



# **TAX YEAR 2020 Taxware Quickstart**

**with Matt**

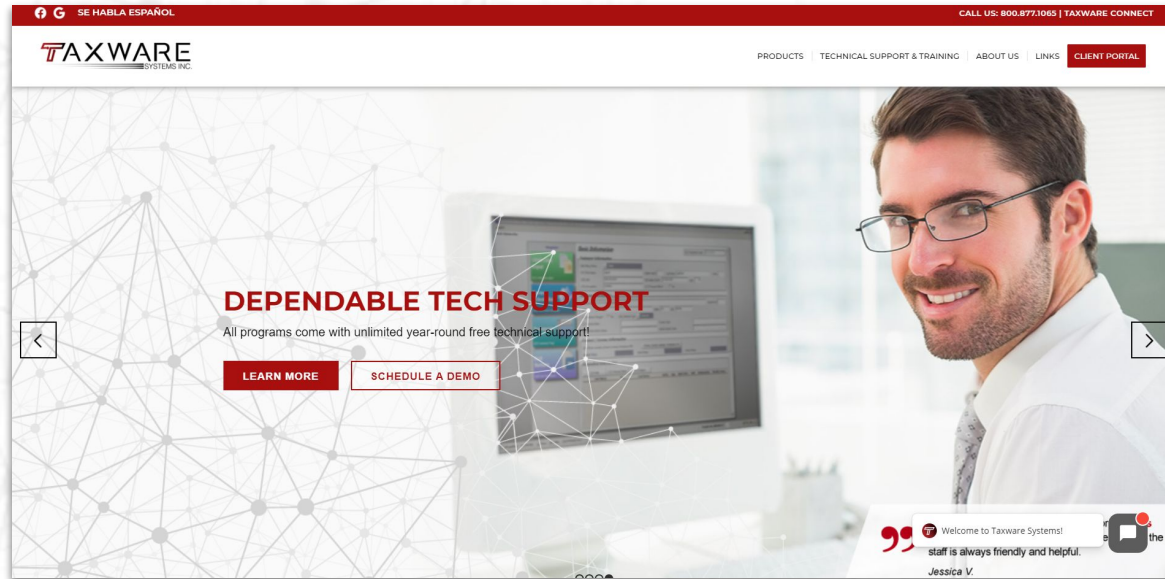


# **Installation and Setup**

## **Topics covered in this section:**

- **Website Download**
- **Logging In**
- **Current vs Archive**
- **Downloading**
- **New Installer**

# Taxware Website



- [www.taxwaresystems.com](http://www.taxwaresystems.com)
- Video tutorials are available
- Blogs and Bulletins
- Help Forums

# Logging In

[Home](#)[Products](#)[About Us](#)[Contact Us](#)[Videos](#)[Links](#)[News](#)

## USER LOGIN

PLEASE LOGIN

USERNAME

PASSWORD

LOGIN

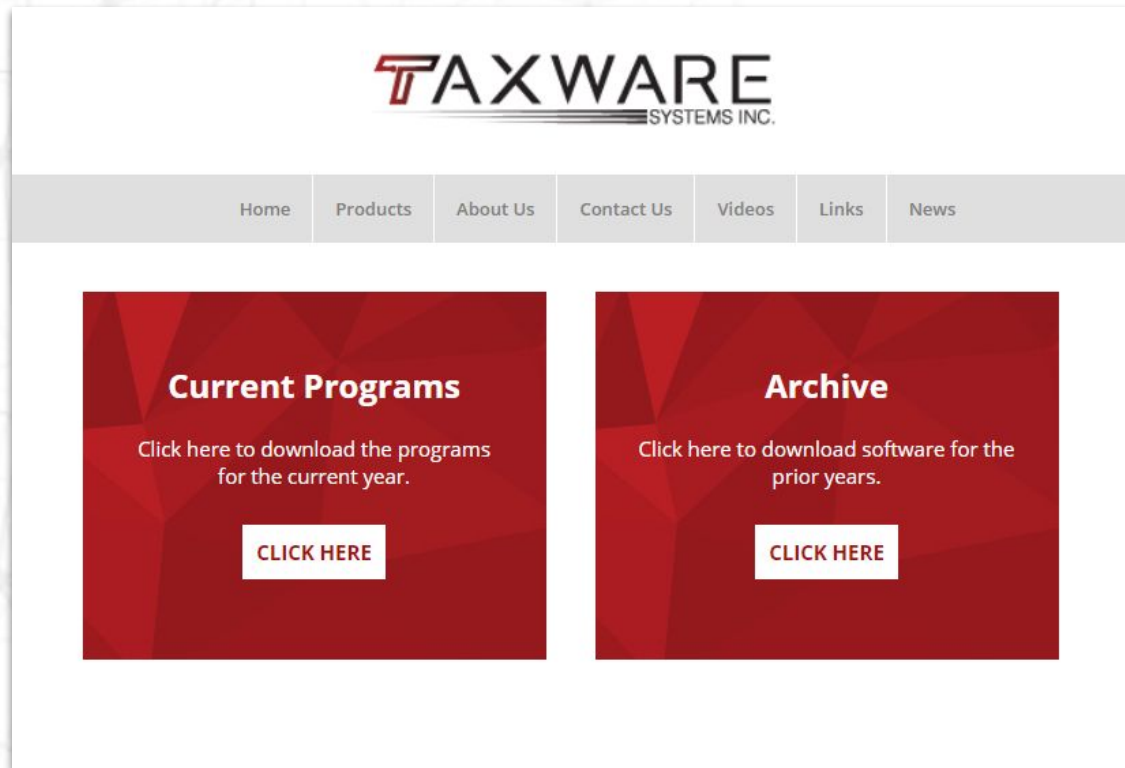
[Help me](#), I forgot my username or password!

Click [here](#) if you have not created a username!

Your browser needs to allow cookies!

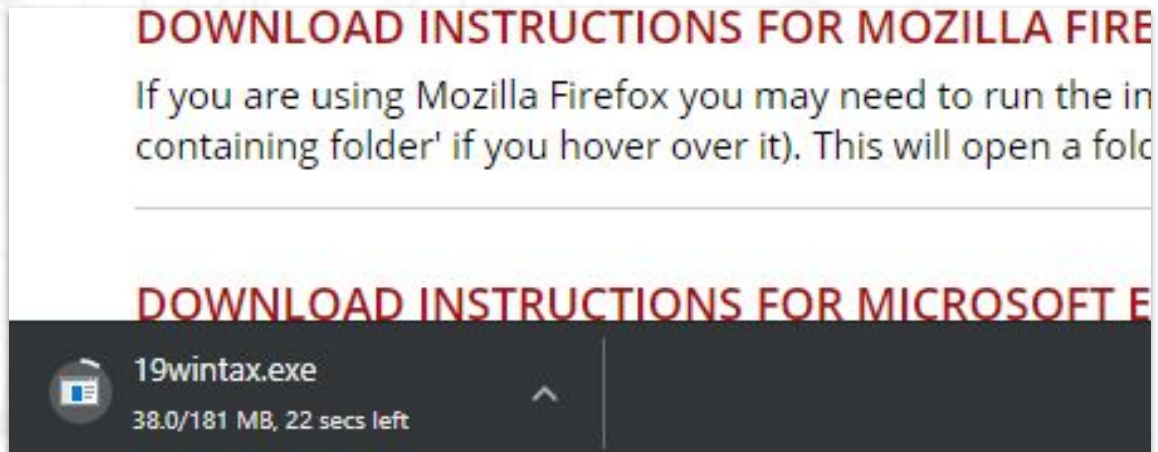
- **Client Portal in the top right**
- **Login**
  - **Forgot Password?**
  - **New Client?**

# Current vs Archive



- **Current Programs**
  - All programs available to your account
- **Archive**
  - Programs back to 2013

# Downloading



- **Click on the program**
- **Click Run or the Name on the bottom**
- **Will open once done downloading**



# New Installer



- **Same steps as old installer**
- **Next, next, next**
- **Desktop Icons**
- **Master Tax Menu**



# **Master Tax Menu**

## **Topics covered in this section:**

- **Messages**
- **New Year Wizard**
- **Program Paths**
- **Support**



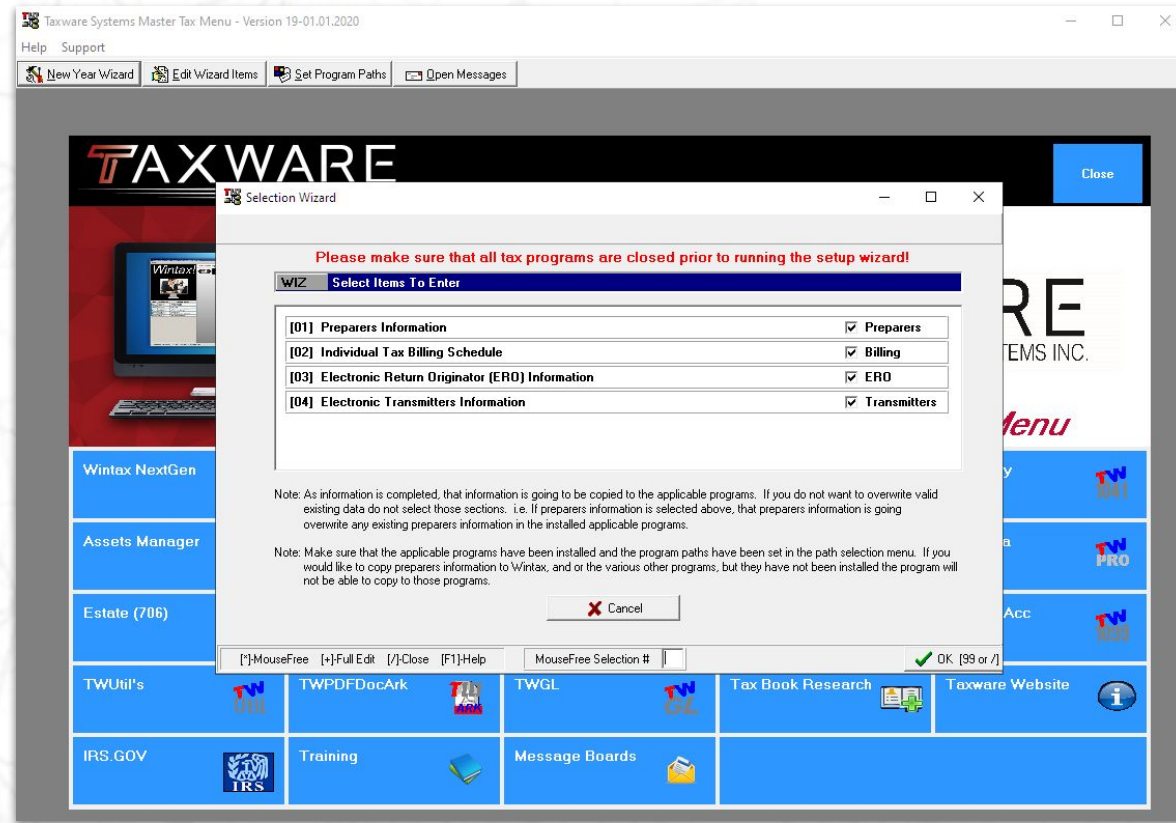
# Messages

Type	Message Date	Message Subject	Applicable Programs	Priority	Message Summary	Viewed
IRS	11/07/2019	IRS E-File Shutdown	All	Medium	Annual IRS E-File Shutdown	N
IRS	01/06/2020	IRS IMF Electronic Filing Start Date - January 27	All	Low	IRS IMF Electronic Filing Start Date - January 27	N
Taxware	01/13/2020	E-file Controlled Launch	All Income Tax	Medium	IRS HUB testing is underway	N
Taxware	02/19/2020	2018 IRS extenders	2018 Wintax	Low	2018 IRS extenders	N
Taxware	03/18/2020	Taxware Coronavirus Update	All	Medium	Taxware Coronavirus Update	N
Taxware	03/20/2020	Coronavirus Update - Taxware Updated Hours	All	Low	Coronavirus Update - Taxware Updated Hours	N
IRS	03/26/2020	Filing and Payment Deadlines Questions and Answers	All	Medium	Filing and Payment Deadlines Questions and Answers	N
Taxware	04/14/2020	Economic Impact Payment for People That Are NOT Required to File a Tax Return	1040	High	Economic Impact Payment for People That Are NOT Required to File a Tax Return and Balance Due EPW	N
Taxware	07/15/2020	End of Year Message	All	Low	End of Year Message	N
Taxware	10/05/2020	Bank Enrollment Applications	Wintax - 1040	Medium	Bank Enrollment Applications	N
IRS	11/10/2020	IRS Annual E-File Shutdown 11-21-2020	All	Medium	IRS Annual E-File Shutdown 11-21-2020	Y

## Messages From Taxware

- **Deadline updates**
- **E-File changes**
- **Major tax change news midseason**
- **IRS shutdowns**
- **Master Menu and all five tax programs**

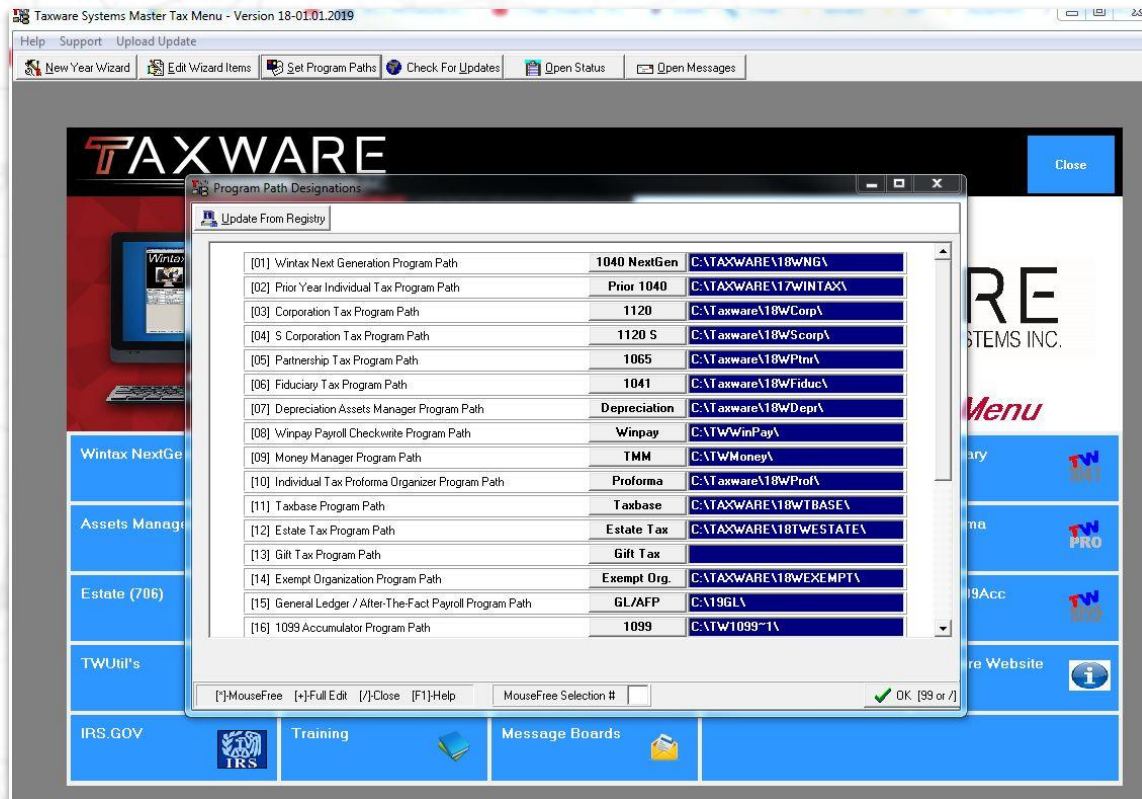
# New Year Wizard



Carry over the basics from the prior year

- Preparer information
- ERO information
- Transmitter information
- Billing defaults

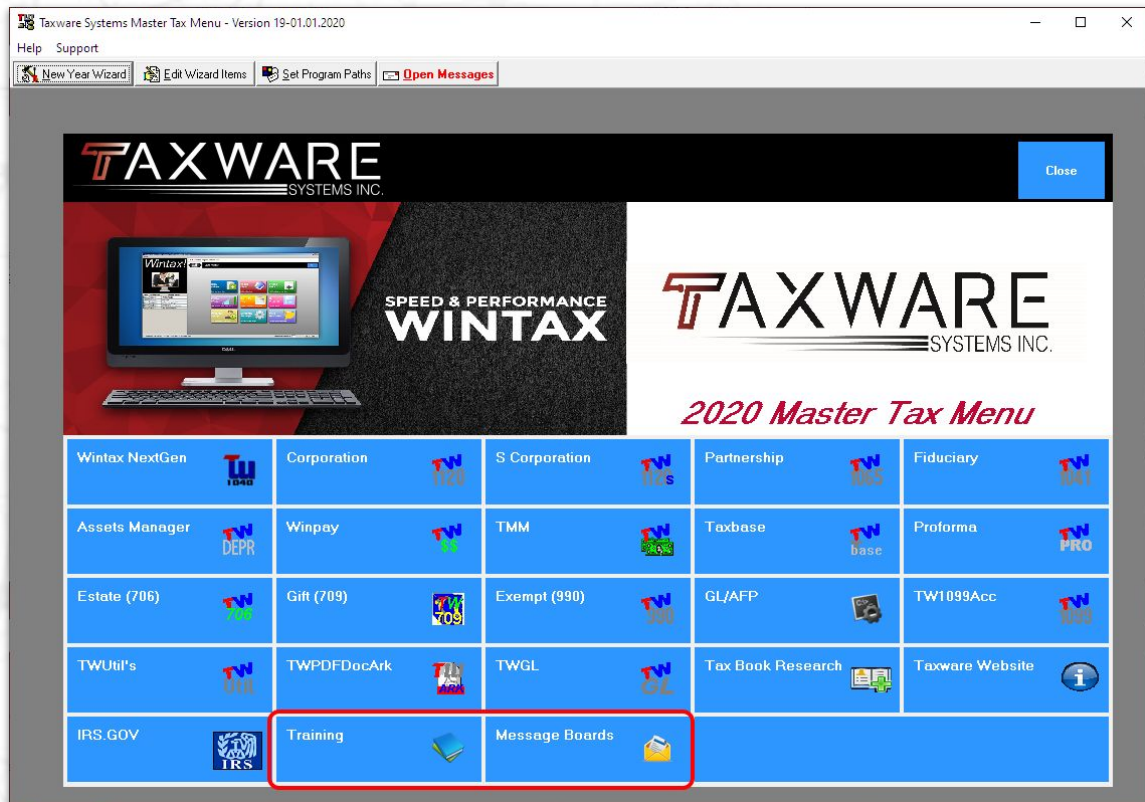
# Program Paths



## Program Paths

- If you have non-default program paths you may enter them here
- If your program paths have issues, click Update from registry in the top left

# Support



- **Training Videos**
  - **Training on the Basics**
- **Message Board**
  - **Comments**
  - **Questions**
  - **Help other Preparers**



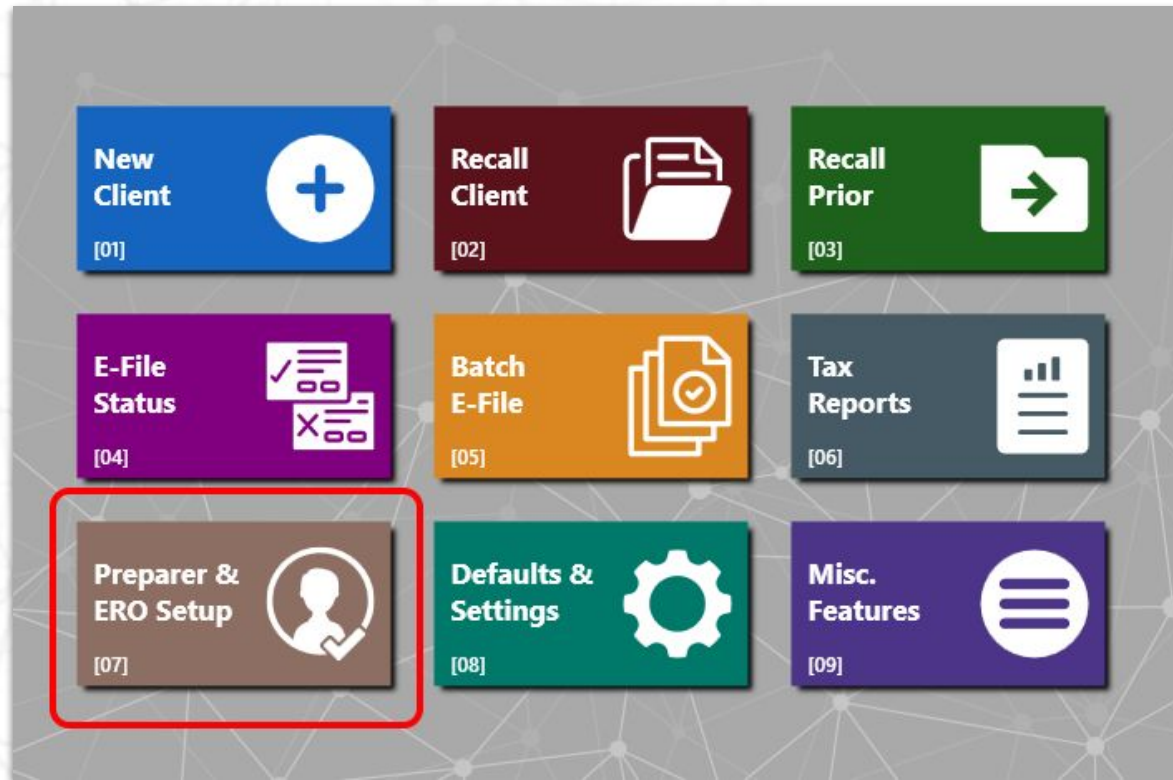
# **Wintax Setup**

## **Topics covered in this section:**

- **Prep/ERO Setup**
- **Settings and Data Folder**
- **Defaults and Settings**
- **Billing Setup**
- **Print Setup**
- **Automatic Backups**
- **Letter Formatter**



# Prep/ERO Setup



- **Preparer Setup**
- **ERO Setup**
- **Transmitter Setup**
- **Set Defaults**



# Settings and Data Folder

The screenshot shows a software configuration window titled 'Settings and Data Folder'. It is divided into three main sections, each with a blue header bar:

- Current User and ID:** Contains two fields: [01] Change Current User (with a dropdown menu showing 'WINUSER') and [02] Taxware Client ID (with a text input field containing 'YourClientIDHere').
- Data and Program Paths:** Contains five fields: [03] Taxware 'SettingsAndData' Path (dropdown showing 'C:\Taxware\SettingsAndData'), [04] Current Year Data Path (dropdown showing '20Data'), [05] Prior Year Data Path (dropdown showing 'C:\Taxware\19Wintax\19Data'), [06] Depreciation Program Path (dropdown showing 'C:\Taxware\20WDepr'), and [07] DockArk Program Path (dropdown showing an empty field).
- Defaults and Setup:** Contains six fields: [08] Default Preparer (dropdown showing an empty field), [09] Default ERO (dropdown showing an empty field), [10] Billing Setup (button labeled 'Billing Setup'), [11] Print Setup (button labeled 'Print Setup'), and [12] Preparation Date (text input field containing '12-09-2020').

- **Single Computer**
  - **Eliminate New Year Wizard Next Year**
  - **Data Folder Switching**
- **Networked Computers**
  - **E-File Tracker**
  - **Preparers**
  - **EROs**
  - **Billing and Print**

# Old vs New



## **OLD:**

- Each program points to its own folder

## **NEW:**

- Each program points to a central folder
- The program will then sort the folders correctly itself

# Defaults & Settings

The screenshot displays the 'Defaults & Settings' window with three tabs. The first tab, 'Current User and ID', contains fields for changing the current user (set to WINUSER) and the Taxware Client ID (set to YourClientIDHere). The second tab, 'Data and Program Paths', contains fields for setting various paths: Taxware 'SettingsAndData' Path (C:\Taxware\SettingsAndData), Current Year Data Path (20Data), Prior Year Data Path (C:\Taxware\19Wintax\19Data), Depreciation Program Path (C:\Taxware\20WDepr), and DockArk Program Path. The third tab, 'Defaults and Setup', contains fields for setting the Default Preparer, Default ERO, Billing Setup, Print Setup, and Preparation Date (12-09-2020).

Defaults	
<b>Current User and ID</b>	
[01] Change Current User	WINUSER
[02] Taxware Client ID	YourClientIDHere
<b>Data and Program Paths</b>	
[03] Taxware 'SettingsAndData' Path	C:\Taxware\SettingsAndData
[04] Current Year Data Path	20Data
[05] Prior Year Data Path	C:\Taxware\19Wintax\19Data
[06] Depreciation Program Path	C:\Taxware\20WDepr
[07] DockArk Program Path	
<b>Defaults and Setup</b>	
[08] Default Preparer	
[09] Default ERO	
[10] Billing Setup	Billing Setup
[11] Print Setup	Print Setup
[12] Preparation Date	12-09-2020

- **Billing and Print Setup**
- **Client ID and Auto-updates**
- **Default Preparer & ERO**
- **1040 Defaults**
  - **Default Spanish LEP**
- **Print Defaults**
- **Textellent Integration**

# Billing Setup

The screenshot displays the '1040 Billing Information' window. At the top, there are buttons for 'Preview', 'Print', 'Notes', and 'Recall Prior'. The main area is divided into several sections:

- Left Panel:** Contains settings for the bill profile, including 'Change Current Bill', 'Bill Name', 'Change Rates', 'Change Filter', 'Set all rates to zero', 'Print invoice number on bill', 'Compute state sales tax', 'Sales Tax Rate', 'Include list of forms with bill', 'Show amount billed for each form', 'Print credit card information page', 'Detail Section Title', and 'Envelope type'.
- Middle Panel:** A list of tax forms and schedules with their corresponding amounts, all currently set to 0.00. The list includes Form 1040V, Form 1040ES, Form 1040, Form 1040X, Form 1040NR, Form 1040SS, Schedule 1, Schedule 2, Schedule 3, Schedule 4, Schedule 5, Schedule 6, Form 2210/F, Schedule A, Schedule B, Schedule C, Schedule C-EZ, Schedule D, Form 8949, Schedule E, Schedule F, Schedule R, Schedule SE, and Form 1316.
- Bottom Panel:** A section for 'Adjusted Item' and 'Remark' entries, with fields for 'Description' and 'Amount (+/-)'. It includes entries for 'Adjusted Item #1' through '#3', 'Discount', 'Remark #1' through '#4', and 'AuditGuard additional mark up fee'.

- Profiles
- Misc settings
- Per form pricing
- States
- Default adjustments and remarks
- Snapshot Nature

# Print Setup

**Defaults** **Print defaults editor**

[01] Change Active Setting ▼

[02] Active Print Default's Name Standard Settings 1

[03] Mask SSN ☐ Yes

[04] Client Copy ☐ Yes

Form Filter

Form Name	Print if Required	Print Always	Number of Copies
Bill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Title Page	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Slip Sheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Filing Instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Client Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Basic Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Detail Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Prior Year Comparison	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Diagnostics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Form 1040V - Payment Voucher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Form 1040ES - Estimates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Form 1040 - U.S. Individual Income Tax Return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Schedule 1 - Additional Income and Adjustments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Schedule 2 - Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Schedule 3 - Nonrefundable Credits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Schedule 4 - Other Taxes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Schedule 5 - Other Payments and Refundable Credits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Schedule 6 - Foreign Address and Third Party Designee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Form 2210/E - Underpayment Penalty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1

[05] Title Page ▼ titlepage.frx

[06] Client Letter ▼ defaultletter.frx

[07] Slip Sheet 1 ▼ slipsheet.frx

[08] Slip Sheet 2 ▼ slipsheet2.frx

[09] Print in reverse order ☐ Yes

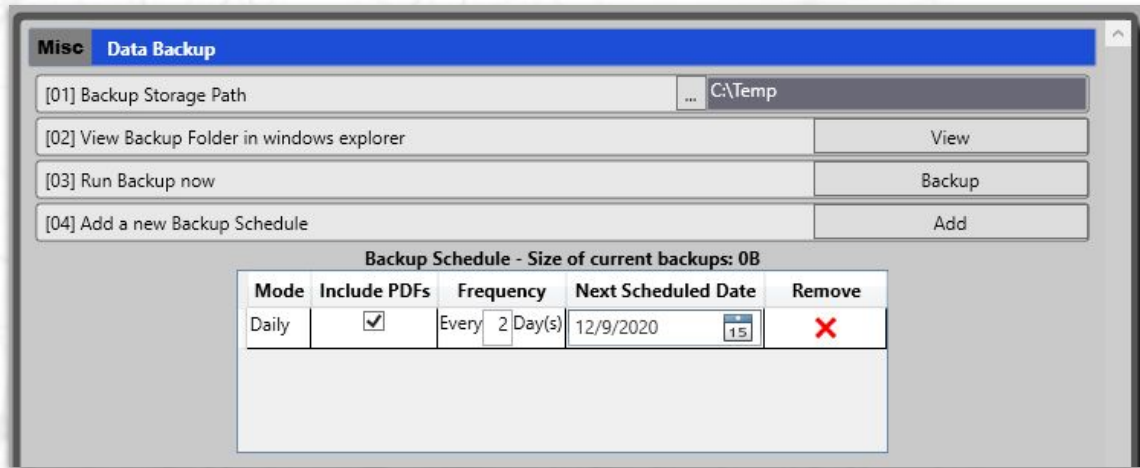
[10] Auto Create PDF file when printing complete return ☐ Yes

[11] Set return status when printing complete return ▼ Leave status unchanged

[12] Select Printer ▼ Microsoft XPS Document Writer

- Required vs Always
- States
- Default Letters
- Mask SSN
- Client Copy
- Auto Create PDF


# Automatic Backups



The screenshot shows a software window titled 'Data Backup' with a blue header bar. Below the header, there are four main sections:

- [01] Backup Storage Path: A text field containing 'C:\Temp' with a browse button (three dots) to its left.
- [02] View Backup Folder in windows explorer: A button labeled 'View'.
- [03] Run Backup now: A button labeled 'Backup'.
- [04] Add a new Backup Schedule: A button labeled 'Add'.

Below these sections is a table titled 'Backup Schedule - Size of current backups: 0B'.

Mode	Include PDFs	Frequency	Next Scheduled Date	Remove
Daily	<input checked="" type="checkbox"/>	Every 2 Day(s)	12/9/2020 15	

- **Backup Path**
- **View**
- **Backup**
- **Add new schedule**



# Letter Formatter

Formatter

Client Letter Formatter

Existing Client Letter Formats

Double Click to Edit

CompareDefault.frx  
DefaultLetter.frx  
DefaultLetterEspanol.frx  
EngagementLetter.frx  
PrivacyPolicy.frx  
SlipSheet.frx  
TitlePage.frx

[01] Add New Client Letter Format

Add

[02] Copy Existing Client Letter Format to New Client Letter Format

Copy

Client ID	Name	TPSSN	Address	City, State, Zip
1	CARMEN VASQUEZ		12139 166TH ST	NORWALK CA 90650
2	Joshua & Ann Lichti		16005 Brenton Ct	EDMOND OK 73013
7	JOE W HERNANDEZ		18724 16th Ave	ORLANDO FL 32833
9	DENNIS I & NIKKI A RICHARDSON		PO BOX 1053	MANHATTAN MT 59741
10	TODD MCWILLIAMS		PO BOX 281	Deer Creek IL 61733
15	New Mexico		1234 New Mexico Lane	DUARTE CA 91010
16	JOSE P & GRISELDA MARQUEZ		1012 TERRY WAY	CARRROLLTON TX 75006
21	DAVID & LEA BLEKHMAN		5640 BLUEGRASS LANE	SAN JOSE CA 95118
25	GARY BRADLEY & KIRA N BENDIXEN		PO BOX BOX 1451	DILLINGHAM AK 99576
26	CHRISTINA L FRITZ		7699 NW 79 AVE APT 105	Tamarac FL 33321
27	HAREL G SHAPIRA & ELIZABETH H FORD		437 N STANLEY AVE	LOS ANGELES CA 90036
32	KEREN ROBLES		6842 CORBIN AVENUE	RESEDA CA 91335
35	JULIE VELIQUETTE		31617 E NINE DR	LAGUNA NIGUEL CA 92677
38	KYLE E & YARELI BROWN		2150 W HEIL AVE	EL CENTRO CA 92243
39	GUILLERMO A GUTIERREZ & CLAUDIA A ESPARZA		5431 SEABIRD STREET	BAYTOWN TX 77521
40	SIMON SANCHEZ-ROJAS		111 CROTON RD	WINTER HAVEN FL 33880
42	DOUGLAS & REBECCA VANCEAH		84 2ND STREET	NEWARK NJ 07107
43	WAYNE ROBINSON		4350 30TH AVENUE EAST	TUSCALOOSA AL 35405
45	LISA DYKHOFF		P O BOX 24	EDWARDS CA 93523
47	KESHAWNA FLEMING		903 DREW STREET APT C	BROOKLYN NY 11212
49	MANUEL & MICHELE CID		3092 COPA DE ORO DR	LOS ALAMITOS CA 90720
50	MAVIE VIOLET S ARELLANO		1425 LA MANCHA WAY	ONTARIO CA 91764
55	JEFFREY C & LINDA ELSKEN		2804 REEDER ST	FORT SMITH AR 72901-4220
58	CASSANDRA L COLLINS		223 WEST EL SUR STREET	MONROVIA CA 91016
62	MALIK SPENCERE		2574 BEDFORD AVE	BROOKLYN NY 11226
63	BEVERLY D MELTON		3529 N US HWY 59	JEFFERSON TX 75657
72	TIMOTHY J & ELEANOR G MULLIN		7162 DELMAR	SAINT LOUIS MO 63130

- What Can You Change?
- Basic Steps
- For more information see the video on our website



# **Preparing a Return**

## **Topics covered in this section:**

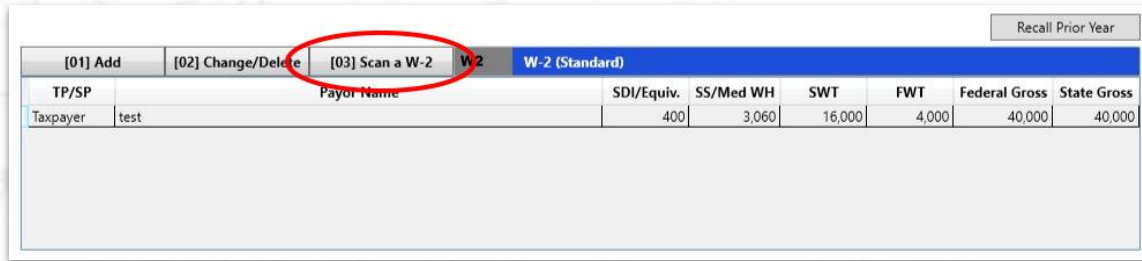
- **Starting a client**
- **Basic Information**
- **Program Flow Overview**
- **Other Income, Adjustments & Payments**
- **American Opportunity Credit**
- **EIC, 8867, Due Diligence and DOB**
- **Premium Tax Credit 8962**

# Starting Returns



- **New Client**
- **Recall Prior**
- **Recall Current**
- **Client ID Importance and Overwriting**

# W-2 Scanner



Recall Prior Year

[01] Add		[02] Change/Delete	[03] Scan a W-2	W-2	W-2 (Standard)		
TP/SP	Payor Name	SDI/Equiv.	SS/Med WH	SWT	FWT	Federal Gross	State Gross
Taxpayer	test	400	3,060	16,000	4,000	40,000	40,000

*Proceed to scan W2 barcode when ready*

TP/SP	Payor
Taxpayer	test

Exit

- Instantly start a new client
- Bring over the basics
- Fill out W-2 instantly

# Basic Information

**Navigation**

- 1040 Line Input**  
[01] 1040 Line Input
- Forms Schedules**  
[02] Forms and Schedules
- Summary**  
[03] Summary Page
- Exit Return**  
[04] Exit This Return

**Basic Information** [05] Preparation Date 08-14-2019

**Taxpayer Information**

[06] Filing Status ☐ Single  
[07] First Name New Middle Initial Last Name Mexico Suffix  
[08] SSN 400-00-1234 [09] Date of Birth 05-05-1985 Age 33  
[10] Occupation Test [11] Taxpayer Blind? ☐ Yes

**Address Information**

[17] Address 1234 New Mexico Lane Apartment  
[18] City DUARTE State CA Zip 91010  
[19] Address Change? ☐ Yes [20] Address Type ☐ Domestic  
[21] County Name County Code  
[22] School District Name School District Code

**Contact / License Information**

[23] Phone numbers, Driver's License, Protection PIN  
Daytime Phone Work Phone Home Phone

**Dependent Information**

[24] Add [25] Change/Delete [26] Restore

First Name	M.I.	Last Name	Suffix	Age	Birth Date	SSN	Relationship	Months Home
lil		Mexico		13	05-05-2005	400-01-2345	SON	12

- **SSN, Address, and School Codes**
- **License and IP PIN**
- **Dependent Information**
- **Special Filing Categories**
- **Preparer, ERO, and Status**
- **Depreciation File Name**

# Program Flow

**Navigation**

- 1040 Line Input  
[01] 1040 Line Input
- Forms Schedules  
[02] Forms and Schedules
- Summary  
[03] Summary Page
- Exit Return  
[04] Exit This Return

**Basic Information** [05] Preparation Date 03-05-2019

**Taxpayer Information**

[06] Filing Status   
[07] First Name Louise Middle Initial M Last Name Zirkler Suffix  
[08] SSN 561-84-9133 [09] Date of Birth 10-03-1950 Age 68  
[10] Occupation Office Manager [11] Taxpayer Blind? ☐ Yes

**Address Information**

[17] Address 209 N Singingwood Apartment 3  
[18] City Orange State CA Zip 92869  
[19] Address Change? ☐ Yes [20] Address Type   
[21] County Name Orange County Code  
[22] School District Name School District Code

**Contact / License Information**

[23] Phone numbers, Driver's License, Protection PIN Phone / Driver's License / Protection PIN  
Daytime Phone (949) 752-0590 Work Phone (949) 752-0590 Home Phone (714) 532-0849

**Dependent Information**

[24] Add [25] Change/Delete [26] Restore

First Name	M.I.	Last Name	Suffix	Age	Birth Date	SSN	Relationship	Months Home
------------	------	-----------	--------	-----	------------	-----	--------------	-------------

- Basic Information
- Line Input or Forms/Schedules
- Summary Menu
  - Validation
  - Bank Products
  - E-File



# Line Input vs Form/Schedules

[illegible]

- **Line Input**
  - **Follow the 1040**
  - **Line by Line**
- **Forms/Schedules**
  - **Enter Forms Directly**
  - **Enter Forms Without Line Input**
- **Forms Search In Both**
- **Forms Used In Both**

# Other Inc/Adj/Payments

1040 Income	1040 Payments
[01] Additional wages	[17] Federal tax withheld 5,000
[02] Taxable state tax refunds	[18] 2018 Estimated Tax payments
[03] Alimony received	[19] Paid with extension
[04] Unemployment compensation	[20] Excess FICA and RRTA tax withheld
[05] Total social security benefits	[21] Regulated investment company credit
[06] Other Income	<b>1040 Other</b>
<b>1040 Adjustments</b>	[22] Overpayment to be applied to estimates (This option should only be used if not producing estimate coupons for 2019)
[07] Educator expenses	[23] Additional tax
[08] Self-employed SEP and SIMPLE plans	[24] Tax from recapture of education credit (ECR)
[09] Self-employed health insurance deduction	[25] Other credit Form number
[10] Penalty on early withdrawal of savings	[26] Additional payment
[11] Alimony Paid	[27] Interest included in payment
[12] Traditional IRA contributions	[28] Penalties included in payment
[13] Roth IRA contributions	
[14] Interest paid on student loans	
[15] Jury duty pay given to employer	
[16] Other adjustment Description	

- Income
  - Unemployment 1099-G
- Adjustments
  - Alimony
- Payments
  - Estimated Tax Payments
- Other
  - Additional Tax/Payments
  - Interest & Penalties

# Earned Income Credit

Print Preview Notes [F4] TWPDF Archive

**EIC Information About Your Qualifying Children**

[01] Paid preparer's due diligence checklist **Due Diligence** Changes to qualifying children must be made in Dependent Information on the Basic Information menu. Dependents can also be accessed from the Due Diligence menu.

	First Name & Initial	Last Name and Suffix	Age/DOB	SSN	Relationship	Months Lived With	Identity Protection PIN	Born Before 2000 and under age 24 at the end of 2018 and a student	Disabled in 2018
[02] Child #1	lil	Mexico	13/ 05-05-2005	400-01-2345	SON	12		<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> Yes
[03] Child #2			0/					<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> Yes
[04] Child #3			0/					<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> Yes

**EIC Information About Your Qualifying Children**

[05] Taxable scholarship or fellowship grant included in 1040 line 7 (OVERRIDE)

[06] Investment Income (OVERRIDE) [07] Nontaxable combat pay election (OVERRIDE)

[08] Clergy Only - Amount from 1040, line 7 that was also reported on Schedule SE, line 2

[09] Was the taxpayer (or the taxpayer's spouse) a nonresident alien for any part of 2018? ☐ Yes

[10] Print 'NO' next to the line for EIC on 1040, 1040A or 1040EZ. Reason's to check this box include the following: ☐ Yes

- Taxpayer, spouse or a qualifying child has an SSN that is not valid for employment and was issued solely to apply for or receive a federally funded benefit
- Taxpayer lived less than half the year in the United States
- Taxpayer was a nonresident alien for any part of the year and filing status is not married filing jointly

[11] Allow EIC even if due diligence questions have not been answered completely?(This is an OVERRIDE and the 8867 will NOT be attached) ☐ Yes

[12] Enter 2016 earned income if it is more than 2017 earned income and you were impacted by a Presidentially declared disaster

- Qualifications
- Due Diligence
  - Quicker Fill
  - Recall From Prior

# Education Credits (8863)

Print Preview

	First Name and Initial	Last Name and Suffix	SSN	Qualified Expenses	American Opportunity	Lifetime Learning	Tuition and Fees	Additional Student Info for Form 8863
[01]	...				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	[02] 8863
[03]	...				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	[04] 8863
[05]	...				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	[06] 8863
[07]	...				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	[08] 8863
[09]	...				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	[10] 8863
[11]	...				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	[12] 8863
[13]	...				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	[14] 8863
[15]	...				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	[16] 8863
[17]	...				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	[18] 8863

[19] Is taxpayer eligible to be claimed by another person but is still entitled to claim nonrefundable education credits? ☐ Yes

[20] Delete a student

Refund 2,627

Due Diligence for the American Opportunity Credit

[21] Did the taxpayer provide receipts for the qualified tuition and related expenses for the claimed American Opportunity credit? ☐ Yes

[22] List any additional documents you relied on

- American Opportunity vs Lifetime Learning
  - Qualifications
- Additional Due Diligence

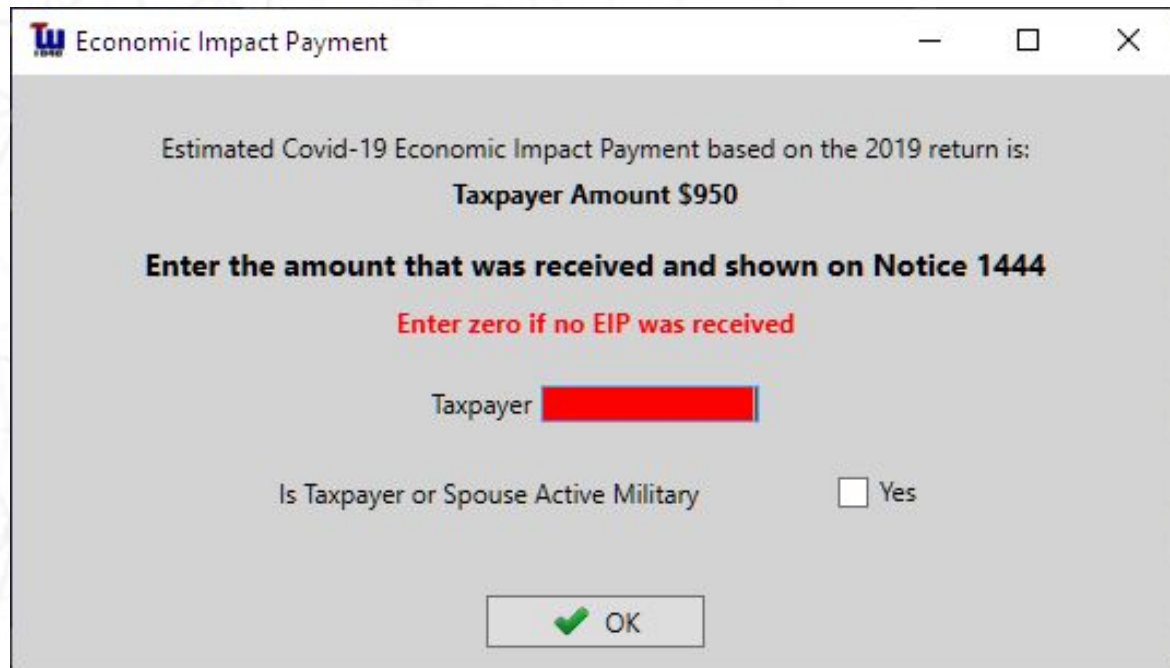
# Premium Tax Credit (8962)

<b>8962 Form 8962 - Premium Tax Credit (PTC)</b>	
[01] Are you a victim of domestic abuse or spousal abandonment (Only applies if filing status is married filing separately)? <input type="checkbox"/> Yes	
<b>Part 1 Annual and Monthly Contribution Amount</b>	
[02] Modified AGI (Override)	
[03] Total of dependents' modified AGI (only include income for dependents who are required to file their own tax return)	
[04] Did you (or your spouse if married) ever live in Alaska in 2018? (Disregard if you currently live in Alaska)	<input type="checkbox"/> Yes
[05] Did you (or your spouse if married) ever live in Hawaii in 2018? (Disregard if you currently live in Hawaii)	<input type="checkbox"/> Yes
If your household income is below 100% of the Federal poverty line, you must meet the requirements of one of the next two sections to qualify for the PTC. You can preview the form to see if line 5 is less than 100%	
[06] Do you meet all the requirements for Estimated household income at least 100% of the Federal poverty line? <input type="checkbox"/> Yes ---You or an individual in your tax family enrolled in a qualified health plan through a Marketplace. ---The Marketplace estimated at the time of your enrollment that your household income would be between 100% and 400% of the Federal poverty line for your family size for 2018 ---APTC is paid for the coverage for one or more months during 2018 ---You otherwise qualify as an applicable taxpayer (without taking into account the Federal poverty line percentage)	
[07] Do you meet all the requirements for an Alien lawfully present in the United States? <input type="checkbox"/> Yes --- You or an individual in your tax family enrolled in a qualified health plan through a Marketplace. --- The enrolled individual is lawfully present in the United States and is not eligible for Medicaid --- You otherwise qualify as an applicable taxpayer (without taking into account the Federal poverty line percentage)	
<b>Part 2 Premium Tax Credit Claim and Reconciliation of Advance Payment of Premium Tax Credit</b>	
[08] Did any policy cover at least one individual in your tax family and at least one individual in another tax family and you received a Form 1095-A for the policy that does not accurately reflect the members of your tax family who were enrolled in the policy or the other tax family received a Form 1095-A for the policy that includes a member of your tax family? <input type="checkbox"/> Yes	
[09] Do all Forms 1095-A for your tax household include coverage for January through December with no changes in monthly amounts shown on lines 21-32, columns A and B? <input type="checkbox"/> Yes	

- Marketplace Coverage / 1095A
- 8962 Premium Tax Credit
  - Under 100%
  - Between 100-400%
  - Over 400%



# EIP / Recovery Rebate Credit



**Economic Impact Payment**

Estimated Covid-19 Economic Impact Payment based on the 2019 return is:  
**Taxpayer Amount \$950**

**Enter the amount that was received and shown on Notice 1444**  
**Enter zero if no EIP was received**

Taxpayer

Is Taxpayer or Spouse Active Military ☐ Yes

- **Stimulus Check Amount**
- **Mandatory**
- **Notice 1444**





# **Summary Menu**

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## **Topics covered in this section:**

- **Reports and Diagnostics**
  - **Validity Checks**
- **Print Options**
- **States**
- **Direct Deposit/Electronic Payment**
- **Billing Information**
- **E-File**
- **Amendments (1040X)**

# Reports and Diagnostics

Required Forms and Schedules		Summary	
<b>Federal</b> Form 1040 - U.S. Individual Income Tax Return Schedule 1 - Add'l Income and Adjustments Schedule 6 - Foreign Addr & 3rd Party Designee Schedule B - Interest and Dividend Income Schedule D - Capital Gains and Losses Form 8962 - Premium Tax Credit (PTC) Form 8965 - Health Coverage Exemptions State and Local Income Tax Refund		<b>Federal</b>	<b>MT</b>
	Adjusted Gross Income	281	0
	Deductions	26,600	0
	Exemptions	0	0
	Taxable Income	0	0
	Regular Tax	0	0
	Payments	0	0
	<b>Additional Information</b>		
	Top Bracket Percentage	0.00 %	0.00 %
	Actual Tax Rate	0.00 %	

- **Summary Report**
- **Detailed Summary Report**
- **Intuitive Diagnostics**
- **Validity Checks**
  - **No E-File Without Clear Validity**

# Anatomy of a Validation Error

## FED Error(s) Found

Validation Error: The element 'USAddress' in namespace 'http://www.irs.gov/efile' has incomplete content. List of possible elements expected: 'AddressLine1Txt' in namespace 'http://www.irs.gov/efile'.  
XPath: Return\ReturnHeader\Filer\  
Location of error: Line number 26 at position 8.

Validation Error: The element 'IRS1099R' in namespace 'http://www.irs.gov/efile' has invalid child element 'PayerName' in namespace 'http://www.irs.gov/efile'. List of possible elements expected: 'CorrectedInd', 'PayerNameControlTxt' in namespace 'http://www.irs.gov/efile'.  
XPath: Return\ReturnData\IRS1099R\  
Location of error: Line number 115 at position 8.

- **Element X has either**
  - **Invalid child element**
  - **Incomplete content**
- **List of possible elements expected**
- **XPath**

# Print Options

**Defaults** **Print defaults editor**

[01] Change Active Setting ▼

[02] Active Print Default's Name: Standard Settings 1

[03] Mask SSN ☐ Yes

[04] Client Copy ☐ Yes

Form Filter

Federal  
Alabama  
Arizona  
Arkansas  
California  
Colorado  
Connecticut  
Delaware  
D.C.  
Georgia  
Hawaii  
Illinois  
Idaho  
Indiana  
Iowa  
Kansas  
Kentucky  
Louisiana  
Maine

Form Name	Print if Required	Print Always	Number of Copies
Bill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Title Page	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Slip Sheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Filing Instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Client Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Basic Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Detail Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Prior Year Comparison	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Diagnostics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Form 1040V - Payment Voucher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Form 1040ES - Estimates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Form 1040 - U.S. Individual Income Tax Return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Schedule 1 - Additional Income and Adjustments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Schedule 2 - Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Schedule 3 - Nonrefundable Credits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Schedule 4 - Other Taxes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Schedule 5 - Other Payments and Refundable Credits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Schedule 6 - Foreign Address and Third Party Designee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Form 2210/F - Underpayment Penalty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1

[05] Title Page ▼ titlepage.frx [09] Print in reverse order ☐ Yes

[06] Client Letter ▼ defaultletter.frx [10] Auto Create PDF file when printing complete return ☐ Yes

[07] Slip Sheet 1 ▼ slipsheet.frx [11] Set return status when printing complete return ▼ Leave status unchanged

[08] Slip Sheet 2 ▼ slipsheet2.frx [12] Select Printer ▼ Adobe PDF

- **Print Return**
- **Preview Return**
- **Archive Return**
- **Print Setup**
  - **Quick Print Switch**

# States

The screenshot displays a tax software interface with a sidebar on the left and a main content area. The sidebar includes buttons for 'Notes[F4]', 'TWPDP Archive', 'Load Contact Center', and 'EFTPS'. The main content area is divided into several sections:

- Federal Balance Due:** 3,002  
**MS Balance Due:** 0  
**ME Balance Due:** 635  
**Total Balance Due:** 3,637
- Basic Information [40]**
- Forms/Schedule [10]**
- 1040 Line Input [11]**
- Exit Return [41]**
- Tax Summaries and Diagnostics:**
  - [01] Display Summary: Display Summary
  - [02] Display Detail Summary: Detail Summary
  - [03] Display Diagnostics: Intuitive Diagnostics
  - [04] Display Validity Checks: Validity Checks
  - [05] Prior Year Comparison: Prior Year Compare
- Tax Print Options:**
  - [06] Print Complete Return: Print Return
  - [07] Preview Complete Return: Preview Return
  - [08] Form Print: Form Print
  - [24] Archive return to PDF file: Archive Return
  - [09] Print Setup/Defaults: Print Setup
- Tax Primary State:**
  - [12] Primary state: MS
  - [13] Primary State Input: State Input
- Tax Secondary States:**
  - [14] Add: [15] Access: [16] Delete
  - CA-California
  - IN-Indiana
  - ME-Maine
- Tax Other Options/Data:**
  - [17] Direct Deposit Information: Direct Deposit
  - [18] Electronic Payment: Electronic Payment
  - [19] Billing Information: Billing Information
  - [20] E-File Information: E-File
  - [21] Return Status: Information Pending
  - [22] Amount to pay on 1040 V: 3,002
  - [23] Amend this return: 1040X Amended
  - [25] MFJ-MFS comparison: MFJ-MFS
  - [26] Efile exception (Form 8948): Form 8948
  - [27] Elections: Elections
  - [29] Tax Planning: Tax Planning

- **State Selection**
  - **Adding Additional States**
- **Carrying Options**
  - **Carry**
  - **Don't Carry**
  - **Zero Out and Carry**

# Billing Information

Preview Print Restore to Default Rates

**1040 Billing Information**

You may alter any billed amounts for this return by changing the value in the 'Amount' column. These changes will not reflect on the default bill, only this return.

Form/Schedule	Amount
Form 1040 - U.S. Individual Income Tax Return	350.00
Schedule 1 - Additional Income and Adjustments	0.00
Schedule 3 - Nonrefundable Credits	0.00
Form 1040V - Payment Voucher	0.00
Schedule B - Interest and Dividend Income	0.00
Schedule D - Capital Gains and Losses	0.00
Form 8949 - Sales of Capital Assets	0.00
Form 2210/F - Underpayment Penalty	0.00
Form 1040ES - Estimates	0.00
W-2 Listing	0.00
Federal EFILE Prep Fee	0.00
Form 8879 - E-File Signature Authorization	0.00
State EFILE Prep Fee	0.00
Schedule B Overflow	0.00
Social Security Benefits Worksheet	0.00
Qualified Dividends and Capital Gain Tax Worksheet	0.00
Schedule B Transaction(s)	0.00
Schedule D Transaction(s)	0.00
Form 1099-R(s)	0.00
California Form 540/540NR - Income Tax Return	0.00
California Schedule CA(540)/CA(540NR) - Adjustments	0.00
California Schedule D(540)/D(540NR) - Capital Gain or Loss	0.00
California Form 8453 - E-File Return Authorization	0.00
Indiana Form IT40 - IT40PNR -IT40RNR	0.00
Indiana Schedule 2/C	0.00
Indiana Schedule 3/D	0.00
Indiana Schedule 7/H	0.00
Indiana Schedule CT40/CT40PNR	0.00

**Adjustments**

[01] Adjusted Item Amount  
[02] Adjusted Item Amount  
[03] Adjusted Item Amount  
[04] Discount DISCOUNT Percentage

**Selections**

[05] Invoice # 21 [09] State sales tax rate (.08=8%)  
[06] Print list of forms on bill ☒ Yes [10] Compute state sales tax? ☐ Yes  
[07] Print invoice number on bill? ☒ Yes [11] Print credit card page with bill? ☐ Yes  
[08] Show amount billed for each form? ☒ Yes

**Remarks**

[12] Detail Section Title 2018  
[13] Remark #1  
[14] Remark #2  
[15] Remark #3  
[16] Remark #4

**Calculations**

Last years unpaid balance		Last year's bill	
Total Calculated Amount	350.00	Sales Tax	
[17] Override of calculated amount		Grand Total	350.00
[18] Amount Paid		Balance Due	350.00

- Snapshot
- Price Per Form
- Adjustments
- Options
- Remarks
- Calculations and Payments



# E-File Information

Create E-File PDF's Electronically Sign A2A E-File Transmit 4868

**EFile E-File Information**

[01] ERO 1 - EFIN -

[02] Print 8879 Number Of Copies 1 Print 8879 [03] Preview 8879 Preview 8879

[04] Print 8453 Print 8453 [05] Preview 8453 Preview 8453

[06] E-File Status

Entity	Status
FED	Rejected
CA	Rejected
MS	No Status
IN	No Status
ME	No Status

[07] Bank Product Selection No Bank Product

[08] Bank Product Application Bank Application Print 7216 Forms

**1040 Direct Deposit of Refund**

Name of financial institution

Routing transit number

Account number

Account Type

[09] Direct Deposit Information Direct Deposit

**8879 PIN Authorization Information**

[12] Taxpayer PIN (5 Digit Numeric) 89735

[13] Spouse PIN (5 Digit Numeric) 29745

[14] PIN Signature Date 02-20-2019

[15] Taxpayer Identity Protection PIN

[16] Spouse Identity Protection PIN

**E-File E-File Settings and Defaults**

[10] Imperfect Return Indicator ☐ Yes

Default E-File status (#5 above) setting when 8879 is printed

☐ Transmit ☐ Pending

[11] Other RAL Type Setup Other RAL Type Setup

**E-File E-File Attachments to Form 8453**

[17] Form 8283 page appraisal attached ☐ Yes

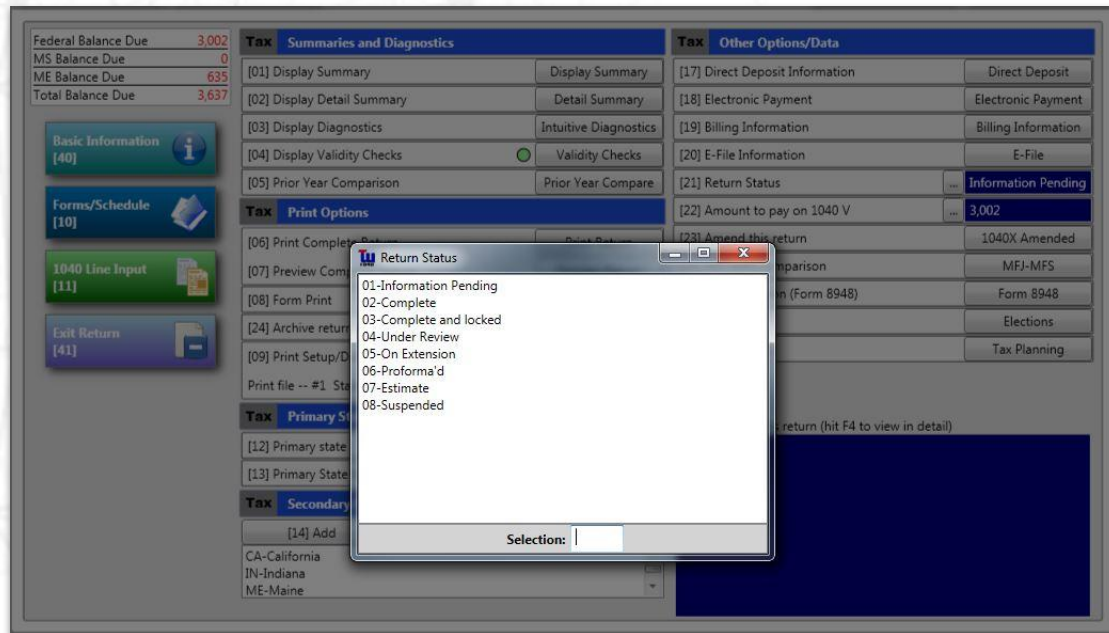
[18] Form 8332 release of exemption attached ☐ Yes

[19] Form 3468 historic structure certificate ☐ Yes

[20] Form 3115 change in accounting method ☐ Yes

- **E-File Signature (8879)**
- **Entity Status**
- **Bank Applications**
- **Pin and Date Information**
- **8453 Attachments**

# Return Status



- **Information Pending**
- **Complete vs Complete and Locked**
- **Other Statuses**

# Amended Returns (1040X)

1040X Amended U.S. Individual Income Tax Return			
[01] Year of return being amended		...	
[02] Method used to figure tax		TABLE - Tax Table	
Clicking 'Carry' will carry the current data to the respective column		Carry	Carry
		Original	Corrected
		Change	
[03] Adjusted gross income			
[04] Itemized or standard deduction			
[05] Qualified business income deduction			
[06] Tax			
[07] Credits			
[08] Health care: individual responsibility			
[09] Other taxes			
[10] Federal income tax withheld and excess SS and tier 1 RRTA tax withheld			
[11] Estimated tax payments, including amount applied from prior year's return			
[12] Earned income credit (EIC)			
[13] Refundable credit from Form 8962 (Premium Tax Credit)			
[14] Refundable credit from Form 2439			
[15] Refundable credit from Form 4136 (Credit for federal tax paid on fuels)			
[16] Refundable credit from Schedule 8812 (Additional child tax credit)			
[17] Refundable credit from Form 8863 (American Opportunity credit)			
[18] Refundable credit from Form 8885 (Health coverage tax credit)			
[19] Other refundable credit	Specify form		
[20] Amount paid with request for extension of time to file			

- **BEFORE ANYTHING: Carry to Original Column**
- **Make Changes**
- **Carry to Corrected Column**
- **NEW! E-File amended returns**

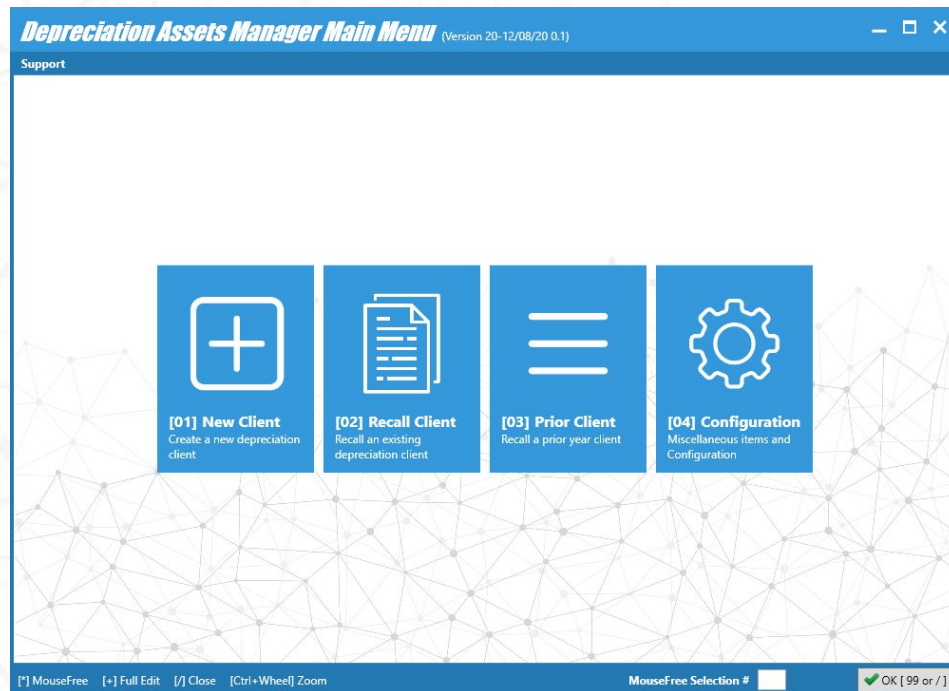


# **Depreciation**

**Topics covered in this section:**

- **Steps to Carry**

# ABC's of Depr Carry Steps



- **Access from Tax Program**
- **Basic Information Interface Box Checked**
- **Carry Codes Are Input**
- **If Still Not Carrying, Check Overrides**

THANK YOU FOR CHOOSING

**TAXWARE**  
SYSTEMS INC.