09] Financial Institution Name (Optional)", "[10] Routing Transit Number", "[11] Account Number", "[12] Account Type -- Checking?" (checked "Checking?"), "[13] Account Type -- Savings?" (checked "Savings?"), and "[14] Request Payment Date". A "Payment Authorization" section follows with fields for "[15] Taxpayer Authorization PIN", "[16] Signature Date", and "[17] Spouse Authorization PIN".

Now that you have your compare database setup, and have selected which clients you want to include, you are ready to print your reports, extensions, and or electronically file. First let's go into the "Print Reports" page and talk about the options available to you.

The screenshot shows a software window titled "Client Compare Print". It contains a list of options with checkboxes: "[01] Print Form 4868" (checked "Yes"), "[02] Print Form 8878 (If Direct Debit Information Has Been Selected)" (unchecked "Yes"), "[03] Print a Custom Letter" (checked "Yes"), "[04] Generate a Comparison Client Report" (unchecked "Yes"), "[05] Print Labels" (unchecked "Yes"), "[06] Select Letter Format" (with a dropdown menu open), "[07] Status Report", and "[08] Print Selections". The dropdown menu for "[06] Select Letter Format" is open, showing a file path "D:\TaxwareProgramming\Taxware17\" and a list of options: "CompareDefault.frx", "DefaultLetter.frx", "EngagementLetter.frx", "PrivacyPolicy.frx", "SlipSheet.frx", "TitlePage.frx", and "NONE".

Make your applicable selection using items 1 through 7 checkboxes to indicate which forms and reports you want then click the "Print" button. Using the "Print" checkbox we talked about earlier, the program will produce the forms, letters, and reports based on your client selections.

The print options include Form 4868 and 8878 as well as a range of reports including compare database client listing, status reports, labels, and client letters.

One note about the letter format in the comparison utility. The comparison utility uses a different database than the normal Wintax client data. Because of these differences the compare letter default is already selected for you. If you use Wintax's default letter, the compare program **will error** because it uses a lot of fields that are NOT in the compare utility database.

STATUS COMPARISON REPORT				
2017 COMPARISON STATUS REPORT				
ID	TAXPAYER SSN	FULL NAMES	4868 PRINTED	E-FILED
1	400-00-6001	TEST A ANT & ANNIE A ALLEN	YES -- 04-03-2018	A -- 04-03-2018
12	400-00-6012	MARK & VICTORIA BROCK	YES -- 04-03-2018	A -- 04-03-2018
3	400-00-6004	TEST CROW & ASTHE CROWFLIES	YES -- 04-03-2018	A -- 04-03-2018
4	400-00-6008	TEST & OLIVER ST OCTOPUS	YES -- 04-03-2018	A -- 04-03-2018
5	400-00-6011	TEST WHALE JR	YES -- 04-03-2018	NO
6	400-00-6014	TEST YAK III	YES -- 04-03-2018	NO
7	400-00-6022	TEST ZEBRA	NO	NO
9	400-00-6005	TEST ANT & ANNIE ALLEN	YES -- 04-03-2018	NO

▼ DETACH HERE ▼

Form **4868**  
(Rev. November 2017)  
Department of the Treasury  
Internal Revenue Service (99)

**Application for Automatic Extension of Time  
To File U.S. Individual Income Tax Return**

OMB No. 1545-0074

**2017**

For calendar year 2017, or other tax year beginning \_\_\_\_\_, 2017, ending \_\_\_\_\_, 20\_\_\_\_\_.

Part I Identification		Part II Individual Income Tax	
1 Your name(s) (see instructions) <b>LUKE B HAPPY</b>		4 Estimate of total tax liability for 2017 . . . \$ _____	
Address (see instructions)  <b>1634 STRAIGHT LANE</b>		5 Total 2017 payments . . . . . _____	
City, town, or post office	State	ZIP Code	6 <b>Balance due.</b> Subtract line 5 from line 4 (see instructions) . . . . . _____
<b>BALTIMORE</b>	<b>M D</b>	<b>21239</b>	7 Amount you're paying (see instructions) . . . ▶ _____
2 Your social security number <b>400-00-7412</b>	3 Spouse's social security number		8 Check here if you're "out of the country" and a U.S. citizen or resident (see instructions) . . . . . ▶ <input type="checkbox"/>
			9 Check here if you file Form 1040NR or 1040NR-EZ and didn't receive wages as an employee subject to U.S. income tax withholding . . . . . ▶ <input type="checkbox"/>

For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 13141W Form **4868** (2017) (Rev. 11-2017)

**CLIENT COMPARISON REPORT**

**2017 COMPARISON OF PRIOR CLIENTS NOT IN CURRENT YEAR DIRECTORIES**

ID	CLIENT NAME	TAXPAYER SSN	HOME PHONE
1	JOE P JONES	XXX-XX-7401	334 242-1281
2	LUKE B HAPPY	XXX-XX-7412	(410) 242-1281

## E-File 4868 Extensions

There are two methods to e-file extensions. There is the “Individual Method” and the “Batch Method” .

The Individual Method is done within the current year’s tax program and will be transmitted to the IRS using Taxware’s A2A system.

The Batch Method will use the “Comparison” utility which will compare the current year’s client listing with the prior year’s client listing and give you a list of clients that do not exist in the current year’s pick list. You will then mark the clients for which you would like to file an extension. The program will then batch these clients together and send them to the IRS by way of Taxware’s A2A or through the IFA system, whichever method that you have been using to file your 1040 returns.

### Filing 4868s using the Individual Method:

You will start the return in the same manner as if you were going to prepare the complete tax return. This is done by either “Recall Prior Year Return” or “Create a New Client Return”. Enter the 4868 information from option [29] Form 4868 from the *Forms and Schedules Menu*.

The screenshot shows a software interface for filing Form 4868. At the top, there are buttons for 'Preview', 'Print', and 'Notes'. Below these is a red text box stating: "This 4868 can be filed electronically in the E-File Summary Menu or You can batch file extension using the Compare Program". The main form is titled "4868 Application for Automatic Extension" and contains several fields:

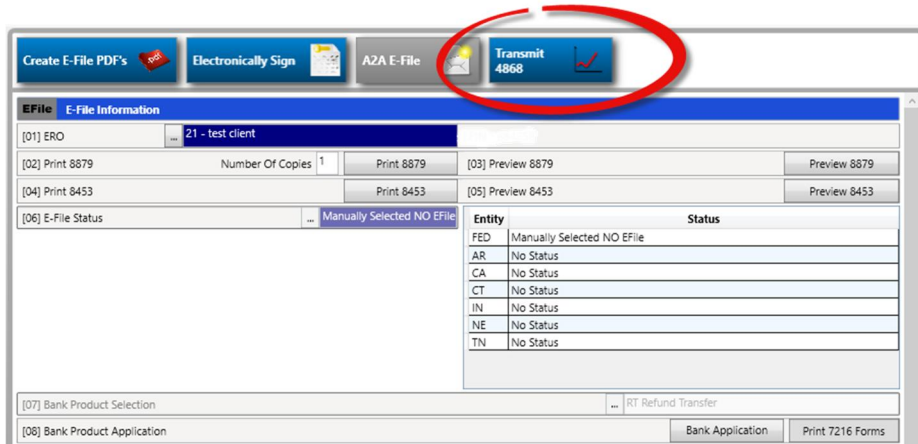
- [01] Extension for calendar year 2018 or other tax year beginning (text input) and Ending (text input)
- [02] Total tax liability for 2018 (text input)
- (NOTE: This amount is normally carried from the 1040. By entering an amount here you will override that carryforward)
- [03] 2018 Payments and credits in addition to those on form 1040 (text input)
- [04] Amount you are paying (text input)
- [05] Are you out of the country and a U.S. citizen or resident? (checkbox Yes)
- [06] Did you file Form 1040NR and not receive wages as an employee subject to U.S. inc. tax withholding? (checkbox Yes)

Below this is a section titled "EPay Electronic Payment of Balance Due E-file Only" with the following fields:

- [07] Do you want to make Electronic Payment with Extension ? (checkbox Yes)
- [08] Routing transmit number (text input)
- [09] Account number (text input)
- [10] Account type (dropdown menu, currently showing "Checking")
- [11] Requested payment date for extension payment (text input)
- [12] Daytime Phone (required if using E-payment) (text input)

When you’re ready to e-file the 4868, access the “E-file Information Menu”, (option [20] on the Summary menu).

In the tool bar at the top of this menu and select “Transmit 4868 via A2A”.



The program will then transmit this individual 4868 to Taxware's A2A server and the extension will then be delivered to the IRS. You will download the acknowledgement files the same way that you would download 1040 acks.

### Filing 4868s using the Batch Method:

You will use the "Client Compare" utility to enter extension data and mark returns to be filed for extension. The batch method does not use 4868 information that is entered within the 1040 program.

To access the Client Compare: Click on [05] "Batch E-File" from the Main Wintax menu.





Then click on option # [06] "Transmit Automatic Extensions Form 4868"

**ELF Electronic Filing Main Menu**

[01] Batch Transmit Returns	Transmit Returns
[02] Receive Acknowledgements	Get Acks
[03] EFILE Return Tracking	Tracking Reports
[04] ERO Information	ERO Information
[05] Bank Product Settings Santa Barbara Bank Standard RT	Bank Product Settings
[06] Transmit Automatic Extension Form 4868	E-File Form 4868

*Direct Transmitter - Only Needed if Using IFA*

[07] Transmitter Information	Transmitter Info
[08] Select Transmitter	Select Transmitter

Current Transmitter in Use  
No. [ ] Name [ ] EFIN [ ] ETIN [ ]

The First thing you will need to do once you are in the Comparison program is to build the Database of clients.

**MAIN Client Comparison System**

[01] Data Paths Selection and Build Comparison Database	Data Paths/Database
[02] Edit / Select Clients For Reports and E-File	Select Clients / E-File
[03] Print Reports	Print Reports
[04] Clear Client Comparison Database	Clear Database

Select [01] Data Path selections and Build Database Comparison.

Data Path Selection

**CURRENT** Current Year Data Path

Add

#	Data Path	Include
1	C:\Taxware\17Wintax\17Data\	<input type="checkbox"/>
5	C:\Wintax\17\17Data\	<input checked="" type="checkbox"/>
19	C:\Taxware\17Wintax\17CATST\	<input type="checkbox"/>
20	C:\Taxware\17Wintax\17ELFTST\	<input type="checkbox"/>

**PRIOR** Prior Year Data Path

Add

#	Data Path	Include
1	C:\Taxware\16Wintax\16Data\	<input checked="" type="checkbox"/>

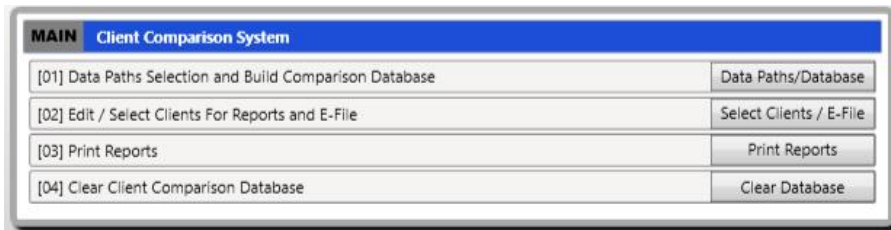
OK

The top half of the menu will show "Current" data paths, and the lower half will show the "Prior" year data paths.

Click on the box to include which paths you want to compare. You can select multiple data paths for both current and prior year if you store data in more than one path.

When you click "OK" the program will then create a list of clients that are in the Prior year data path(s), but does not exist in the current year data path(s).

Return to the Main Menu of Comparison.



Now select [02] Edit / Select clients.

Client ID	TP Last	SSN	TP Name	Print	E-File	Hide	Delete
12345678	Gardner	400-00-1037	David Gardner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000002	GARDENIA	400-00-1038	SAM GARDENIA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	HEATHER	400-00-1035	LYNETTE HEATHER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	MAGNOLIA	400-00-1032	SUSAN MAGNOLIA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	PEONY	400-00-1036	DAVID PEONY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	WILLIAMS	400-00-1039	SARA WILLIAMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Ambrosia	400-00-1060	Jane Ambrosia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	PINO	400-00-1041	EDGARD PINO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	SMITH	400-00-1047	EDWARD SMITH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In the “Client Selections” menu, single click the “E-File” checkbox for each client that you would like to include in the electronic transmission. If you would like to assign an ERO other than the default ERO, or need to enter dollar or debit information, double click the selected client for the “Client Information” menu. If an ERO is not set individually the program will assign the default ERO that has been designated in the Defaults and Setting menu in the Individual Tax Program..

On Double Click, you will see this menu. You can enter dollar amounts and direct debit information.

**Client Basic Information**

Client ID: 1 Taxpayer SSN: 400-00-1037  
 Client Full Names: David Gardner  
 [01] Home Phone Number:

**Client Individual Income Tax Amounts**

[02] Estimate of total tax liability:   
 [03] Total payments:   
**Balance Due**:   
 [04] Amount you are paying:   
 [05] Check if you are "out of the country" and a US citizen or resident:  Yes

**Client Individual Income Tax Amounts**

[06] Include in Electronic Filing data preparation:  ELF Include  
 [07] ERO Selection: 1 ERO Name: taxware 338947

**Electronic Payment Information**

[08] Designate Electronic Payment?:  ELF Payment  
 [09] Financial Institution Name (Optional):   
 [10] Routing Transit Number:   
 [11] Account Number:   
 [12] Account Type -- Checking?:  Checking?  
 [13] Account Type -- Savings?:  Savings?  
 [14] Request Payment Date:   
**Payment Authorization**  
 [15] Taxpayer Authorization PIN:   
 [16] Signature Date:   
 [17] Spouse Authorization PIN:

After selecting the client to file and entering estimate and payment information, you are now ready to Transmit the Extensions.

To batch transmit the clients selected, click on the "E-File 4868" button.

Include All | Undo Include | All ELF | Undo ELF | Show Hidden

Client ID	TP Last	SSN	TP Name	Print	E-File	Hide	Delete
12345678	Gardner	400-00-1037	David Gardner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20000002	GARDENIA	400-00-1038	SAM GARDENIA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	HEATHER	400-00-1035	LYNETTE HEATHER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	MAGNOLIA	400-00-1032	SUSAN MAGNOLIA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	PEONY	400-00-1036	DAVID PEONY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	WILLIAMS	400-00-1039	SARA WILLIAMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Ambrosia	400-00-1060	Jane Ambrosia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	PINO	400-00-1041	EDGARD PINO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	SMITH	400-00-1047	EDWARD SMITH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

E-File 4868 | Print 4868

After you click the E-File 4868 button, you will see the following menu with just the clients that have been chosen.

**4868 Transmit Automatic Extension Forms 4868**

ID	Taxpayer SSN	Taxpayer Last	Full Names	Include
4	400-00-1032	MAGNOLIA	SUSAN MAGNOLIA	<input checked="" type="checkbox"/>
5	400-00-1036	PEONY	DAVID PEONY	<input checked="" type="checkbox"/>
6	400-00-1039	WILLIAMS	SARA WILLIAMS	<input checked="" type="checkbox"/>
7	400-00-1060	Ambrosia	Jane Ambrosia	<input checked="" type="checkbox"/>

Clients in the above grid are selected for Electronic Filing using the Client Comparison program. To exclude a clients 4868 from this transmission batch, uncheck the Include Column checkbox.

Clients can be sorted by ID, taxpayer SSN, and taxpayer last name. To sort click on any of those three silver header tags and the grid will sort the data according to that flag

[01] Transmit the above returns

If you are satisfied with list, hit the "Transmit" button at the bottom and the group of extensions will be transmitted.

Acknowledgements will be picked up when you request your normal acks. Acknowledgements will be noted as "4868".