



VITA/TCE

TaxSlayer Pro Online User
Guide

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Getting Started with TaxSlayer Pro Online

Login and Passwords

This chapter covers the following actions:

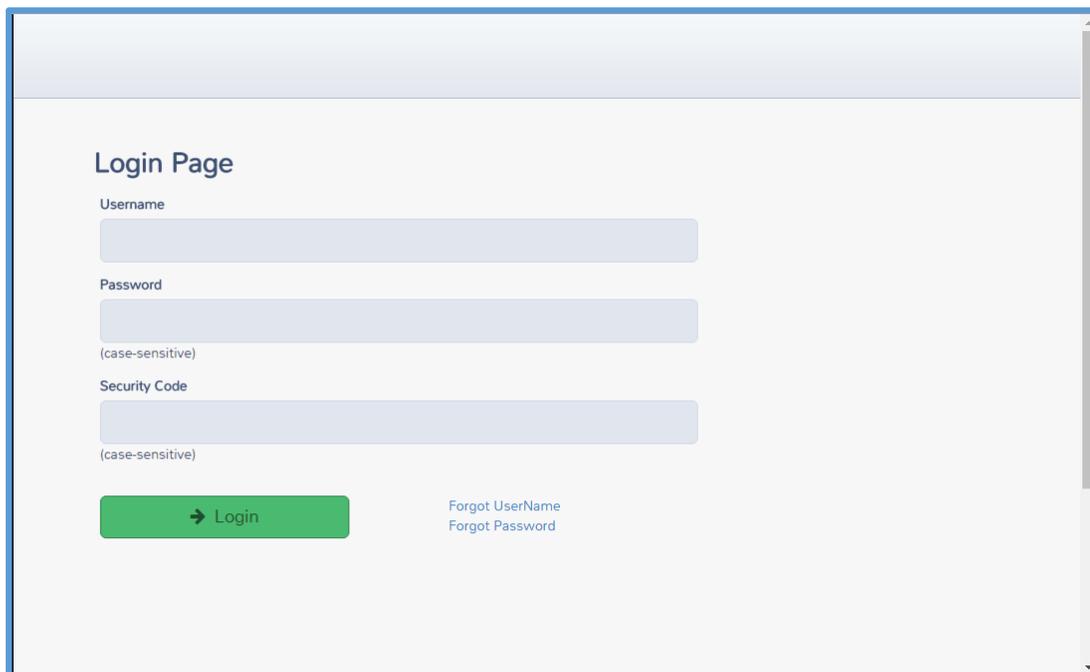
1. Navigate to TaxSlayer Pro Online.
2. List the password requirements.
3. Change your password the first time you log in.
4. Reset your password.

Login

When you are ready to begin working in TaxSlayer Pro Online, use the following steps:

1. Navigate in your web browser to TaxSlayer Pro Online.

Your web browser displays the TaxSlayer Pro **Login** page:

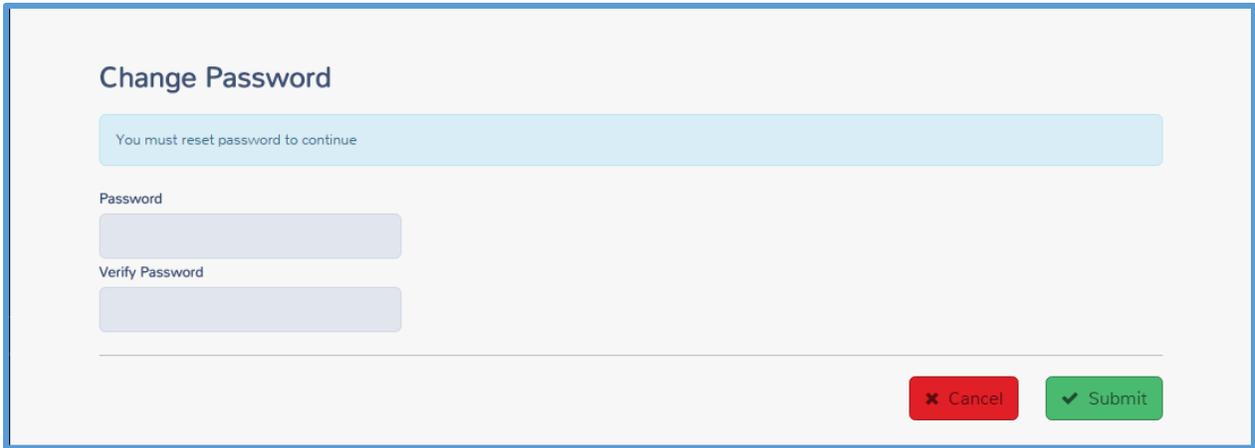
A screenshot of the TaxSlayer Pro Login page. The page has a light gray background and a white header area. The title "Login Page" is centered at the top. Below the title are three input fields: "Username", "Password", and "Security Code". Each field is a light gray rectangle. Below the "Password" field, the text "(case-sensitive)" is displayed. Below the "Security Code" field, the text "(case-sensitive)" is also displayed. At the bottom left, there is a green button with a white right-pointing arrow and the text "Login". To the right of the button, there are two links: "Forgot UserName" and "Forgot Password", both in blue text.

2. In the appropriate boxes, type the user name and password you received from your site administrator.
3. Type the security code you received from your site administrator.

TIP: Passwords and security codes are case-sensitive.

4. Click **Login**.

TaxSlayer Pro Online displays the **Change Password** page:



The screenshot shows a web form titled "Change Password". At the top, there is a light blue notification bar with the text "You must reset password to continue". Below this, there are two input fields: "Password" and "Verify Password". At the bottom right of the form, there are two buttons: a red "Cancel" button and a green "Submit" button.

5. Type a new password.

When you create a new password, make sure your password meets the following requirements:

- Create a password that contains at least eight (8) characters.
- Use at least one special character (!@*) in your password.
- Remember that passwords are case-sensitive. If you use a combination of upper-case and lower-case letters, make sure you type the password the same way when you log in later.

6. Type the password again for verification.

7. Click **Submit**.

TaxSlayer Pro Online displays the **Login Page**.

8. Type your user name, **new** password, and your security code.

9. Click **Login**.

Authenticating on a New Computer

When you log in from a new computer (one from which you have not logged in to TaxSlayer Pro Online previously), TaxSlayer Pro Online displays the **Verify Account** page:

Verify Account

Let's verify your account!

We will send you a unique code to verify that it is actually you.

Delivery Options

Send your code to your email address indicated in your account (c...@taxslayer.com)

Send your code via text to your cell phone*

(###) ###-5024

Send Code

*Data rates may apply

Enter Code

Enter Your Security Code:

Submit

TaxSlayer verifies your identity this way to ensure that all users are authorized and to ensure taxpayer and preparer security against identity theft.

To verify your account, use the following steps:

1. Select the delivery option. You can receive your code through email or text, if your site administrator entered both of these during preparer setup.
2. Click **Send Code**.
3. Check your email or text messages to find the code.
4. Type the code in the **Enter Your Security Code** box.
5. Click **Submit**.

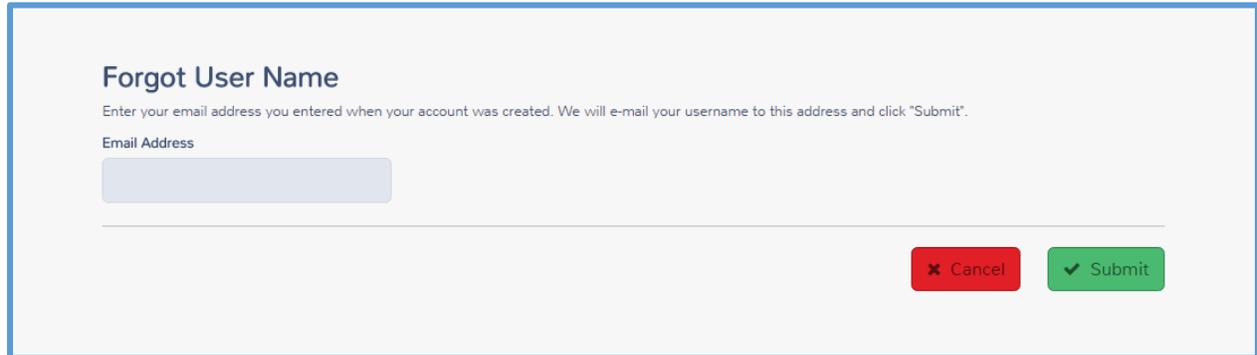
TaxSlayer Pro Online verifies the code and displays the **Welcome** page.

Retrieving Your User Name

To retrieve your user name, use the following steps from the **Login Page**:

1. Click **Forgot UserName**.

TaxSlayer Pro Online displays the **Forgot User Name** page:



Forgot User Name

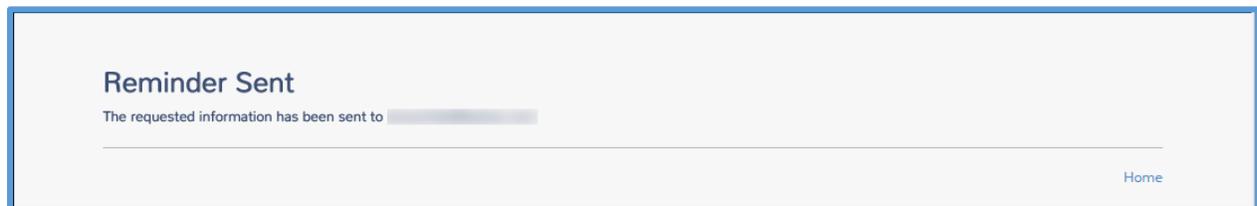
Enter your email address you entered when your account was created. We will e-mail your username to this address and click "Submit".

Email Address

[Cancel](#) [Submit](#)

2. Type the email address your site administrator used during setup for your Preparer account.
3. Click **Submit**.

TaxSlayer Pro Online displays the **Reminder Sent** page:

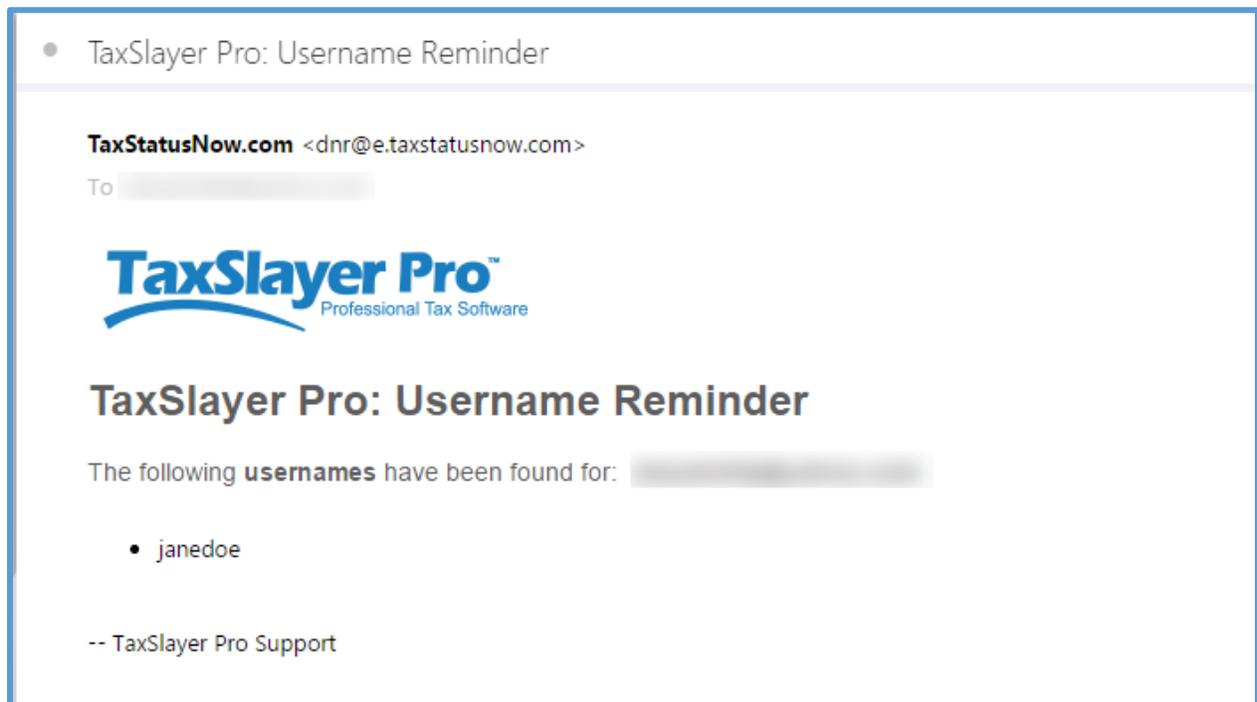


Reminder Sent

The requested information has been sent to [redacted]

[Home](#)

TaxSlayer sends an email, similar to the following:



• TaxSlayer Pro: Username Reminder

TaxStatusNow.com <dnr@e.taxstatusnow.com>

To: [redacted]

TaxSlayer Pro
Professional Tax Software

TaxSlayer Pro: Username Reminder

The following **usernames** have been found for: [redacted]

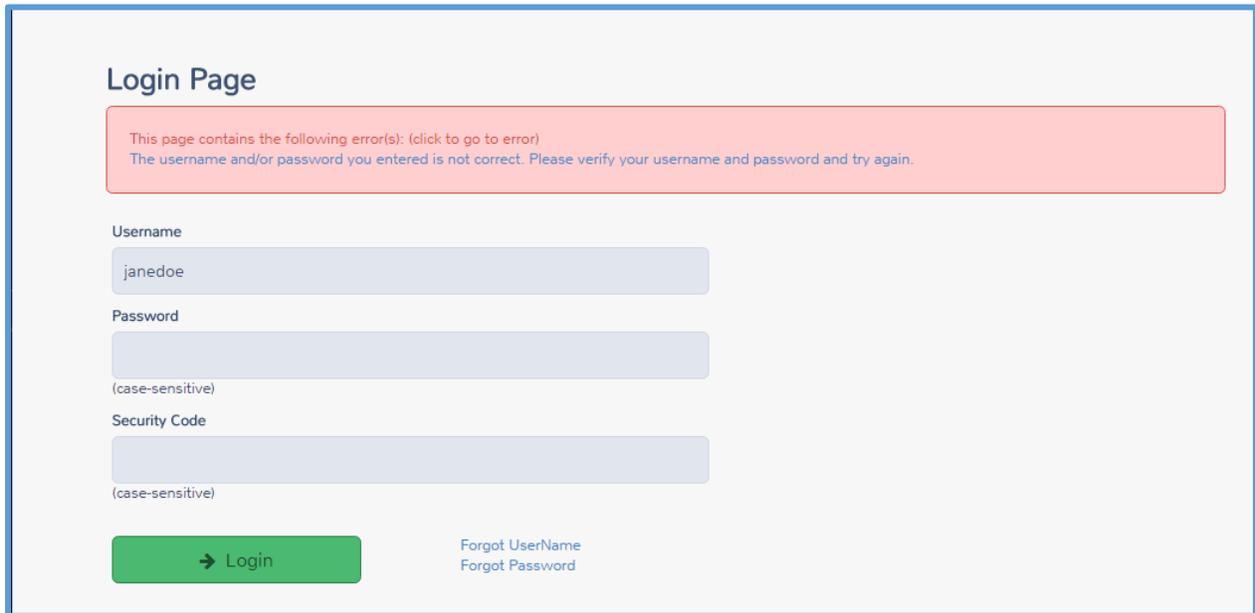
- janedoe

-- TaxSlayer Pro Support

4. On the **Reminder Sent** page, click **Home** to log in.

Resetting Your Password

If you type the wrong password, TaxSlayer Pro Online displays the following message:

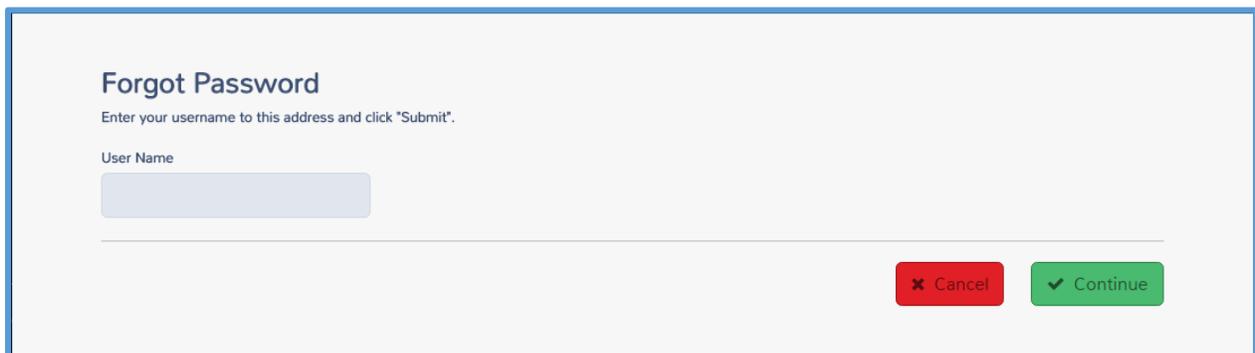


The screenshot shows a "Login Page" with a red error message box at the top stating: "This page contains the following error(s): (click to go to error) The username and/or password you entered is not correct. Please verify your username and password and try again." Below the error message are three input fields: "Username" (containing "janedoe"), "Password" (with "(case-sensitive)" below it), and "Security Code" (with "(case-sensitive)" below it). At the bottom left is a green "Login" button with a right arrow. At the bottom right are two links: "Forgot UserName" and "Forgot Password".

To reset your password, you will need your user name, and either the answer to your security question or your password. Use the following steps:

1. Click **Forgot Password**.

TaxSlayer Pro Online displays the **Forgot Password** page:



The screenshot shows the "Forgot Password" page. It has a heading "Forgot Password" and a sub-heading "Enter your username to this address and click 'Submit'." Below this is a "User Name" input field. At the bottom right are two buttons: a red "Cancel" button with an 'x' icon and a green "Continue" button with a checkmark icon.

2. Type your user name.

3. Click **Continue**.

TaxSlayer Pro Online displays the **Answer Security Question** page:

The screenshot shows the 'Answer Security Question' page. At the top, it says 'Answer Security Question' and 'Enter the answer to your security question to reset your password'. Below this, there is a label 'Security Question: Question' and 'Security Answer:'. A text input field is provided for the answer. To the right of the input field is a blue button labeled 'Forgot Answer'. Below the input field, there is a line of text: 'If you have forgotten the answer to your security question please click on the button to the right and we will send you a security code to the email address listed inside your account.' At the bottom right, there are two buttons: a red 'Cancel' button and a green 'Submit' button.

Resetting with Security Question

If you know the answer to your security question, use the steps in this section.

4. Type the answer to your security question.
5. Click **Submit**.

NOTE: If you cannot remember the answer to your security question, click **Forgot Answer** to reset using a security code.

TaxSlayer Pro Online displays the **Change Password** page:

The screenshot shows the 'Change Password' page. At the top, it says 'Change Password'. Below this, there is a light blue message box that says 'You must reset password to continue'. Below the message box, there are two text input fields: 'Password' and 'Verify Password'. At the bottom right, there are two buttons: a red 'Cancel' button and a green 'Submit' button.

6. Type a new password.
7. Type the password again for verification.
8. Click **Submit**.

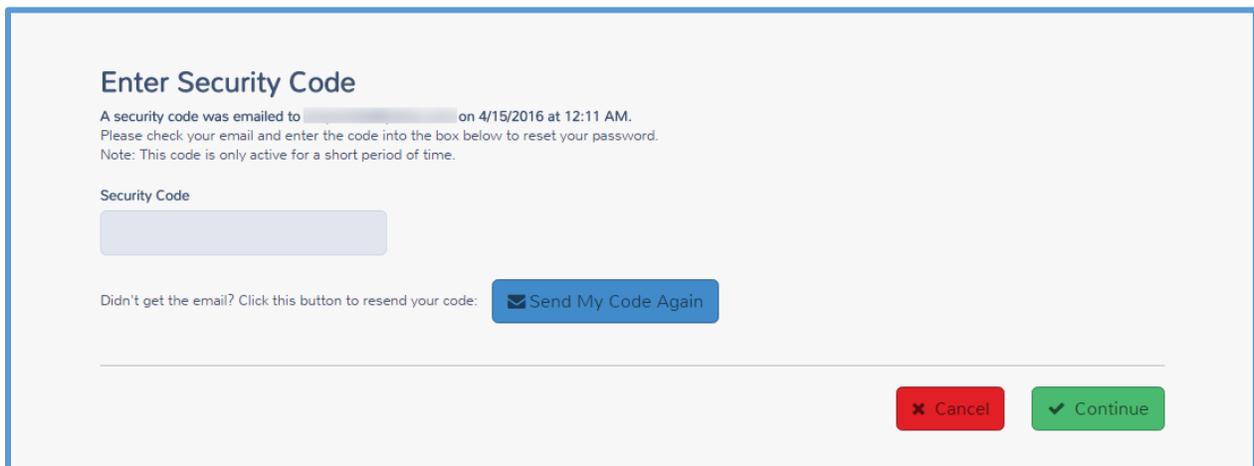
On the TaxSlayer Pro Online **Login Page**, type your user name, new password, and security code, and then click **Login**.

Resetting with Security Code

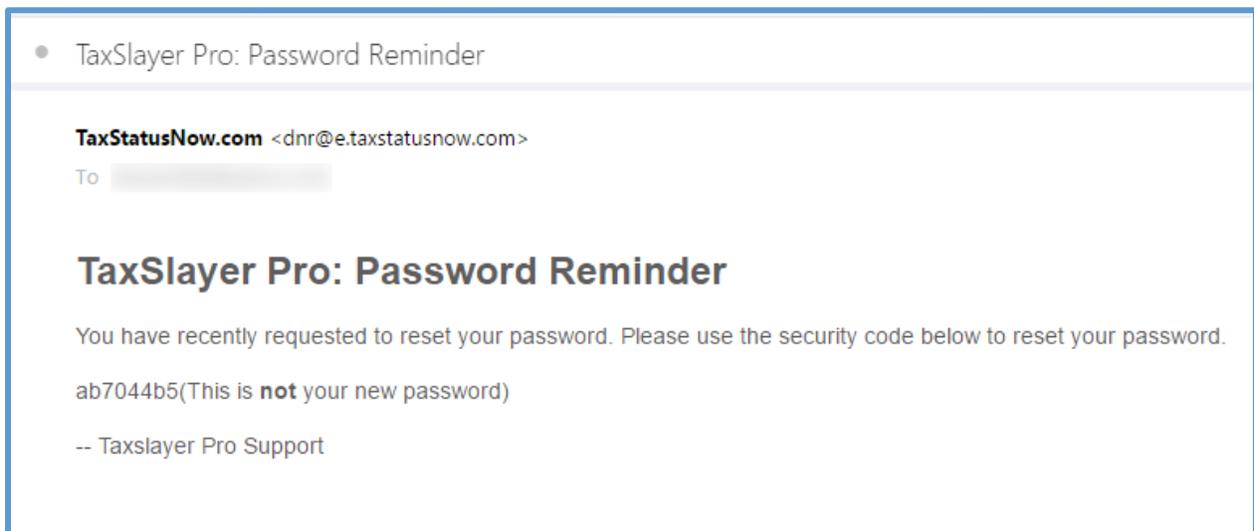
If you do not remember the answer to your security question, reset your password using the following steps:

1. Click **Forgot Answer**.

TaxSlayer Pro Online displays the **Enter Security Code** page:

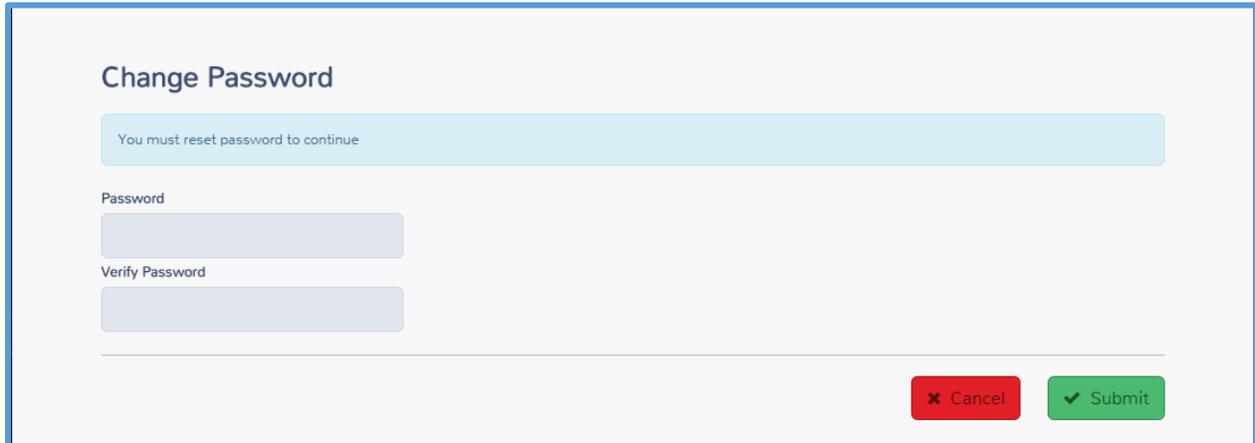


TaxSlayer sends an email to the email address listed on your Preparer account, similar to the following:



2. Find the security code in the email.
3. Type the security code from the email in the **Security Code** box.
4. Click **Continue**.

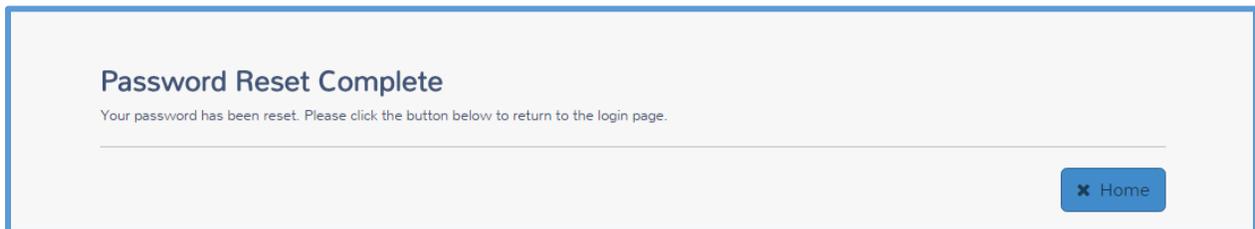
TaxSlayer Pro Online displays the **Change Password** page:



The screenshot shows the 'Change Password' page. At the top, there is a light blue banner with the text 'You must reset password to continue'. Below this, there are two input fields: 'Password' and 'Verify Password'. At the bottom right, there are two buttons: a red 'Cancel' button and a green 'Submit' button.

5. Type the new password.
6. Type the password again for verification.
7. Click **Submit**.

TaxSlayer Pro Online displays the **Password Reset Complete** page:



The screenshot shows the 'Password Reset Complete' page. At the top, there is a heading 'Password Reset Complete' followed by a message: 'Your password has been reset. Please click the button below to return to the login page.' Below the message is a horizontal line, and at the bottom right, there is a blue button labeled 'Home'.

8. Click **Home** to log in to TaxSlayer Pro Online.

Setting up Site Information

This chapter covers the following actions:

1. Set up your site.
2. Set up your EROs.
3. Determine the data that carries to the return.

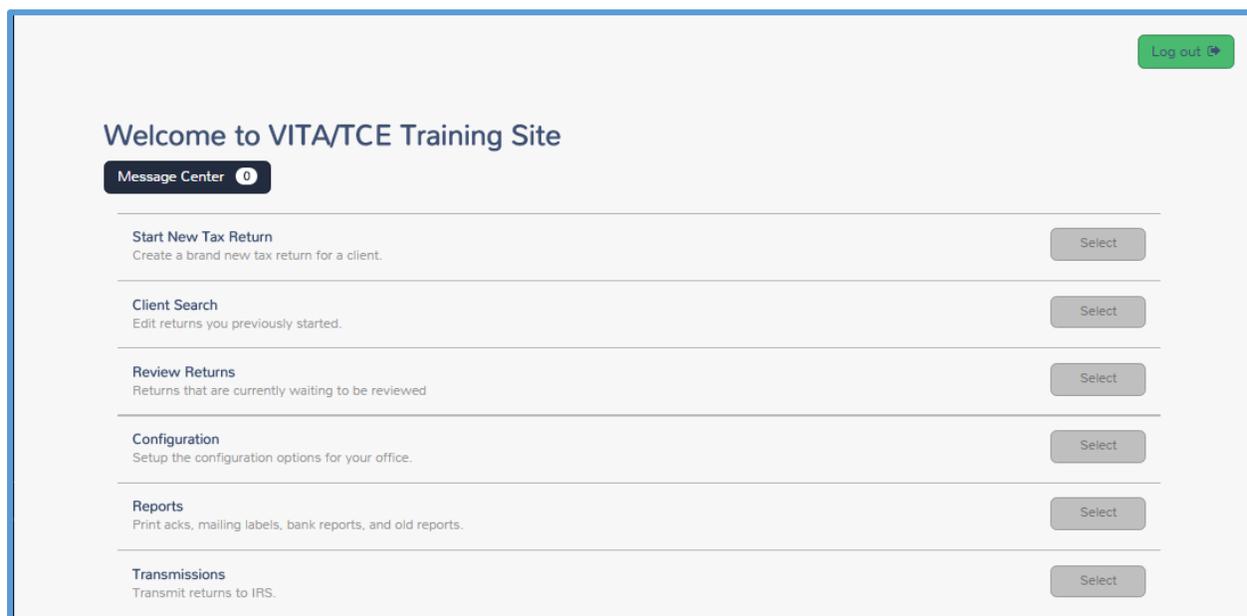
Before you begin using TaxSlayer Pro Online, you need to configure settings. You can set up your site and edit or delete information for the ERO and preparers. Several items in configuration carry to tax returns so that you only have to type this information once. This includes items such as the firm/site information.

Setting up Your Site

First, set up your site information. To do so, use the following steps:

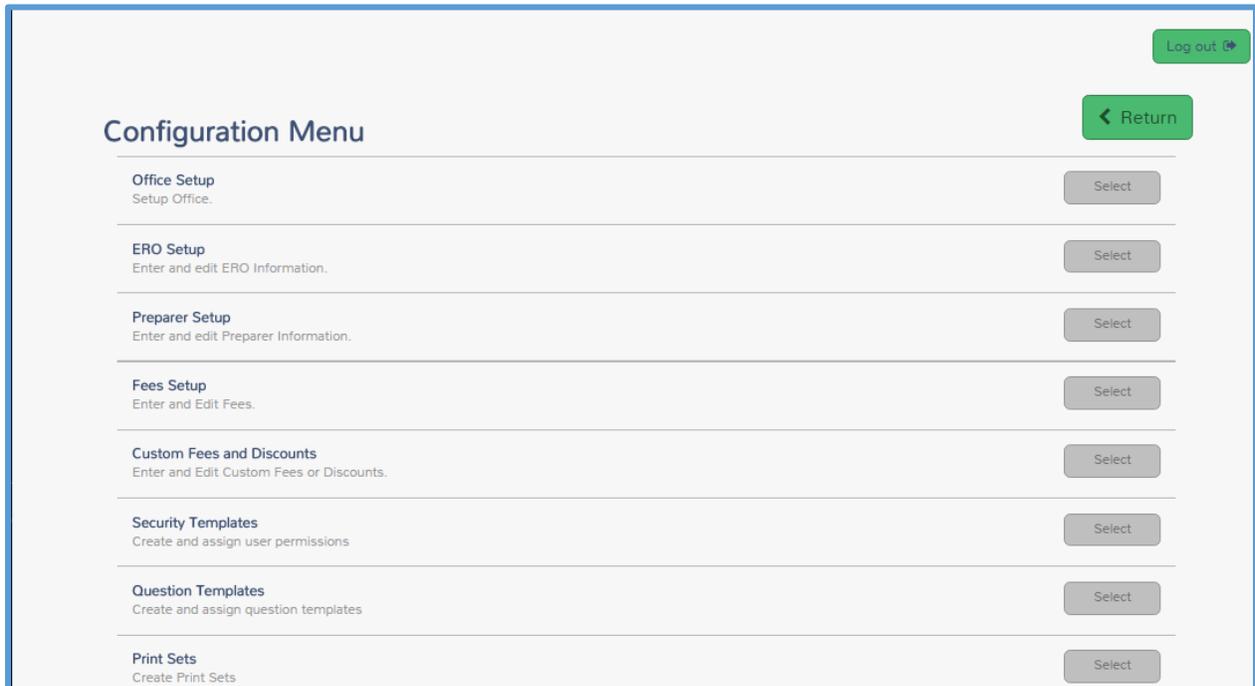
1. Log in to TaxSlayer Pro Online.

TaxSlayer Pro Online displays the **Welcome** page:



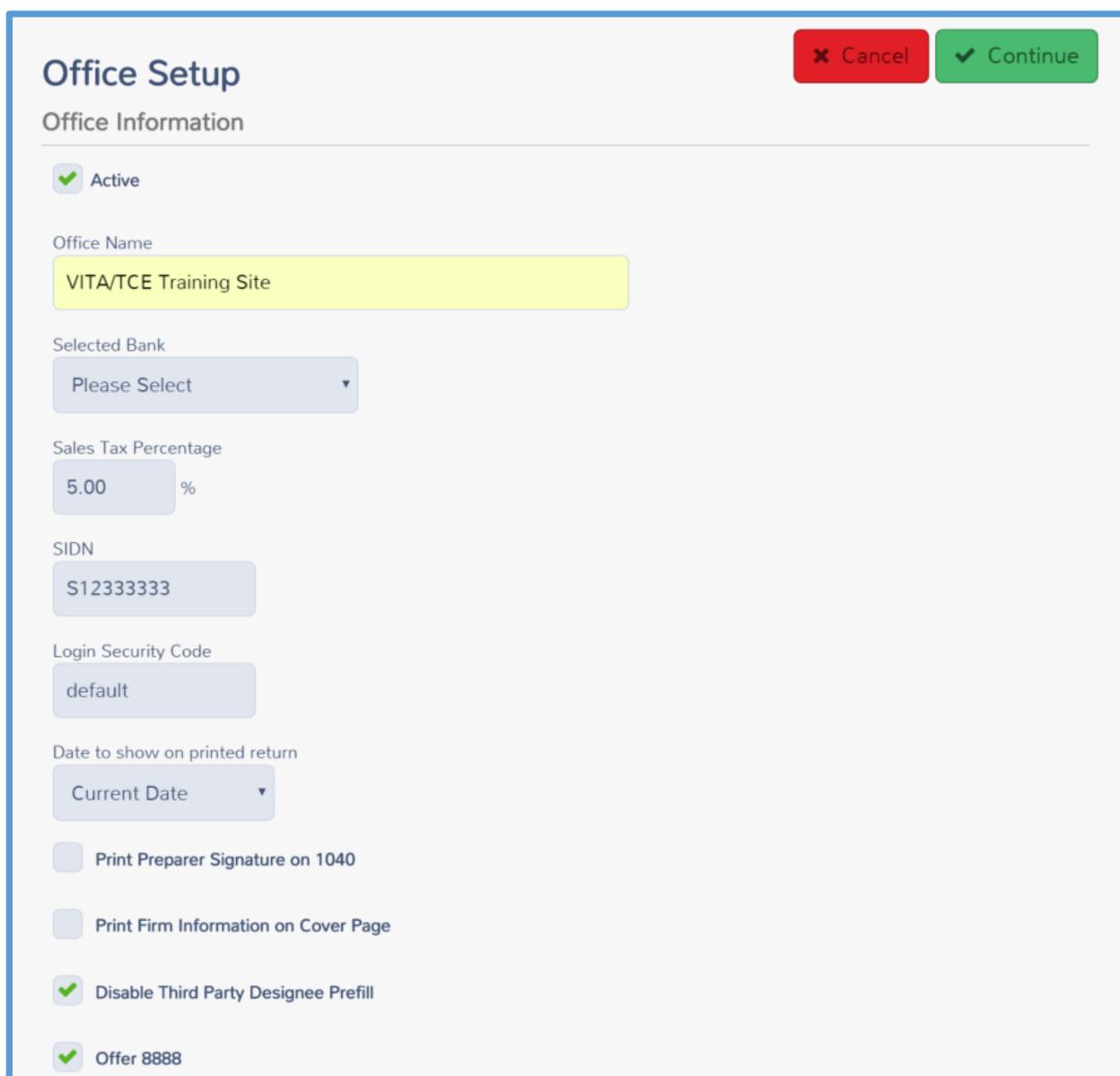
2. Click **Select** on the **Configuration** line.

TaxSlayer Pro Online displays the **Configuration Menu** landing page:



3. Click **Select** on the **Office Setup** line.

TaxSlayer Pro Online displays the **Office Setup** page:



Office Setup ✕ Cancel ✓ Continue

Office Information

Active

Office Name
VITA/TCE Training Site

Selected Bank
Please Select

Sales Tax Percentage
5.00 %

SIDN
S12333333

Login Security Code
default

Date to show on printed return
Current Date

Print Preparer Signature on 1040

Print Firm Information on Cover Page

Disable Third Party Designee Prefill

Offer 8888

4. TaxSlayer populates several boxes on this page based on the information submitted by the IRS. Review this information and make changes as needed.
 - a. The default **Login Security Code** will be sent with the site activation information. We recommend you change this code before you add preparers.
 - b. Select **Disable Third Party Designee Prefill**.
 - c. Select **Offer 8888** if your site will be offering split refunds.

- d. Select **Display Summary using 1040 View** to default to the 1040 view when opening returns.
 - e. Select **Always Print Schedule A** to display the Schedule A in Preview Return
5. Scroll to the **Office Addresses** and **Office Phones** sections.

TaxSlayer Pro Online displays the **Office Addresses** and **Office Phones** sections:

Office Addresses

TYPE	STREET ADDRESS	CITY	STATE	ZIP		
Physical	123 VITA/TCE BLVD	Evans	GA	30809	Edit	Delete

[+ Add](#) Add Address

Office Phones

TYPE	TELEPHONE	EXT		
Business	(706) 555-8482		Edit	Delete

[+ Add](#) Add Phone

6. Click **Edit** to make any necessary changes to the information.

TaxSlayer Pro Online displays the **Office Information** address page.

7. Make any necessary changes to the street address, Zip Code, and City in the appropriate boxes.
8. Select the state from the **State** drop-down list.
9. When you finish changing the address, click **Continue**.
10. Click **Edit** in the **Office Phones** section if you need to make any changes.

TaxSlayer Pro Online displays the **Office Phone** page.

11. Change the phone number in the appropriate boxes.
12. Click **Continue**.
13. When you finish reviewing and adding office information, click **Continue**.

Setting up EROs

To set up EROs, use the following steps:

1. Click **Select** on the **ERO Setup** line from the **Configuration Menu** landing page.

TaxSlayer Pro Online displays the **Ero(s) Menu** page:

EFIN	Ero Name	Default	Status
001139	VITA SITE	✓	Active

2. Click **Edit** to make modifications to the pre-populated information, or **Add** if TaxSlayer Pro Online does not display any information.

TaxSlayer Pro Online displays the **Ero Setup** page:

Ero Personal Information

ERO Name

EIN

EFIN

Self Employed

Default

Active

Ero Addresses

+ Add Add Address

Ero Phones

3. Verify or enter the **ERO's name** and **EFIN** in the appropriate boxes.

TIP: Do **not** enter information in the **EIN** box or select the **Self-Employed** check box.

4. Select the **Default** check box.

NOTE: You must notify TaxSlayer and the IRS if the EFIN is changed. TaxSlayer validates return creation based on the EFIN in our system.

5. Click **Edit** in the **Ero Addresses** section.

TaxSlayer Pro Online displays the **Ero Information** address page.

6. Make any necessary changes to the street address, Zip Code, and City in the appropriate boxes.

7. Select the state from the **State** drop-down list.

8. When you finish changing the address, click **Continue**.

9. Click **Edit** in the **Ero Phones** section if you need to make any changes.

TaxSlayer Pro Online displays the **Ero Phone** page.

10. Change the phone number in the appropriate boxes.

11. Click **Continue**.

12. When you finish reviewing and adding office information, click **Continue**.

13.

TaxSlayer Pro Online displays the **Ero(s) Menu** page with the ERO listed:

The screenshot shows the 'Ero(s) Menu' page. At the top right, there is a 'Log out' button. Below it are two green buttons: '< Return' and '+ Add'. The main content area features a table with the following data:

EFIN	Ero Name	Default	Status	
001111	Jane Doe	<input checked="" type="checkbox"/>	Active	Edit

Below the table, there is a green '+ Add' button followed by the text 'Add ERO'. At the bottom right, there is another green '< Return' button.

14. When you finish, click **Return**.

Setting up Security Templates

This chapter covers the following actions:

1. List the pre-defined security templates.
2. Determine which security template to use based on the allowed actions.
3. Create a new security template.
4. Edit an existing security template.
5. Assign security templates.

In TaxSlayer Pro Online, use security templates to set the permissions for each preparer. You can use predefined security templates, create your own templates, or edit existing templates that were created at your site as needed.

Predefined Security Templates

In most cases, you need to use the security templates that TaxSlayer Pro Online predefines with your software. You can choose from the following predefined security templates for each user:

- Administrator
- Super User
- Preparer Current Year
- Preparer All Years
- Setup Manager
- Interviewer
- Reviewer

NOTE: Refer to the TaxSlayer Pro Online knowledgebase for updated Security Templates and template definitions.

When you set up users/preparers, you can select the security template. See [Adding Preparers](#) for information on selecting security templates for users.

NOTE: You cannot edit the predefined security templates and will not see them listed in your site Configuration. You will be able to select a template from them when setting up users.

Creating Security Templates

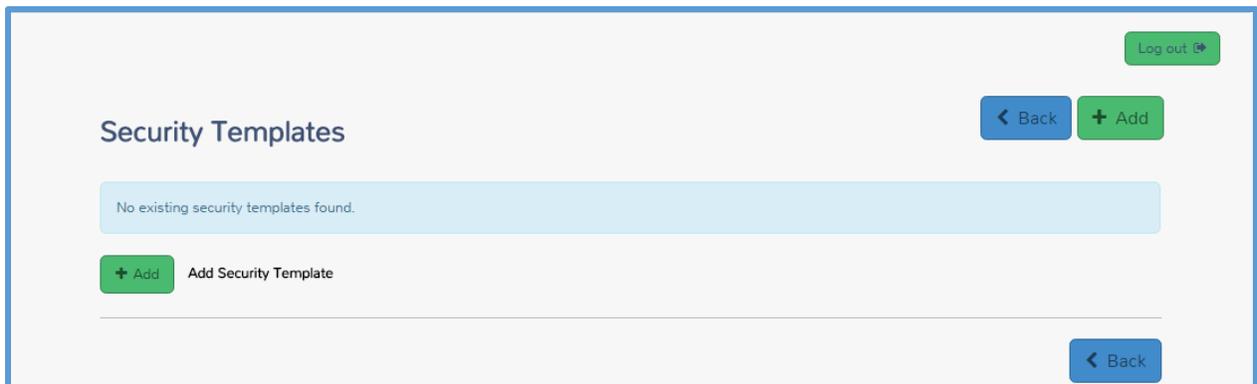
You can create an unlimited number of security templates for your site. To do this, use the following steps from the **Welcome** page:

1. Click **Select** on the **Configuration** line.



2. Click **Select** on the **Security Templates** line.

TaxSlayer Pro Online displays the **Security Templates** page:



3. Click **Add**.

TaxSlayer Pro Online displays the **Add Security Template** page:

The screenshot shows the 'Add Security Template' page. At the top right, there is a 'Log out' button. Below the title 'Add Security Template', there are 'Cancel' and 'Continue' buttons. A 'Template Name' input field is provided. Under the heading 'Check item to allow access', there is a 'Check/Uncheck All' button and a grid of 24 items, each with a checked checkbox. The items are: Create Tax Returns, Access Previous Years Client Lists, Review Returns and Mark Review Decision, Print Returns, Scanned Documents, Edit Office Setup, Add/Edit Preparers, View/Edit Existing Returns, Override Return Minimum Preparer Fee, Send Return to IRS, View Client Status, Print Return TAA Form, View Full SSN, Add/Edit Fees, Edit ERO Setup, Access Current Year Client List, Mark Return Complete, Mark Return for Review, Change Return Preparer, Deactivate Return, Password Protect Return, Configuration, Edit Minimum Preparer Fee, and Change User's Security Template.

4. Type a name for your template in the **Template Name** box.
5. Review each item for which you can allow access for this security template. If you do **not** want preparers assigned this security template to have access to this item, clear the check box.
6. Click **Continue**.

NOTE: Refer to the TaxSlayer Pro Online knowledgebase for Security Template item definitions.

TaxSlayer Pro Online displays the **Security Templates** page with the new security template listed.

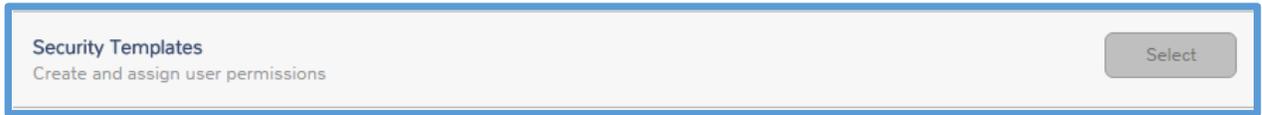
7. If you need to add more security templates, click **Add** and follow the same steps for each security template.
8. When you finish adding security templates, click **Back** to return to the **Welcome** page.

Editing Security Templates

After you add security templates, you can edit those templates. To edit security templates, use the following steps from the **Welcome** page:

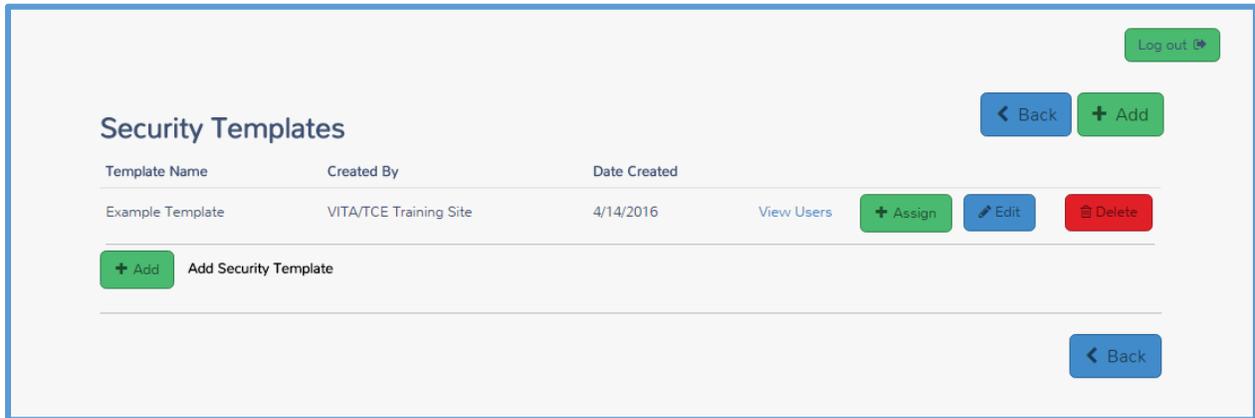
1. Click **Select** on the **Configuration** line.

TaxSlayer Pro Online displays the **Configuration Menu** landing page:



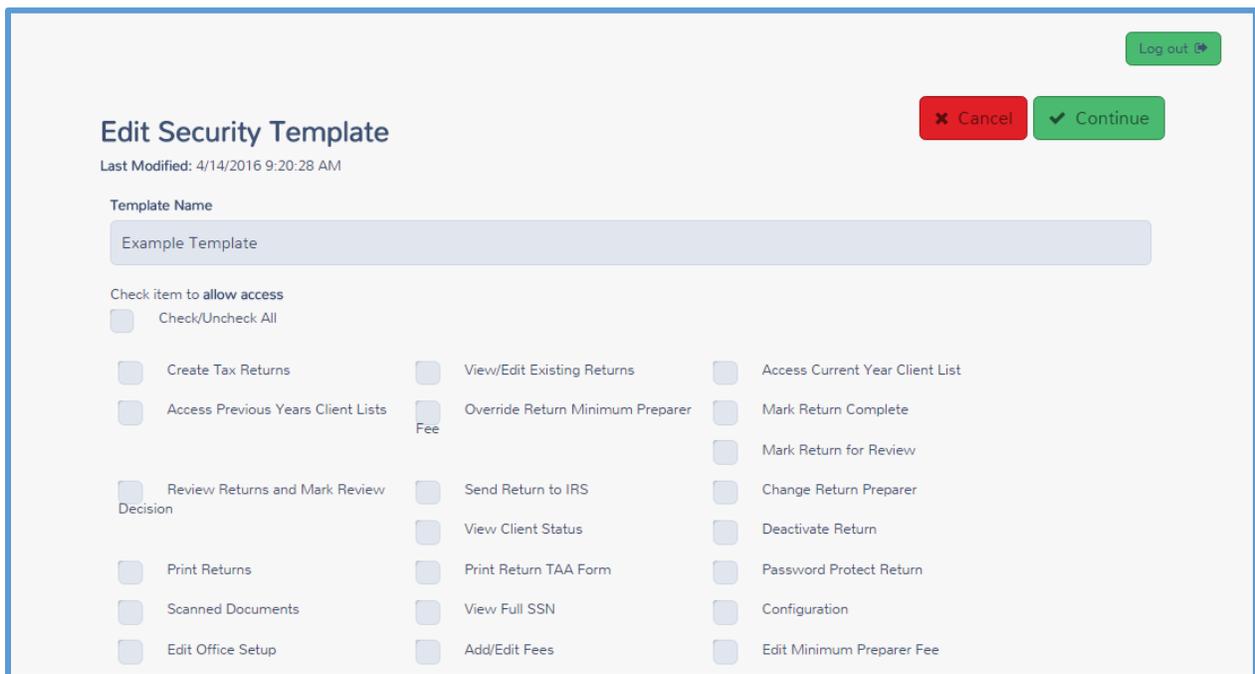
2. Click **Select** on the **Security Templates** line.

TaxSlayer Pro Online displays the **Security Templates** page:



3. Click **Edit** for the security template you want to change.

TaxSlayer Pro Online displays the **Edit Security Template** page:



9. Make any necessary changes to the template. Clear or select any actions.

10. When you finish, click **Continue**.

Assigning Security Templates

To assign a security template to an existing preparer, use the following steps from the **Security Templates** page:

1. On the security template you need to assign, click **Assign**.

TaxSlayer Pro Online displays the **Assign Security Template** page:

The screenshot shows the 'Assign Security Template' interface. At the top right, there is a 'Log out' button. Below the title 'Assign Security Template', there are two buttons: a red 'Cancel' button and a green 'Continue' button. A dropdown menu shows 'Example Template'. Below this is a search box labeled 'Assign template to:' containing a list of preparers. The first item is 'Preparers' with a 'Check/Uncheck All' checkbox. The second item is 'Jane Doe' with an unchecked checkbox. At the bottom right, there are two buttons: a red 'Cancel' button and a green 'Continue' button.

2. Select the check box(es) for any preparers to which you want to assign this template.
3. Click **Continue**.

Adding Preparers

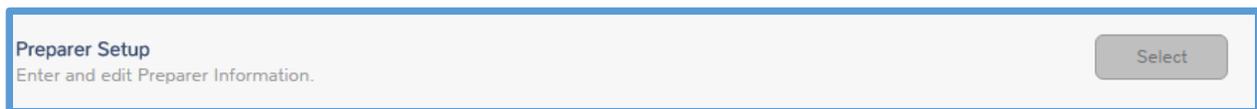
This chapter covers the following actions:

1. Create a user/preparer.
2. Assign a security template.
3. Control return access.
4. List password requirements.

Creating Users

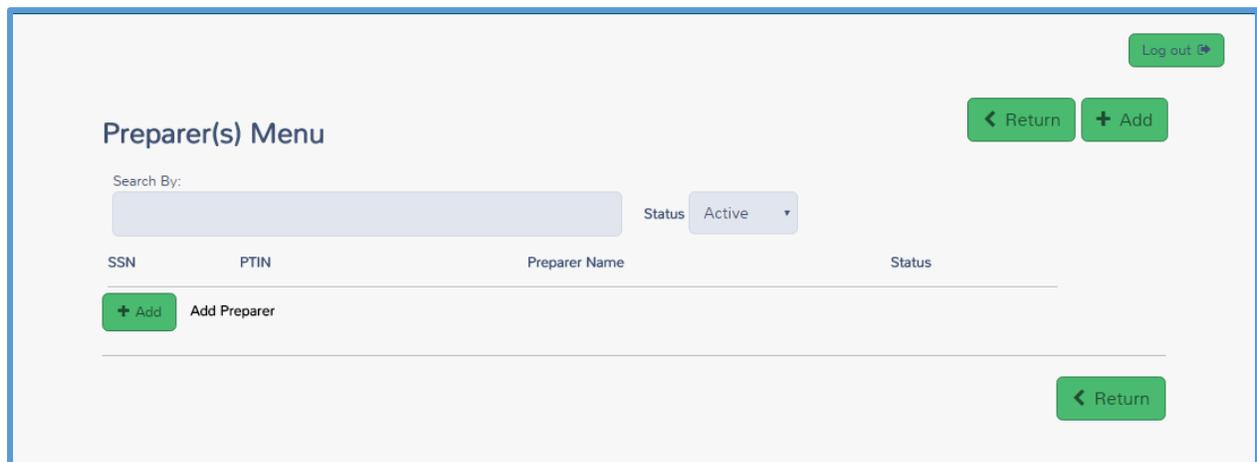
To add preparers for your site, use the following steps from the **Welcome** page:

1. Click **Select** on the **Configuration** line.



2. Click **Select** on the **Preparer Setup** line.

TaxSlayer Pro Online displays the **Preparer(s) Menu** page:



3. Click **Add**.

TaxSlayer Pro Online displays the **Preparer(s) Setup Menu** page:

Preparer(s) Setup Menu

Preparer Personal Information

SSN

First Name

Middle Initial

Last Name

Suffix

Log out

Cancel

Continue

4. Do **not** type the preparer's Social Security number.
5. Type the preparer's name in the appropriate boxes.
6. Scroll to view the remainder of the personal information.

TaxSlayer Pro Online displays the next section of the page:

PTIN OR SIDN

S12333333

Data Entry Only, no PTIN Required

[Pull from office](#)

Default PIN Number

98765

Office Contact?

Self Employed

Can view own returns only?

Required to use Guide?

Prepares NY returns?

SIDN

7. From the **PTIN OR SIDN** box, click **Pull from office** to have TaxSlayer Pro Online carry the site's SIDN to the preparer.
8. TaxSlayer Pro Online defaults the PIN to 98765 and carries this PIN to all returns created by this preparer.
9. Do **not** select the **Office Contact** or **Self-Employed** check boxes.

Return Access

10. Select the check box to allow the preparer to view only his or her own returns.
11. Check **Required to use Guide?** if you want to restrict the preparer to using the Guide Me feature for data entry.
12. Select **Prepares NY returns?** and select volunteer tax preparer if you are preparing returns in New York.

Login Setup

13. Scroll to the **Edit Login Account** section.

TaxSlayer Pro Online displays the **Edit Login Account** section:

The screenshot shows the 'Edit Login Account' section of the TaxSlayer Pro Online interface. It contains the following elements:

- Email Address:** A text input field.
- Cell Phone Number:** A text input field.
- Username:** A text input field.
- Password:** A text input field.
- Security Question:** A dropdown menu with the text 'Please Select a Question' and a downward arrow.
- Security Answer:** A text input field.
- Active:** A checkbox with a green checkmark icon and the text 'Active'.
- Security Template:** A dropdown menu with the text 'Please Select' and a downward arrow.
- Current Template:** The text 'Current Template: not set'.
- Show Definitions:** A blue link.

14. Type the preparer's email address. Use unique email addresses within the site to allow for multi-factor authentication.
15. Enter the preparer's cell phone (optional). The preparer can choose to receive the authentication code via text if a cell phone number is entered.
16. Enter a unique user name.

NOTE: User names are unique across the platform and are assigned to the site in which they are created. Preparers **cannot** use the same user name used in the Practice Lab environment.

Password Requirements

17. Type a password for the preparer.

TIP: When you create a password for the preparer, make sure that you use at least one number, one special character (!@#, etc.), and ensure the password contains at least eight (8) characters.

18. Select the security question from the drop-down list.

19. Type the answer to the security question.

20. Select the security template you want this preparer to use from the list.

TIP: Click **Show Definitions**, to review the actions for which the security template has permission checked, as shown below.

21. When you finish adding the information for the preparer, click **Continue**.

TaxSlayer Pro Online displays the **Preparer(s) Menu** page, listing the new preparer:

The screenshot displays the 'Preparer(s) Menu' interface. At the top right, there is a 'Log out' button. Below it are '< Return' and '+ Add' buttons. A search bar is labeled 'Search By:'. To its right is a 'Status' dropdown menu currently set to 'Active'. Below these elements is a table with the following columns: SSN, PTIN, Preparer Name, and Status. One preparer is listed: SSN S12312322, PTIN (blank), Preparer Name Jane Doe, and Status Active. To the right of this row is an 'Edit' button. At the bottom left of the table area is a '+ Add' button and the text 'Add Preparer'. At the bottom right is another '< Return' button.

22. If you need to add other preparers, click **Add** and use the same steps to enter information for the preparer.

23. When you finish adding preparers, click **Return**.

Working with Custom Questions

This chapter covers the following actions:

- Configure custom questions and answers.

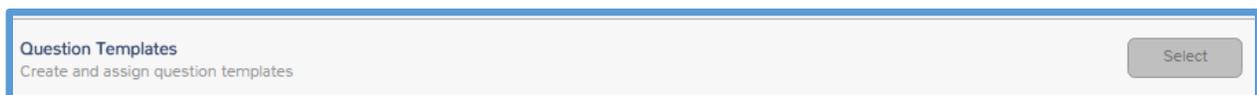
TaxSlayer Pro Online allows you to set up custom questions that preparers can use to capture data during the return preparation process. You can use the predefined questions or add more questions.

While you can add more questions and answers during tax season, we recommend that you finalize your questions before tax season begins to ensure accuracy of reports.

Adding Custom Questions

To access custom questions from the **Welcome** page, use the following steps:

1. Click **Select** on the **Configuration** line.



2. Click **Select** on the **Question Templates** line.

TaxSlayer Pro Online displays the **Edit Questions** page, listing any custom questions your site has been assigned:

Edit Questions

Log out

< Back + Add

No existing questions found.

+ Add Add Question

Assigned Questions

Question	Required
Other than English what language is spoken in your home?	Yes
Are you or your spouse a Veteran from the US Armed Force?	Yes
Do you or any member of your household have a disability?	Yes

< Back

3. To add more questions, click **Add**.

Note: Questions assigned to your site cannot be modified, deleted or assigned to another site.

TaxSlayer Pro Online displays the **Add Question** page:

Add Question

Log out

< Back

Question

Is Required

Available Answers

Answer

No existing answers found.

+ Add Add Answer

Save < Back

4. Type the question in the **Question** box.
5. If you want to require preparers to answer this question, select the **Is Required** check box.

TIP: If you require the answer to a question, the preparer **cannot** mark the return for e-file unless he or she answers the question.

6. Click **Add** in the **Available Answers** section.
7. Type the first answer choice.
8. Click **Add** and type the answer choice.
9. When you finish adding the question and answer choices, click **Save**.

TaxSlayer Pro Online displays the **Edit Questions** page, listing the new question.

10. To add more questions, click **Add** and follow the same steps.

Working with Taxpayer Profiles

This chapter covers the following actions:

- Create taxpayer profiles.
- Add forms to a taxpayer profile.
- Edit taxpayer profiles.
- Delete taxpayer profiles.
- Select a taxpayer profile when starting a new return.
- Locate a list of forms you can add to a taxpayer profile.

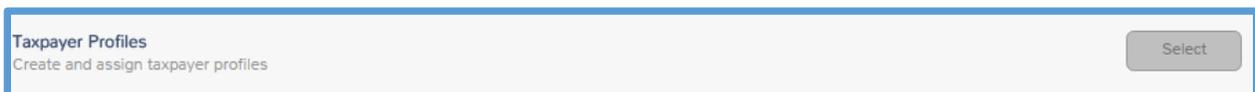
In TaxSlayer Pro Online, you can set up taxpayer profiles. Preparers can select taxpayer profiles when starting a new return to easily navigate through the common forms you use at your site. You can use the **Master Profile** or add additional profiles.

You can add more profiles during tax season as the type of returns prepared at your site changes.

Adding a Taxpayer Profile

You can add taxpayer profiles when you log in as a site administrator. To add taxpayer profiles from the **Configuration Menu** page, use the following steps:

1. Click **Select** on the **Taxpayer Profiles** line.



TaxSlayer Pro Online displays the **Taxpayer Profiles** page, listing any taxpayer profiles assigned to your site:

Taxpayer Profiles Back Add

No existing quickfile profiles found.

Add Add Taxpayer Profile

Assigned Taxpayer Profiles

Profile Name	Description	Tax Year
Master Profile	IRS Guidelines: This profile will automatically display the following input screens after the personal information has been completed: Form W-2, 1099-R, 1099-INT, 1099-DIV, 1099-B, SSA-1099.	2015

NOTE: On this page, you can view the description for the Master Profile, which includes several forms based on IRS guidelines. You can also view any other assigned taxpayer profiles. You cannot edit, delete, or assign these to another site.

2. To add a taxpayer profile, click **Add**.

TaxSlayer Pro Online displays the **Edit Taxpayer Profile** page:

Edit Taxpayer Profile Back Save

Profile Name

Description

Tax Year 2015

Tax Form (Lookup)

Selected Tax Forms

Save Back

Adding General Taxpayer Profile Information

3. Type a name for your new taxpayer profile in the **Profile Name** box.
4. Type a description in the **Description** box.

TIP: TaxSlayer Pro Online displays the description when the preparer begins creating a return. In the description, you can list the names of forms included in this taxpayer profile.

5. Select the tax year from the **Tax Year** list.

Adding and Sorting Forms

You can add many forms to the taxpayer profile. For a full list of forms you can add to the Taxpayer Profile, see the TaxSlayer Pro Online knowledgebase.

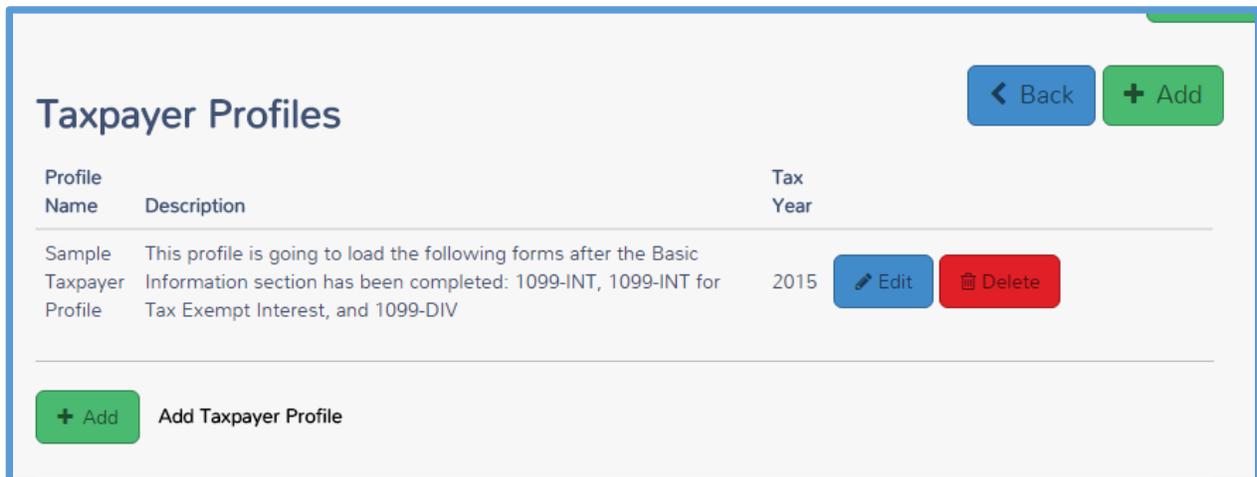
6. Begin typing a form name you want included in the **Tax Form (Lookup)** box.
7. Click the name of the form in the list to add it.

TaxSlayer Pro Online displays the forms you select in the list:



8. To sort the order in which forms display to the preparer, drag each form to the appropriate location in the list.
9. If you need to remove a form from the list, click the **Delete** icon for that form.
10. When you finish adding and sorting forms, click **Save**.

TaxSlayer Pro Online displays the **Taxpayer Profiles** page, listing the new profile:



11. To add more taxpayer profiles, click **Add** and follow the same steps.

Editing a Taxpayer Profile

If you later need to edit a taxpayer profile, use the following steps from the **Taxpayer Profiles** page:

1. Click **Edit** on the line for the taxpayer profile you want to edit.

TaxSlayer Pro Online displays the **Edit Taxpayer Profile** page:

Edit Taxpayer Profile Back Save

Profile Name
Self-employed

Description
This taxpayer profile lists common forms for self-employed individuals.

Tax Year 2015

Tax Form (Lookup)

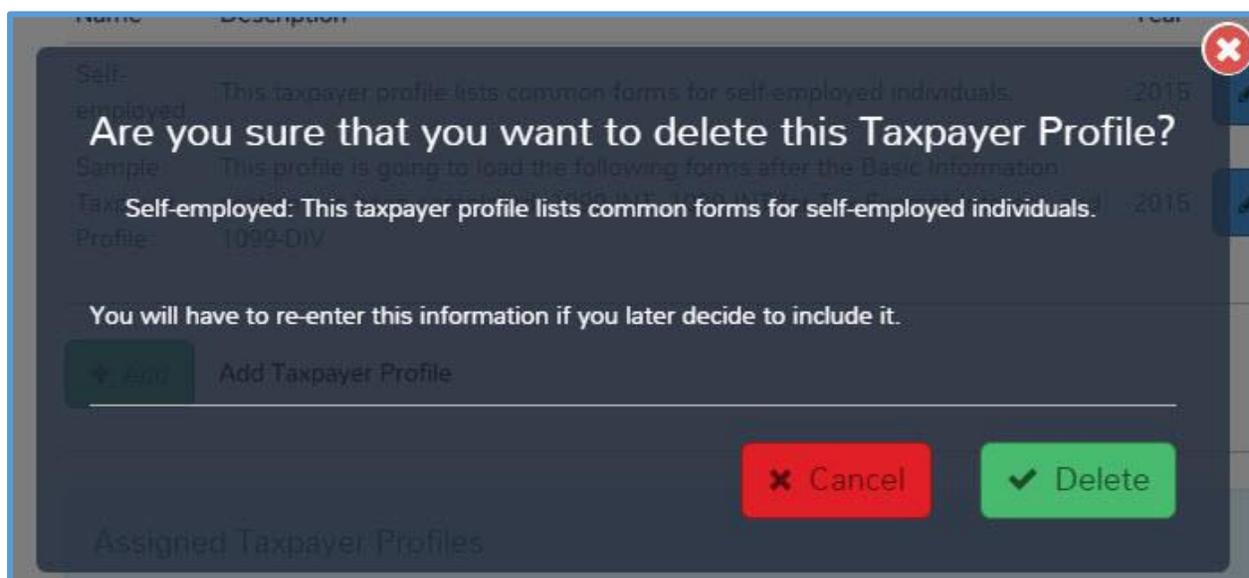
2. Edit the profile name, description, or tax year as needed.
3. Add and sort forms as described previously in this lesson.
4. Click **Save** to save the edited profile.

Deleting a Taxpayer Profile

If you need to delete a taxpayer profile, use the following steps from the **Taxpayer Profiles** page:

1. Click **Delete** on the line for the taxpayer profile you want to delete.

TaxSlayer Pro Online displays a confirmation message:



2. Read the question and information carefully.
3. Click **Delete**.

TaxSlayer Pro Online deletes the taxpayer profile and removes it from the list.

NOTE: If you delete a taxpayer profile, you cannot retrieve it later. If you need the same taxpayer profile again, you will need to add the taxpayer profile again as a new, blank taxpayer profile.

Selecting a Taxpayer Profile

The preparer can select the taxpayer profile when starting a new return. For information on starting a new return, see the [Starting a Tax Return](#) section.

Working with Consents

This chapter covers the following actions:

- Add a new consent form.
- Edit an existing consent form.
- Delete a consent form.

Adding a Consent

If you need to request consent from taxpayers for certain actions, you need to add a consent form. To add a consent to be used by your site, use the following steps from the **Configuration Menu** page:

Note: If your order was placed with a relational EFIN, the Reporting Consent is assigned to your site and required for electronic filing.

1. Click **Select** on the **Consent Forms** line.

TaxSlayer Pro Online displays the **Consent Forms** page, listing any assigned consent forms:

Name	Description	Required for e-File	Allows Limitations
Consent to send reporting data	We need to send your tax data to another office for reporting purposes	No	Yes

2. Click **Add**.

TaxSlayer Pro Online displays the **Edit Consent Form** page:

Edit Consent Form Back Save

Consent Form Name

Description

Display Disclosure Limitations

Required For Efile

Consent Form Terms +

Save Back

3. Type a name and description for your consent form.
4. Select the **Display Disclosure Limitations** check box if you need to display the disclosure limitations (optional)
5. If you want to require that the preparer obtain consent using this form before e-filing a return, select the **Required for Efile** check box.
6. Click the **Add** icon in the **Consent Form Terms** section.

TaxSlayer Pro Online expands the **Consent Form Terms** section:

Consent Form Terms +

Term Input Only ⊗

Definition

Save Back

7. Type the term, which is typically 1 year.
8. Do one of the following:
 - a. If you do not want a definition, but want the preparer to be able to input this information instead, select the **Input Only** check box.
 - b. Type the definition. Remember to be descriptive so the preparer and taxpayer can see the exact terms of the consent and knowingly accept those terms. (Recommended option)
9. When you finish adding the term, click the **Save** icon (check box) to save the term.
10. If you need to add more terms, click the **Add** icon to add another term.
11. When you finish adding terms, click **Save**.

Editing a Consent Form

If you later need to edit a consent form, use the following steps from the **Consent Forms** page:

1. Click **Edit** for the consent form you want to edit.

TaxSlayer Pro Online displays the **Edit Consent Form** page:

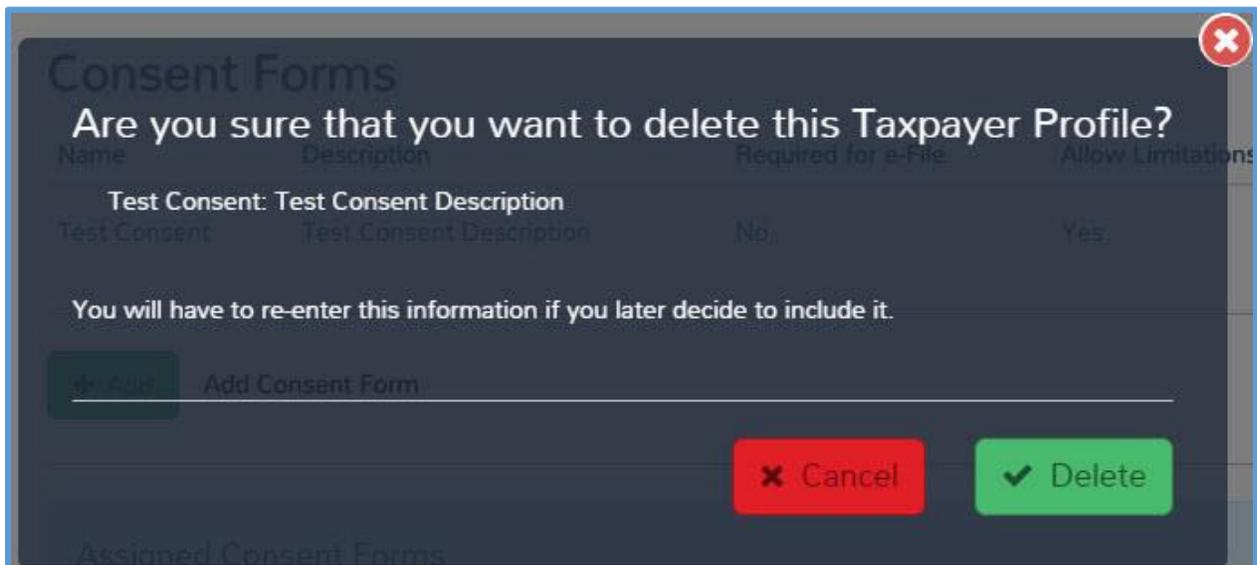
2. Make any changes to the consent the same as when you created a new consent.

Deleting a Consent

If you later need to delete a consent form, use the following steps from the **Consent Forms** page:

1. Click **Delete** for the consent form you want to delete.

TaxSlayer Pro Online displays a confirmation message:



2. Ensure that you want to delete the consent form, and then click **Delete**.

TaxSlayer Pro Online deletes the consent form and removes it from the list.

NOTE: You cannot retrieve a consent form after you delete it. Make sure that you want to delete the consent form to avoid re-entering the information.

TaxSlayer Pro Online prints the consent form with the tax return.

Configuring Printing

This chapter covers the following actions:

1. List the predefined print sets.
2. Determine which print sets to use for the taxpayer.
3. Create custom print sets.

Predefined Print Sets

TaxSlayer Pro Online contains several print sets you can use when printing. Review these before printing tax returns so you know what forms and how many copies of each form print with each print set. In most cases, you should use the one of the **MASTER PRINT** sets assigned by TaxSlayer. TaxSlayer Pro designed these print sets to follow the IRS guidelines.

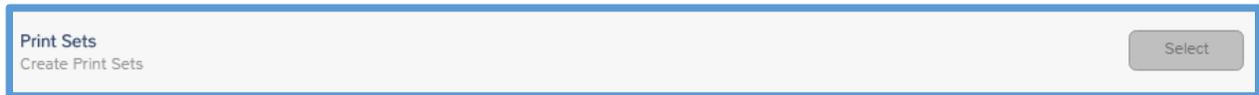
The following print sets will be available for printing the return, but cannot be modified:

- a) One Copy – Federal and State
- b) Two Copies – Federal and State
- c) Three Copies – Federal and State
- d) One Copy – Federal Only
- e) One Copy – 1040 Only
- f) One Copy – State Only
- g) One Copy – Form 8879 Only
- h) Print Invoice

View Master Print

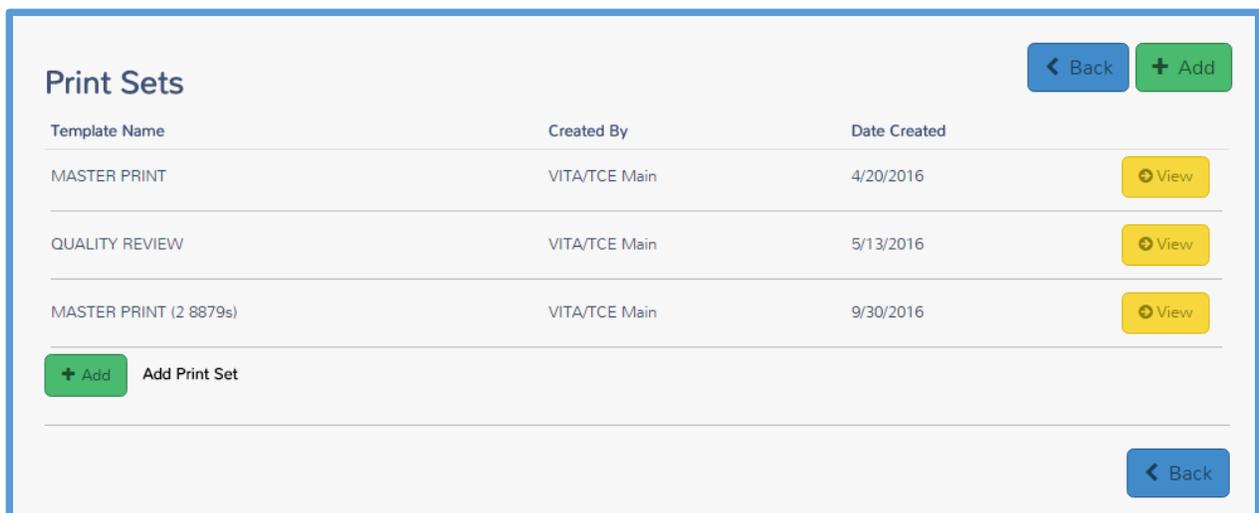
To view the contents of the assigned **Master Print** sets, use the following steps from the **Welcome** page:

1. Click **Select** on the **Configuration** line.



2. Click **Select** on the **Print Sets** line.

TaxSlayer Pro Online displays the **Print Sets** landing page:



3. To view the **Master Print** set, click **View**. You cannot edit this print set. This print set prints one copy of Form 8879 and one copy of each federal and applicable state return.

Create a Custom Print Set

To create a custom print set, use the following steps from the **Print Sets** landing page:

1. Click **Add**.

TaxSlayer Pro Online displays the **Print Set Setup** landing page:

Print Set Setup

+ Set Range

Print Set Name

Search forms...

Filter by state

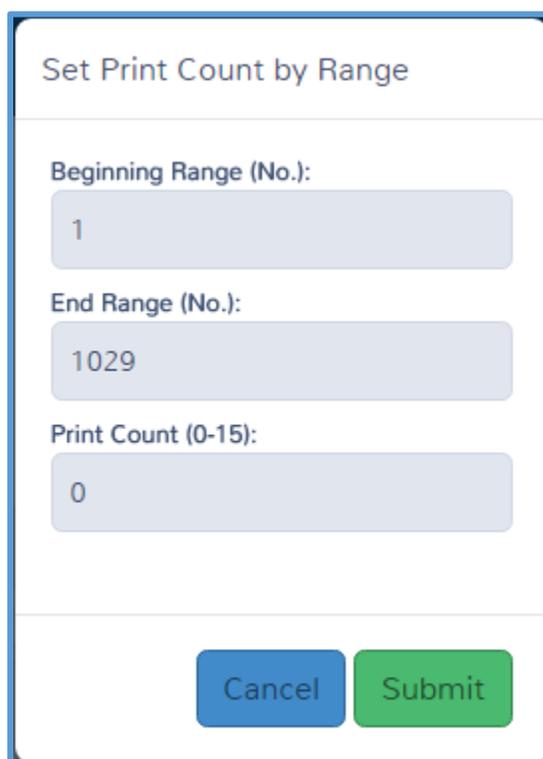
No.	Fed/St	Form/Schedule Name	Number of Copies
1	FD	Client Invoice	0
2	FD	Cover Page	0
3	FD	Federal Electronic Filing	0
4	FD	Instant Loan Filing Fee	0

2. Type a name for your print set in the **Print Set Name** box.
3. Change the number of copies for each form you want to include in the print set.

TIP: You can type a form name in the **Search forms** box to search for that form, or filter by federal or state forms.

4. If you want to add multiple forms at the same time, click **Set Range**.

TaxSlayer Pro Online displays the **Set Print Count by Range** window:



Set Print Count by Range

Beginning Range (No.):
1

End Range (No.):
1029

Print Count (0-15):
0

Cancel Submit

5. Verify the **Beginning Range** and **Ending Range** boxes. These numbers correspond to the number of the form as displayed in the first column of **Print Set Setup** landing page. You can view the number assigned to each form or schedule to change the range. If you want to change the number of copies of all forms for this print set, leave the range as it is.
6. Type the correct number in the **Print Count** box.
7. Click **Submit**.

TaxSlayer Pro Online displays the new number of copies in the print set:

Print Set Setup

Log out

Return Save

+ Set Range

Print Set Name

Search forms...

Filter by state

No.	Fed/St	Form/Schedule Name	Number of Copies
1	FD	Client Invoice	2
2	FD	Cover Page	2
3	FD	Federal Electronic Filing	2
4	FD	Instant Loan Filing Fee	2

8. When you finish making changes to the print set, click **Save**.

TaxSlayer Pro Online displays the **Print Sets** page, listing the new print set:

Print Sets

Log out

Back Add

Template Name	Created By	Date Created		
Example	VITA/TCE Training Site	4/14/2016	Edit	Delete
3189 Master Print	IRS	4/11/2016	View	Delete

+ Add Add Print Set

Back

9. Click **Add** and follow the same steps for any additional print sets you want to use.

10. When you finish adding print sets, click **Back** to return to the **Configuration Menu** landing page.

Managing Returns

This chapter covers the following actions:

1. Set up return tags.
2. Filter returns by return tags.
3. Delete returns.
4. Restore returns.
5. Add taxpayer notes.
6. Send messages.

Working with Return Tags

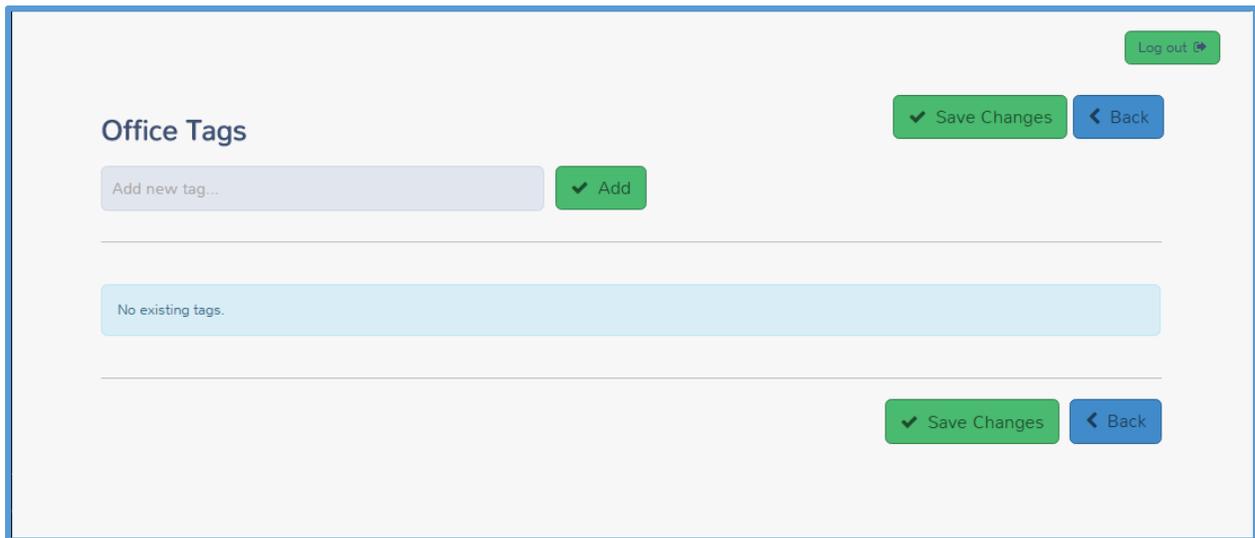
You can create a customized list of return tags to manage the status of the returns at your site.

Setting up Return Tags

TaxSlayer Pro Online does not have default return tags. You can create these while configuring the site. To add return tags, use these steps from the **Configuration Menu** page:

1. Click **Select** on the **Tags** line.

TaxSlayer Pro Online displays the **Office Tags** page:



2. Type a tag name in the **Add new tag** box; for example: Missing Information.
3. Click **Add**.

TaxSlayer Pro Online displays the new return tag in the list:



4. Repeat the steps until you add all the return tags you want.
5. When you finish adding return tags, click **Back** to return to the **Configuration Menu** landing page.

TIP: For information on using return tags as a preparer, see [Marking a Return for e-file](#).

Filtering Returns Using Return Tags

You can filter returns by return tags. When you do this, you can determine any actions that you need to take to complete returns. To filter returns, use the following steps from the **Welcome** page:

1. Click **Select** on the **Client Search** line.

TaxSlayer Pro Online displays the **Office Client List** page:

Office Client List

2015 Client Tax Return List

Filter by Status: Any Status

Filter by Return Tag: Any Tag

Search Client list

Showing 1 to 1 of 1 entries (filtered from 113 total entries)

SSN	NAME	PHONE	PREPARER	STATUS	
114-00-1717	Taxpayer Example	(770) 555-3636	Admin Preparer	Complete	Tools Select

2. Select the return tag for which you want to search from the **Filter by Return Tag** drop-down list.

TaxSlayer Pro Online displays any returns with the return tag you selected:

Office Client List

2015 Client Tax Return List

Filter by Status: Any Status

Filter by Return Tag: WAITING ON SIGNATURE

Search Client list

Showing 1 to 1 of 1 entries (filtered from 113 total entries)

SSN	NAME	PHONE	PREPARER	STATUS	
114-00-1717	Taxpayer Example	(770) 555-3636	Admin Preparer	Complete	Tools Select

Deactivating/Deleting Returns

In rare events, you may need to delete a return. You can do this in the **Office Client List**.

When you deactivate a return, TaxSlayer Pro Online makes it unavailable for edits. To deactivate a return, use the following steps from the **Welcome** page:

1. Click **Select** on the **Client Search** line.

TaxSlayer Pro Online displays the **Office Client List** page:

Office Client List

2015 Client Tax Return List

Filter by Status: Any Status

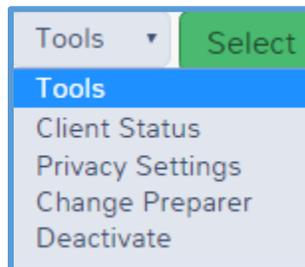
Filter by Return Tag: Any Tag

Search Client list

Showing 1 to 1 of 1 entries (filtered from 113 total entries)

SSN	NAME	PHONE	PREPARER	STATUS	Tools
114-00-1717	Taxpayer Example	(770) 555-3636	Admin Preparer	Complete	Select

2. Find the return you want to deactivate.
3. From the **Tools** drop-down list, select **Deactivate**, as shown below:



TaxSlayer Pro Online displays the **Deactivate Return** page:

Deactivate Return

Are you sure you want to deactivate this return? No ▾

Warning: Once a return is deactivated it cannot be reactivated.

Log out

Cancel Continue

Cancel Continue

4. Select **Yes** from the drop-down list.
5. Click **Continue**.

TaxSlayer Pro Online deactivates the return and changes the status on the **Office Client List** to **Deleted**:

Showing 1 to 4 of 4 entries (filtered from 155 total entries) Previous 1 Next

SSN	NAME	PHONE	PREPARER	STATUS
111-00-1233	Test Return	(770) 555-1212	Admin Preparer	Deleted

Reactivating a Return

If you later need to prepare a return for this taxpayer, use the following steps:

1. Start a new return.

TaxSlayer Pro Online displays the **Create New Return** page with information on the deactivated return:

Social Security Number

Confirm Social Security Number

There is a deactivated return associated with this SSN. You may choose to reactivate the return, use a different SSN, or proceed to replace this return with a new one. If you choose to replace the return, you will no longer be able to recover this deactivated return.

Name	Preparer	Filing Status	Date Created	Date Modified
looking changes	Bob Smith	Deleted	09/12/2016	09/13/2016

Remove and Create New Reactivate

There is an inactive return using this SSN. You can choose to either reactivate the existing return or replace it with a new one.

Start Return

2. Determine whether you want to reactivate or replace the deactivated return.
 - a. To reactivate the return with existing information, click **Reactivate**.
 - b. To replace the deactivated return, click **Remove and Create New**.
 - c. If the Social Security number you typed for the current return is incorrect, type the Social Security number again to change it.

NOTE: If you replace a deactivated return, you cannot retrieve information from that return. TaxSlayer Pro Online discards all that information and creates a new, blank return.

Adding Taxpayer Notes

You can add notes to a tax return so you can review information later. For example, if you add a **Missing Information** return tag, you may want to add a note to remind you of what information you still need from the

taxpayer. You can either add a taxpayer note while in the return or from the return list.

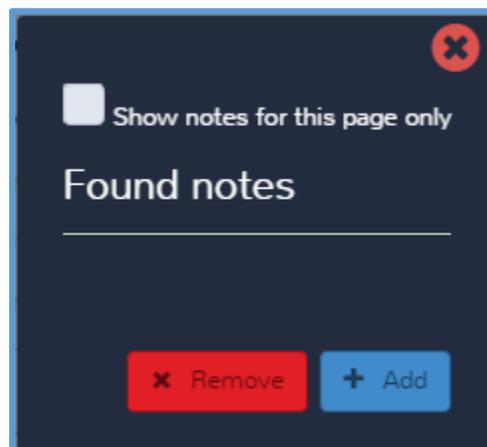
To add a note while in a tax return, use the following steps:

1. Click the **Tools** drop-down list, as shown below:



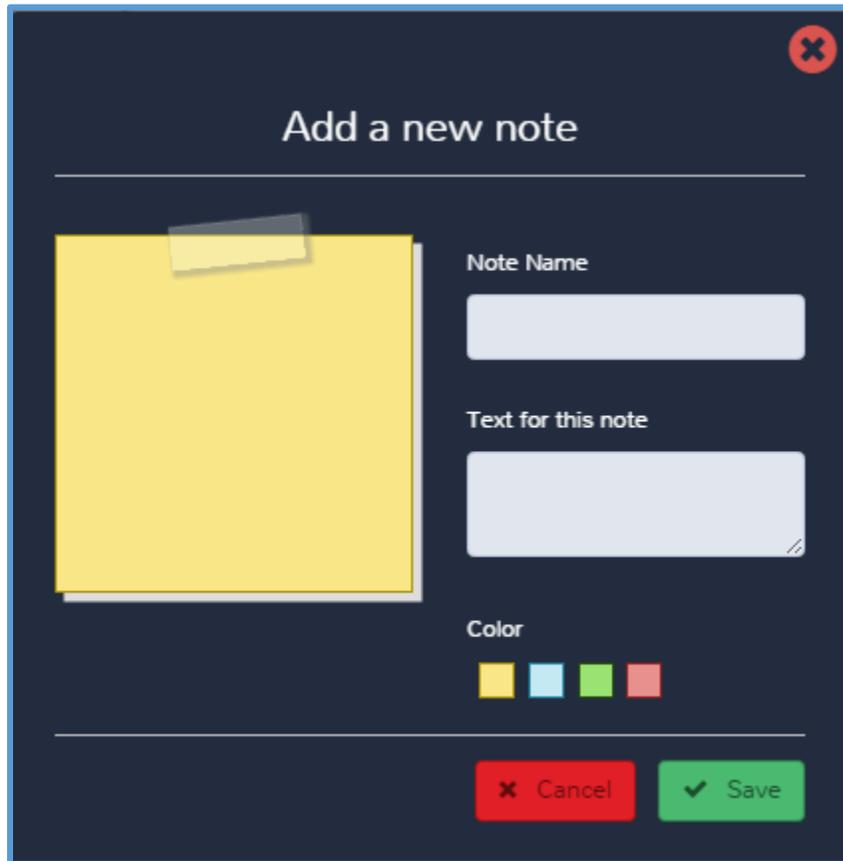
2. Click **Notes**.

TaxSlayer Pro Online displays the **Found Notes** window:



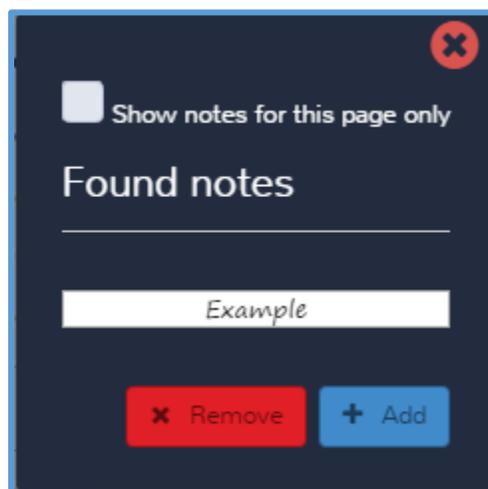
3. Click **Add**.

TaxSlayer Pro Online displays the **Add a new note** window:



4. Type a name and the text for the note in the appropriate boxes.
5. Click **Save**.

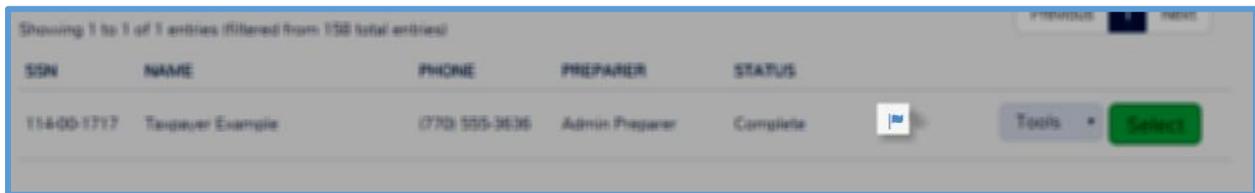
TaxSlayer Pro Online displays the **Found notes** window with the new note listed:



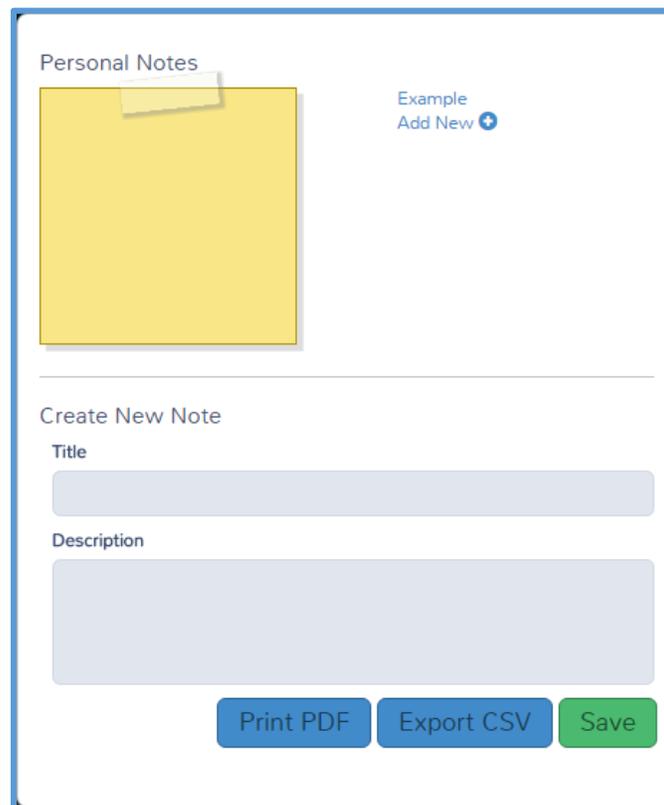
6. If you need to add another note, click **Add** and use the same steps to add the new note.
7. If you need to remove a note, click **Remove**.

If you want to add a note outside of the return, use the following steps from the **Office Client List**:

1. Find the taxpayer in the list.
2. Click the **Edit Notes** icon, as shown below:



TaxSlayer Pro Online displays the **Personal Notes** window:



3. Click existing notes (listed at the upper right) to review them. In the screenshot above, the existing note is named **Example**.
4. To add a new note, type the title and description in the appropriate boxes.

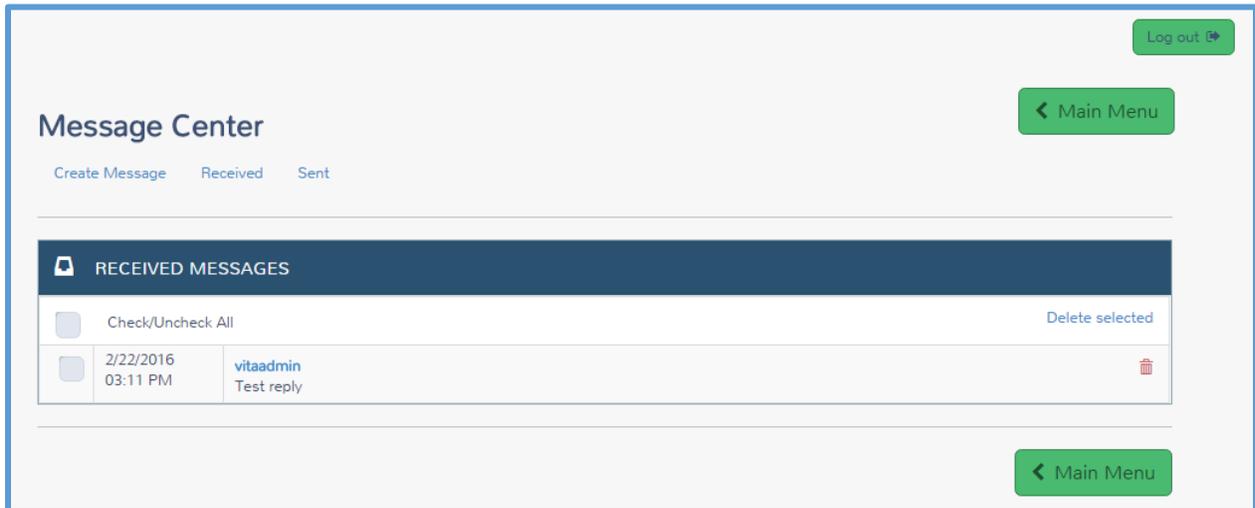
5. Click **Save**.
6. If you need to add more notes, click **Add New** and use the same steps to add the new note.
7. If you need to print or export a note, click **Print PDF** or **Export CSV**.
8. When you finish adding notes, click the **X** to close the window.

Sending Messages

You can send a message through TaxSlayer Pro Online to any or all preparers at your site. To do so from the **Welcome** page, use the following steps:

1. Click **Message Center**.

TaxSlayer Pro Online displays the **Message Center** page:



2. Review any received messages in the list.
3. To create a new message, click **Create Message**.

TaxSlayer Pro Online displays the **CREATE MESSAGE** page:

The screenshot shows the 'Message Center' interface. At the top, there is a navigation bar with 'Message Center' on the left and a green button labeled '< Main Menu' on the right. Below this, there are three tabs: 'Create Message', 'Received', and 'Sent'. The main content area is titled 'CREATE MESSAGE' and features a green button with a plus sign and the text '+ Select recipients'. Below this is a checkbox labeled 'allow responses' which is checked. A large text input area is provided with the placeholder text 'Enter your message here'. At the bottom left of the input area, it says 'Max 500 characters'. At the bottom of the form, there are two buttons: a green button with a checkmark and the text 'Send', and a red button with an 'x' and the text 'Cancel'. A second green button labeled '< Main Menu' is located at the bottom right of the page.

4. Click **Select recipients** and select any other preparers at your site to which you want to send the message.
5. Type the message you want to send in the message box. You can type up to 500 characters.
6. When you finish typing your message, click **Send**.

Working with Reports

This chapter covers the following actions:

1. Run reports.
2. Filter reports.
3. Export reports.

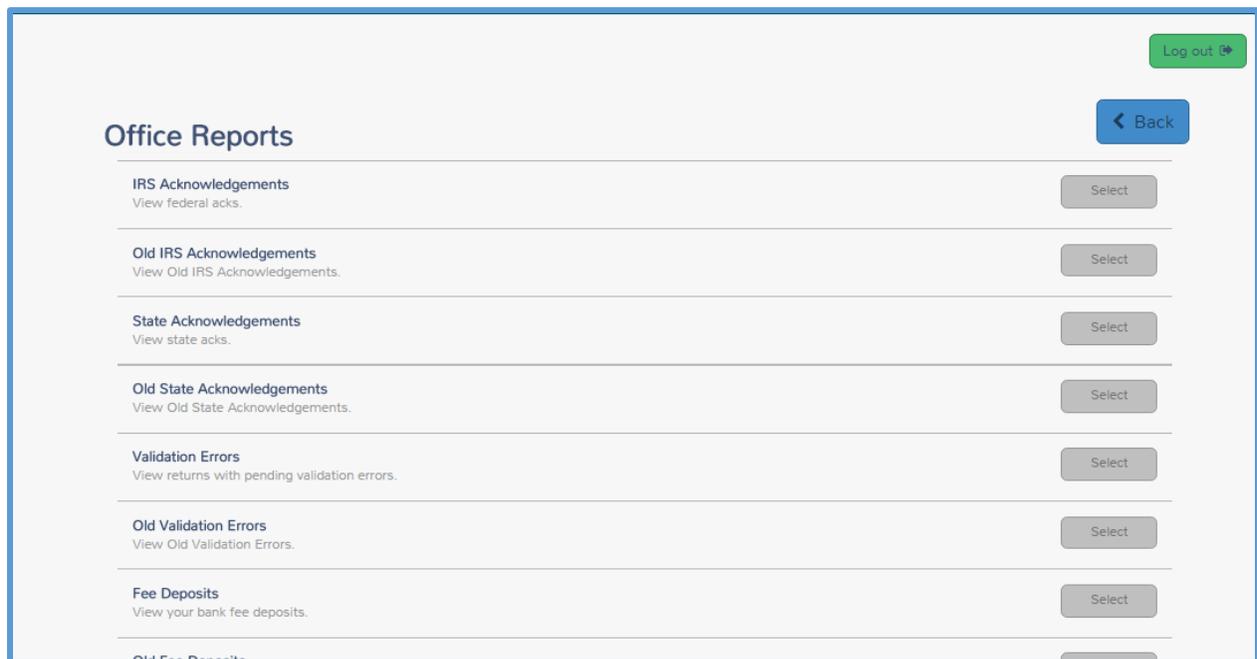
TaxSlayer Pro Online provides several reports that you can run to help manage returns.

Running Reports

To run a report, use the following steps from the **Welcome** page:

1. Click **Select** on the **Reports** line.

TaxSlayer Pro Online displays the **Office Reports** page:



NOTE: TaxSlayer will deliver additional reports to help the management process of the sites.

2. Click **Select** for the report you want to run. For purposes of this topic, run the **Return Questions** report, but you should use the same steps for other reports.

TaxSlayer Pro Online displays the **Return Questions** page:

Return Questions

Search:

Showing 1 to 8 of 8 entries

#	Primary SSN	Office Name	Are you or your spouse a Veteran from the US Armed Force?	Do you or any member of your household have a disability?	Other than English what language is spoken in your home?
1		VITA/TCE Practice Lab	NO	NO	NONE
2		VITA/TCE Practice Lab	NO	NO	NONE
3		VITA/TCE Practice Lab	YES	NO	NONE
4		VITA/TCE Practice Lab	YES	NO	CHINESE
5		VITA/TCE Practice Lab	NO	YES	TAGALOG
6		VITA/TCE Practice Lab	YES	NO	NONE
7		VITA/TCE Practice Lab	NO	NO	NONE

3. Review the information on the report.

Searching and Sorting

4. To search for information in the report, type the data for which you want to search in the **Search** box. For example, you can search for a Social Security number or sort by answers to questions in this report.
5. Click the column heading to sort by that column.

Printing

6. To print the report, click either **PDF** or **HTML**.
 - a. If you click **PDF**, TaxSlayer Pro Online saves a PDF copy of the report to your computer. Open the file and print using Adobe Reader's tools.
 - b. If you click **HTML**, TaxSlayer Pro Online displays your browser's **Print** page so you can print the report.

TIP: Remember, you must follow all the security, privacy, and confidentiality rules to ensure taxpayer data is stored in a secure location.

Exporting

7. To export the report, click either **CSV** or **Excel**, depending on the format you want to use for the report.

TaxSlayer Pro Online saves the .csv or .xlsx file to your computer. Open the file and use Microsoft's tools to work with the report.

Managing Multiple Sites

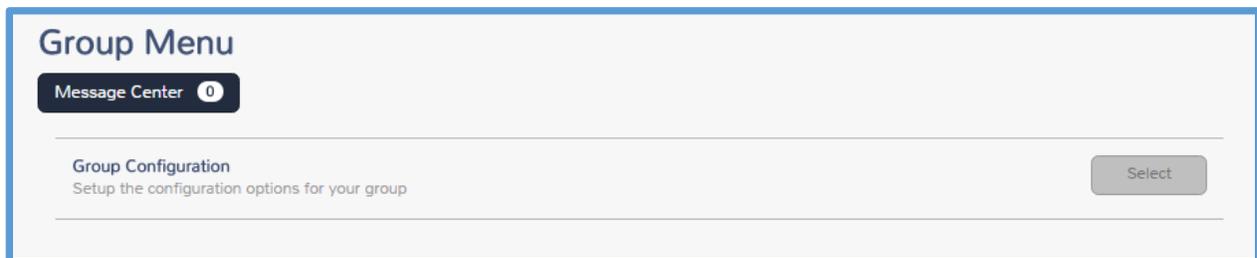
This chapter covers the following actions:

1. Log in as the multi-site administrator.
2. List management options.

If you manage multiple sites, your site administrator login allows you access to different features, and your **Welcome** page looks different based on your login profile. Log in to TaxSlayer Pro Online as you would with any other user name, password, and security code.

Note: During the ordering process, TaxSlayer sends Group Administrator login credentials via email to the site designated as the multi-site administrator.

When you log in, TaxSlayer Pro Online displays the **Welcome** page:



Using Multiple Office Features

You can access the same features as any other site. However, as the manager of multiple offices with a Relational EFIN, TaxSlayer Pro Online provides additional features.

Note: Sites using a Relational EFIN must use the Reporting Consent to Use. TaxSlayer assigns this form to all locations with a Relational EFIN, and the form is required to electronically file the return.

Assigning Settings to Offices

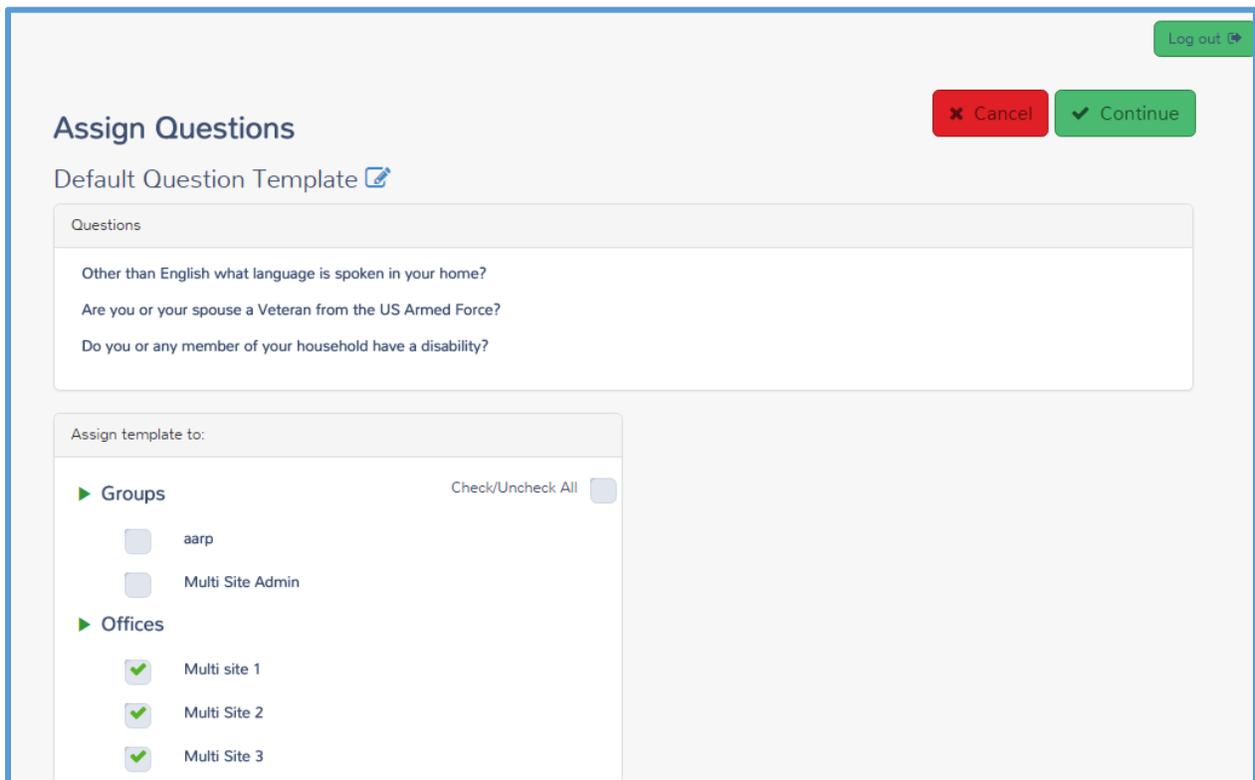
When you configure certain settings, you can assign those to offices. You can assign the following settings:

- a) Security Templates
- b) Question Templates/Custom Question
- c) Taxpayer Profiles
- d) Consent Forms

- e) Print Sets
- f) Return Tags

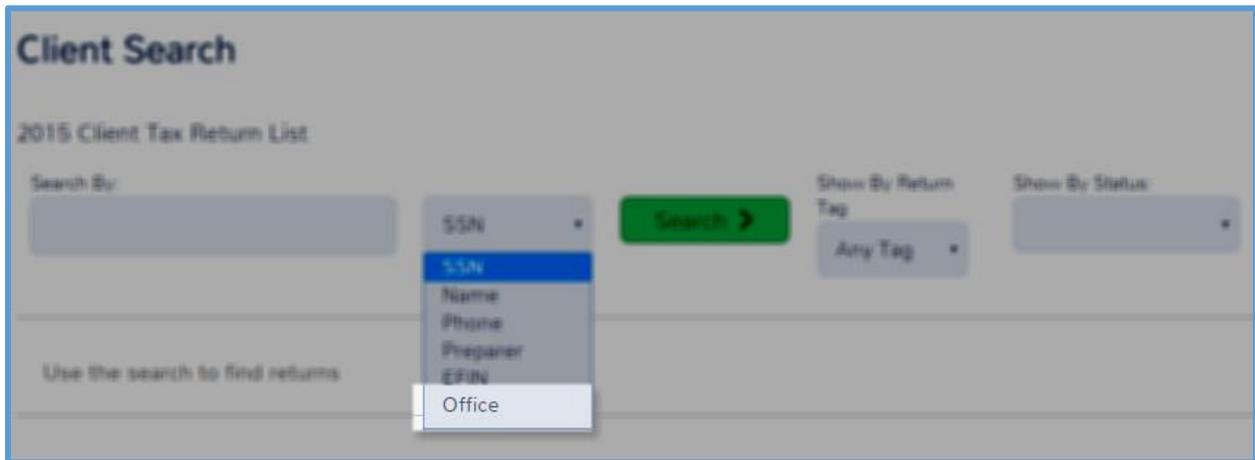
For this example, when you set up custom questions, you can assign the questions to groups or offices, as shown below:

NOTE: This feature is available to **ALL** multi-site administrators.

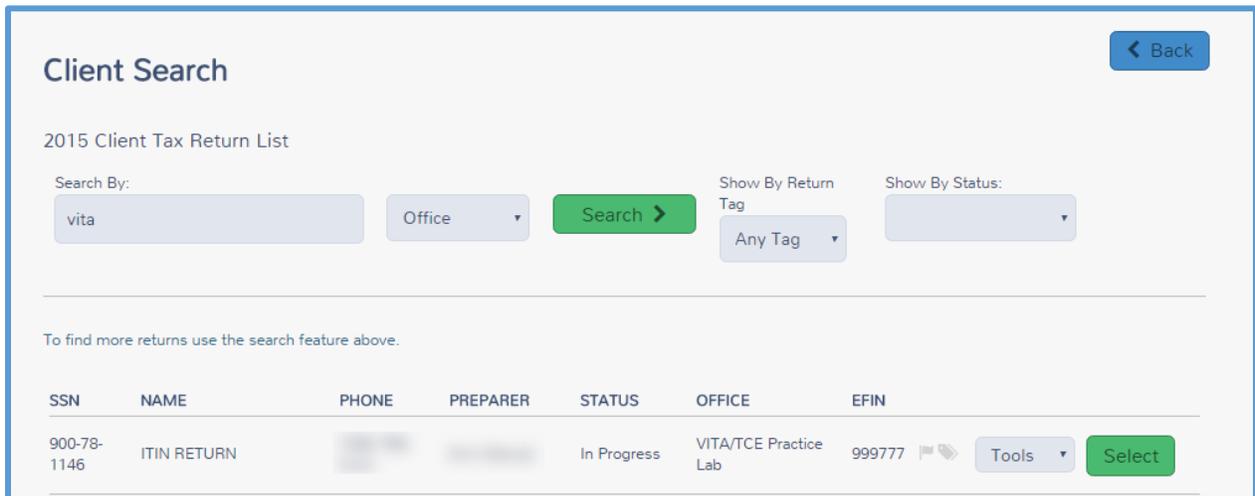


Searching by Office (Relational EFIN required)

In many features, you can search by office. This way, you can run reports or search for clients in one of your offices. For example, on the **Client Search** page, you can search by office, as shown below:



When you search by an office, TaxSlayer Pro Online displays only returns created by that office:



Accessing Offices (Relational EFIN Required)

You can access each of your offices through the multiple site administration if you are using a Relational EFIN. To do so, use the following steps:

1. Click **Select** on the **Office Access** line.

TaxSlayer Pro Online displays the **Company's Office(s)** page:

Company's Office(s)

Search By:

OFFICE NAME	LOCATION	EFIN	
Multi site 1	ROME, GA	001139	Edit
Multi Site 2	Unknown		Edit
Multi Site 3	Unknown		Edit
Multi Site 4	Unknown		Edit
Multi Site 5	Unknown	555555	Edit
Multi site 6	ROME, GA	555555	Edit
VITA/TCE Practice Lab	Evans, GA	999777	Edit

2. Click **Edit** for the office you want to access.

TaxSlayer Pro Online displays the **Welcome** page for that office:

Welcome to Multi site 1

Message Center 0

- Select Another Office
Use this option to select another office managed by your company. [Select](#)
- Client Search
Edit returns you previously started. [Select](#)
- Review Returns
Returns that are currently waiting to be reviewed [Select](#)
- Configuration
Setup the configuration options for your office. [Select](#)
- Reports
Print acks, mailing labels, bank reports, and old reports. [Select](#)
- Transmissions
Transmit returns to IRS. [Select](#)
- Print Check(s)
Print ERC checks. [Select](#)

3. You can use all of the features for this office just as discussed in the other topics.

4. If you need to select another office to access, click **Select** on the **Select Another Office** line.
5. When you finish working with this office, click **Return** to return to your multiple office **Welcome** page.

Working with TaxSlayer Pro Desktop

Contingency Procedures

This chapter covers the following actions:

1. Describe the TaxSlayer Pro Online contingency plan.
2. Download TaxSlayer Pro's desktop application.

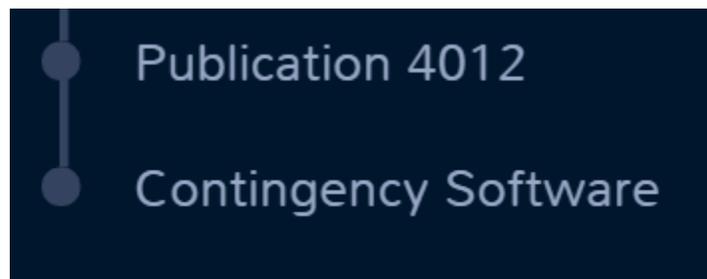
TaxSlayer Pro

TaxSlayer makes a contingency procedure available in the rare event that the web site becomes unavailable. If that happens, you can use TaxSlayer Pro's desktop application to prepare and e-file returns.

Download the desktop application in advance so that your site does not have any downtime. We recommend that you do not install TaxSlayer Pro on a network as a contingency plan. Instead, install on a standalone computer with an internet connection.

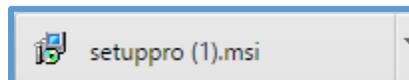
To download the desktop application, use the following steps:

1. Log in to TaxSlayer Pro Online.
2. Click **Contingency Software**, located as shown below:



Note: TaxSlayer Pro Online directs you to log in to your **My Account** page to download the software.

TaxSlayer Pro Online begins downloading the setup file:



3. When TaxSlayerPro.com completes the download, click the file.

Windows displays the InstallShield Wizard for TaxSlayer Pro:



4. Complete installation and setup.

Tip: For a complete listing of contingency options, refer to IRS Publication 4396-A, *Partner Resource Guide*.

In order for the TaxSlayer Pro Desktop contingency plan to work successfully, it is important to keep the designated computers updated with the latest desktop software versions. TaxSlayer Pro Desktop automatically updates the first time you open it each day. We recommend that you do this daily or weekly.

If a software system outage necessitates the use of a temporary contingency plan, you can use the installed and updated version of TaxSlayer Pro Desktop to complete any returns you need to prepare during the outage. Sites will be able to work the return completely from the desktop application, including e-filing and getting acknowledgments. The return will remain in the desktop application for the duration of the filing season.

Tip: Returns prepared using the desktop software during a contingency plan will be transmitted from the desktop software. You will also use the desktop software to retrieve any acknowledgement associated with the returns transmitted from the desktop software.

When TaxSlayer Pro Online is available again, use it to prepare new returns and complete any returns you started previously in TaxSlayer Pro Online.

Preparing a Return

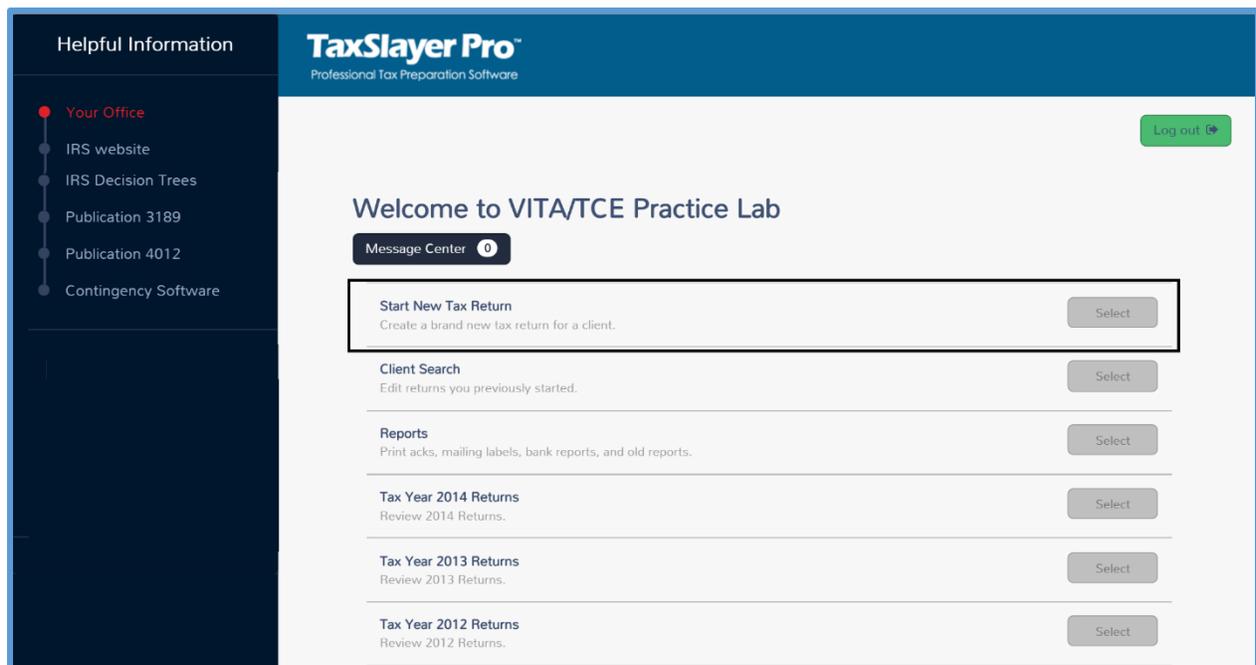
Starting a Tax Return

This chapter covers the following actions:

1. Start a tax return in TaxSlayer Pro Online.
2. Select a filing status.
3. Enter personal information for the taxpayer and spouse.
4. Enter dependent information.
5. Add IRS Identity Protection PIN(s).

Starting a New Return

After you log in, TaxSlayer Pro Online displays the **Welcome to...** page:



To start a new return, use the following steps:

1. Click **Select** on the **Start New Tax Return** line.

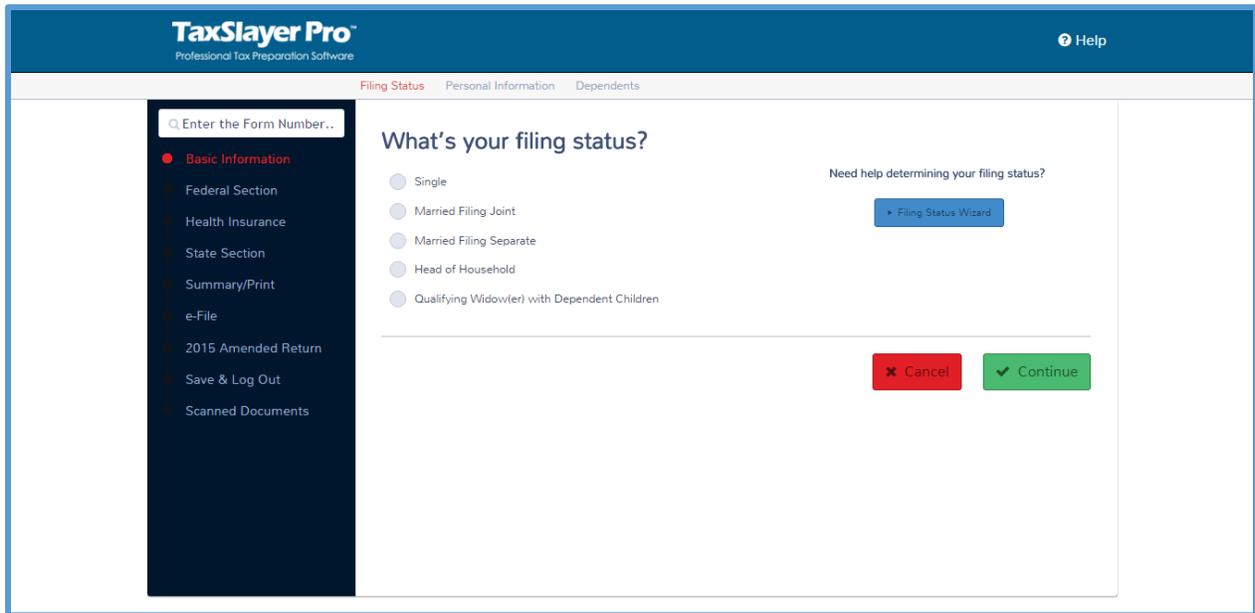
TaxSlayer Pro Online displays the **Create Tax Return** page:

The screenshot shows the 'Available Taxpayer Profiles' section with a dropdown menu. Below it are two sections: 'Office Profiles' and 'Assigned Profiles'. The 'Office Profiles' section includes 'Basic (No Profile)' and 'Sample Taxpayer Profile'. The 'Assigned Profiles' section includes 'Master Profile'. Below these sections is the 'Enter Social Security Number' section, which contains two rows of input fields for the Social Security Number and a 'Start Return' button.

1. Select a taxpayer profile, or select **Basic (No Profile)** to prepare the return without a taxpayer profile.
2. Type the taxpayer's Social Security number (SSN) or Individual Taxpayer Identification Number (ITIN).
3. Type the taxpayer's Social Security number or ITIN again for verification. Use the taxpayer's documentation to type the number both times to avoid an incorrect entry.
4. Click **Start Return**.

NOTE: You can choose a taxpayer profile to automatically display income and adjustment entry pages that most closely reflect information from the taxpayer. When you do this, you save time in the return. You can still add other information to the return after you complete any of the necessary forms displayed by the taxpayer profile.

TaxSlayer Pro saves the new return and displays the **What's your filing status** page:



Working in the Return

Layout and Links

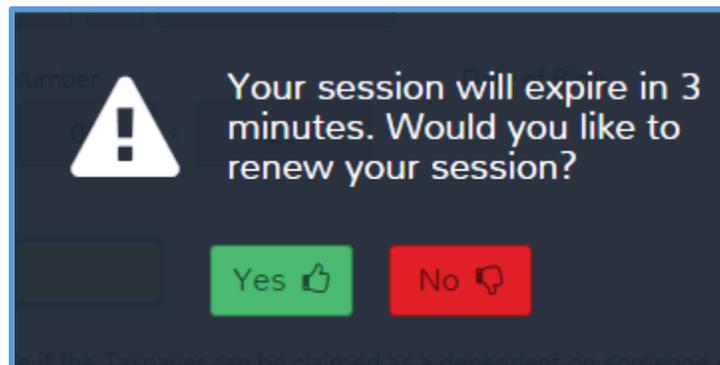
Use the left navigation bar to determine your current section of the tax return. The links at the top of the page show you more detail on the section.

If you need to close the return, click **Save & Exit Return** at the left:



Session Expiration

If you are inactive for an extended period, TaxSlayer Pro Online displays a warning:



Click **Yes** to remain logged in. If TaxSlayer Pro Online logs you out, you will need to log in again.

TIP: TaxSlayer Pro Online saves the data you enter when you click **Continue** on each page. If your session times out before you click **Continue**, TaxSlayer Pro Online does not save the data.

Required Information

If you do not complete a required box on the page and attempt to continue to the next page, TaxSlayer Pro Online displays a warning in red at the top of the page:



Click the warning to go to the error and correct it.

Refund Amount

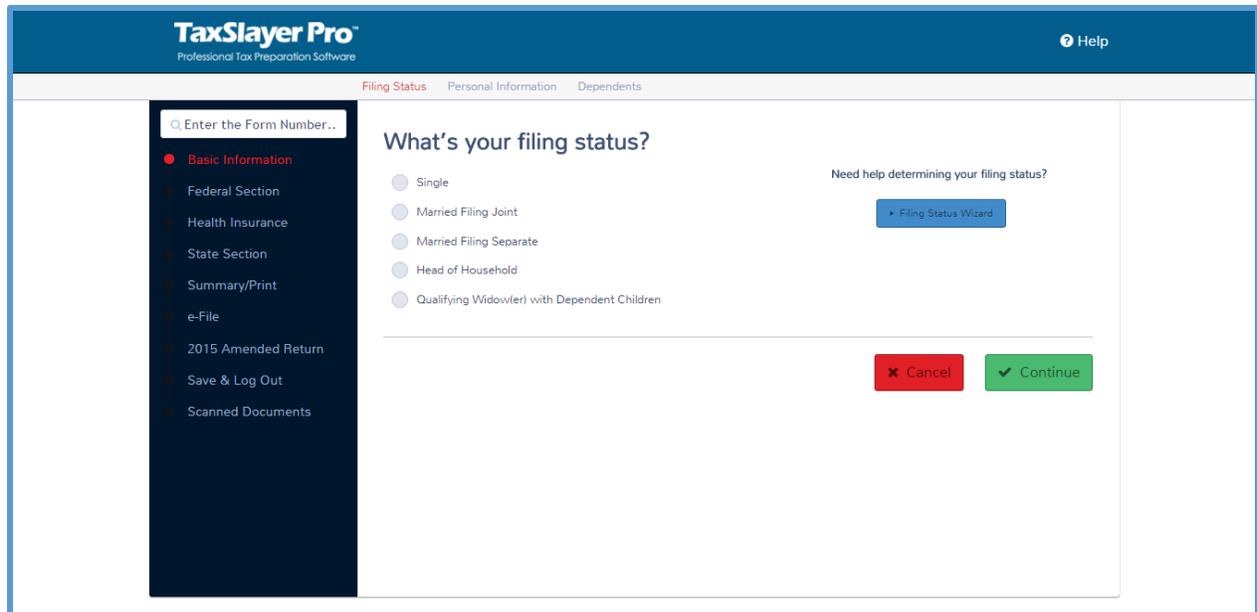
As you work through the return, TaxSlayer Pro displays the federal and state refund amount at the top of the page:



NOTE: If you have not added a state, TaxSlayer Pro Online displays **N/A** for the state refund amount.

Selecting a Filing Status

When you start a return, TaxSlayer Pro displays the **What's your filing status?** page, as discussed previously:

The screenshot shows the TaxSlayer Pro software interface. At the top, there is a dark blue header with the 'TaxSlayer Pro' logo and 'Professional Tax Preparation Software' text. A 'Help' icon is in the top right. Below the header, a navigation bar contains 'Filing Status', 'Personal Information', and 'Dependents'. The main content area is titled 'What's your filing status?'. On the left, a dark sidebar menu lists various sections, with 'Basic Information' highlighted in red. The main area features a search box for 'Enter the Form Number..', a list of filing status options with radio buttons, and a 'Filing Status Wizard' button. At the bottom right, there are 'Cancel' and 'Continue' buttons. The text 'Need help determining your filing status?' is positioned above the wizard button.

If you know the taxpayer's filing status based on the information he or she gives you, use the following steps:

1. Select the appropriate filing status.
2. Click **Continue**.

Using the Filing Status Wizard

If you need help determining the filing status, use the following steps:

1. Click **Filing Status Wizard**.

TaxSlayer Pro Online displays the **Filing Status Wizard**:

The screenshot shows the TaxSlayer Pro Online interface. At the top, there are navigation tabs: "Filing Status" (highlighted in red), "Personal Information", and "Dependents". On the left side, there is a dark blue sidebar with a search bar "Enter the Form Number.." and a list of menu items: "Basic Information" (highlighted with a red dot), "Federal Section", "Health Insurance", "State Section", "Summary/Print", "e-File", "2015 Amended Return", "Save & Log Out", and "Scanned Documents". The main content area is titled "Filing Status Wizard" and contains the question: "Were you considered married on December 31st of last year?". Below the question is a note: "Note: You are considered married for tax purposes if your spouse passed away during 2015 and you did not remarry." At the bottom right of the question area, there are two buttons: a red "No" button with a white 'x' icon and a green "Yes" button with a white checkmark icon.

2. Read each question in the wizard to the taxpayer and click the appropriate answer.

When you finish answering all the questions, TaxSlayer Pro Online determines and displays the appropriate filing status based on your answers:

The screenshot shows the TaxSlayer Pro Online interface after the wizard is completed. The title "Filing Status Wizard" is displayed. Below the title, it says: "Based on your answers, your filing status should be **Single**." At the bottom left, there is a blue button with a white left arrow and the text "Previous". At the bottom right, there is a green button with a white checkmark and the text "Finished".

3. Click **Finished**.

TaxSlayer Pro displays the **What's your filing status?** page with the answer from the filing status wizard:

What's your filing status?

Single

Married Filing Joint

Married Filing Separate

Head of Household

Qualifying Widow(er) with Dependent Children

Need help determining your filing status?

[▶ Filing Status Wizard](#)

Based on your answers, your filing status should be **Single**.

4. Select the appropriate filing status.

TIP: TaxSlayer Pro Online does not automatically select the filing status.

5. Click **Continue**.

Entering Personal and Spouse Information

Complete the following pages, including taxpayer and spouse information. Read each question on the pages and select or type the appropriate answer.

Dates

When entering dates in TaxSlayer Pro Online, type the month and day without the leading zero. For example, if the taxpayer's birth date is May 4, 1986, type 5, Tab, 4, Tab, 1986, Tab.

Zip Codes

TaxSlayer Pro Online automatically completes the city and state when you type a Zip code.

Spouse and Dependent Information

TaxSlayer Pro Online displays the **Spouse Information** section if you selected a Married filing status. Complete the information for the spouse and select any applicable check boxes.

TaxSlayer Pro Online automatically completes the spouse and dependent's last name based on the information you typed for the taxpayer's last name. You can change this box if necessary.

Entering State Information

When entering the address, select the taxpayer's state from the **Resident State Return** drop-down list so TaxSlayer Pro Online completes the basic state return as you add information to the return.

If you selected a resident state, TaxSlayer Pro Online displays the **Just a few more questions** page with additional questions required by the resident state that are not necessarily captured when completing the Federal return:

Filing Status Personal Information Dependents

Just a few more questions.

Is your address different from the return you filed last year? --Select--

I authorize the electronic notification from taxing authorities at the e-mail address provided regarding any updates to my account(s). --Select--

E-mail address

✓ Continue

1. Read each question carefully and answer the question.
2. Click **Continue**.

Entering Dependent Information

When you complete the personal information, TaxSlayer Pro Online displays the **Dependents or Qualifying Person(s)** page:

Filing Status Personal Information Dependents

Dependents or Qualifying Person(s)

Do you have any Dependents or Qualifying Person(s) to claim on your return?

Individuals who rely on you for support and reside in your house generally qualify for dependent tax exemptions. However, there are situations when a child's exemption status is more complicated. The IRS has special rules for these situations.

To add dependents to the return, use the following steps:

1. Click **Yes** showing that the taxpayer does have a dependent or qualifying person.

TaxSlayer Pro Online displays the **Dependent/Qualifying Child Information** page:

Dependent / Qualifying Child Information

First Name Middle Last Name

Date of Birth:
MM DD YYYY

Check if the dependent does not have an SSN/ITIN/ATIN

Social Security Number:
- - -

Relationship:
- Please Select -

Number of months this person lived in your home during 2015:
12

Note: If this dependent was born in 2015, you must select 12 months)

Please answer the following:

Check if this person was a FULL-TIME student.

Check if this person was DISABLED.

Check if this qualifying child is NOT YOUR DEPENDENT.

Check if you wish NOT to claim this dependent for Earned Income Credit purposes.

2. Read each question for the dependent and answer it appropriately.
3. If the taxpayer has more than one dependent or qualifying child, click **Add** to add each one.

TIP: You can add an unlimited number of qualifying dependents.

4. When you finish entering dependents, click **Continue**.

TaxSlayer Pro Online displays the **Basic Information** page:

Basic Information

Filing Status	EDIT
Personal Information	EDIT
Dependents / Qualifying Person	EDIT

Cancel **Continue**

Ending a Section

As you work through a return, TaxSlayer Pro Online displays a menu at the end of each section. Review and edit any information for that section using this menu, and then click **Continue**.

Entering IRS Identification PINs

If the IRS issued identity protection PINs to the taxpayer, spouse and/or dependents, use the following steps to add the identity protection PINs to the return:

1. Click **Miscellaneous Forms**.
2. Click the **BEGIN** button on the **IRS Identity Theft PIN** line.

TaxSlayer Pro Online displays the **IRS Identity Protection Pin** page:

IRS Identity Protection Pin

If you have received a notice from the IRS containing an Identity Theft Pin please enter the Pin here in order to ensure that your tax return is processed without delay.

Sarah Test (XXX-XX-1146)

spouse Test (XXX-XX-1146)

Dependent Test (XXX-XX-3315)

3. Type the appropriate PINs.

Methods of Entering Income

TaxSlayer Pro Online provides several methods of entering income, adjustments, deductions, and credits in the taxpayer's return. You can use any of the following:

- Taxpayer Profile
- Form 1040
- Guide Me
- Enter Myself
- Quick File
- Forms Search

Taxpayer Profile

In TaxSlayer Pro Online, you can choose a taxpayer profile to automatically display income and adjustment entry pages based on a pre-created list. You can still add additional information to the return after you complete any of the necessary forms displayed by the taxpayer profile.

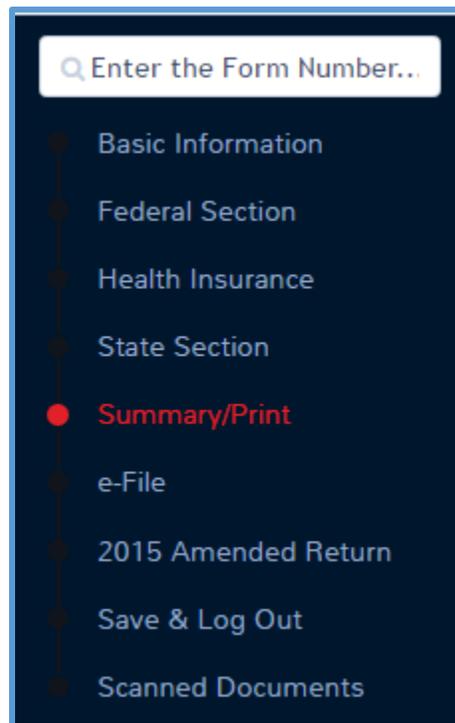
If you applied a taxpayer profile when creating the return, TaxSlayer Pro Online displays the entry forms in the designated order.

For information on creating a taxpayer profile, see [Working with Taxpayer Profiles](#).

Form 1040

You can add information to the return using the Form 1040 as a guide. To do this, use the following steps:

1. In an open return, click the **Summary/Print** link on the left navigation bar.



TaxSlayer Pro Online displays the **Calculation Summary** page:

Reasons for no Earned Income Credit (EIC) [show details](#)

Form 1040 page: **1** 2 Summary View

Form 1040 Department of the Treasury—Internal Revenue Service (99) **2015** OMB No. 1545-0074 IRS Use Only—Do not write or staple in this space.

For the year Jan. 1–Dec. 31, 2015, or other tax year beginning _____, 2015, ending _____, 20

Your first name and initial: **TEN FORTY** Last name: **VIEW** See separate instructions. Your social security number: _____

If a joint return, spouse's first name and initial: _____ Last name: _____ Spouse's social security number: _____

Home address (number and street). If you have a P.O. box, see instructions. **6 MATH DRIVE** Apt. no. _____ Make sure the SSN(s) above and on line 6c are correct.

City, town or post office, state, and ZIP code. If you have a foreign address, also complete spaces below (see instructions). **Rome GA 30165** Presidential Election Campaign

Foreign country name: _____ Foreign province/state/county: _____ Foreign postal code: _____ Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund. You Spouse

Filing Status

1 Single 4 Head of household (with qualifying person). (See instructions.) If the qualifying person is a child but not your dependent, enter this child's name here.

2 Married filing jointly (even if only one had income) 5 Qualifying widow(er) with dependent child

3 Married filing separately. Enter spouse's SSN above and full name here.

Exemptions

6a Yourself. If someone can claim you as a dependent, do not check box 6a. } Boxes checked on 6a and 6b

b Spouse } No. of children on 6c who:

c **Dependents:** (1) First name Last name (2) Dependent's social security number (3) Dependent's relationship to you (4) if child under age 17 qualifying for child tax credit (see instructions) - lived with you

If more than four dependents, see instructions and check here Dependents on 6c not entered above

d Total number of exemptions claimed _____ Add numbers on lines above

Income

7 Wages, salaries, tips, etc. Attach Form(s) W-2 7 **\$27,500 00**

8a Taxable interest. Attach Schedule B if required 8a **50 00**

b Tax-exempt interest. Do not include on line 8a 8b **50 00**

9a Ordinary dividends. Attach Schedule B if required 9a **50 00**

Attach Form(s) W-2 here. Also _____

2. Click the line(s) on the return to link to the entry menu for that information.

Guide Me

You can have the program guide you through the return preparation process. To have TaxSlayer Pro Online guide you through preparing the return, use the following steps:

1. Start a new return.
2. Apply a taxpayer profile, if desired.
3. Add the taxpayer's filing status.
4. Add the taxpayer and spouse's personal information, including name, address, and other information.
5. Complete entry pages loaded from a selected taxpayer profile, if applicable.

TaxSlayer Pro Online displays the **Let's look at the money you earned** page:

Let's look at the money you earned

Money isn't everything, except on your tax return. Tell us about your W-2, interest and dividends and retirement distributions. Follow our step-by-step guide to ensure accurate entry of your income. Or, enter the information on your own if you are familiar with the forms.

[Guide Me](#) -OR- [Enter Myself](#)

[Back](#) [Skip Income](#)

6. Click **Guide Me**.

TaxSlayer Pro Online displays the **Income Guide** page:

Income Guide

First up. Do you have any W-2s to enter?

Your employer should send you a W-2 by Jan. 31 with wages earned, taxes paid and information on certain payroll deductions. You should receive a W-2 from each employer in the past year. The information will appear on Form 1040, 1040A or 1040EZ.

[Back](#) [No](#) [Yes](#)

[Restart/Exit Income Guide](#)

7. Read the information on the page and answer each question based on the information the taxpayer gives you. These pages are designed as questions that you can read to the taxpayer.

Enter Myself

Another way you can add information to the return is to enter the information yourself, without having TaxSlayer Pro Online guide you through entering the information. To use this method, use the following steps:

1. On the **Let's look at the money you earned** page, click **Enter Myself**.

TaxSlayer Pro Online displays the **Income** page:



Income	
Wages and Salaries (W-2)	BEGIN
State and Local Refunds (1099-G Box 2)	BEGIN
Interest and Dividends (1099-INT, 1099-DIV)	BEGIN
IRA/Pension Distributions (1099-R, 1099-SSA)	BEGIN
Unemployment Compensation (1099-G Box 1)	BEGIN
Form 1099-Misc	BEGIN
Profit or Loss From A Business (Schedule C)	BEGIN
Rents and Royalties (Schedule E)	BEGIN
Capital Gain and Losses (Schedule D)	BEGIN
Profit or Loss From Farming (Schedule F)	BEGIN

2. Click **BEGIN** for the type of income you need to add to the return.

Note: See the TaxSlayer Pro Online knowledge base for the latest Enter Myself menu maps.

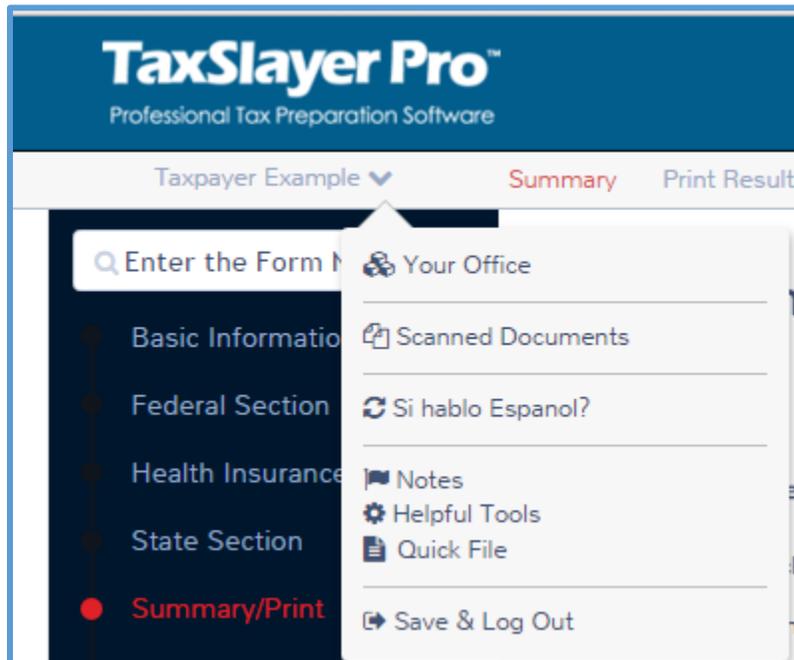
Quick File

In TaxSlayer Pro Online, you can create a list of forms based on the information presented by the taxpayer. TaxSlayer Pro Online then automatically displays income and adjustment entry pages based on this

pre-created list. You can still enter additional information to the return after you complete the necessary forms displayed by the Quick File.

To use Quick File from an open return, use the following steps:

1. From the **Tools** drop-down list, click **Quick File**.



2. Type the name of the form(s) in the **Search** box to build a list of forms.

Quick File

Begin typing the form name or description in the box below then select the form or forms you need to visit. Don't worry if you don't see a form you need. You will have the opportunity to enter additional items at the end of this process. When you have completed your list, select CONTINUE and we will guide you to those specific forms to enter.

Search for tax forms by keyword or title:

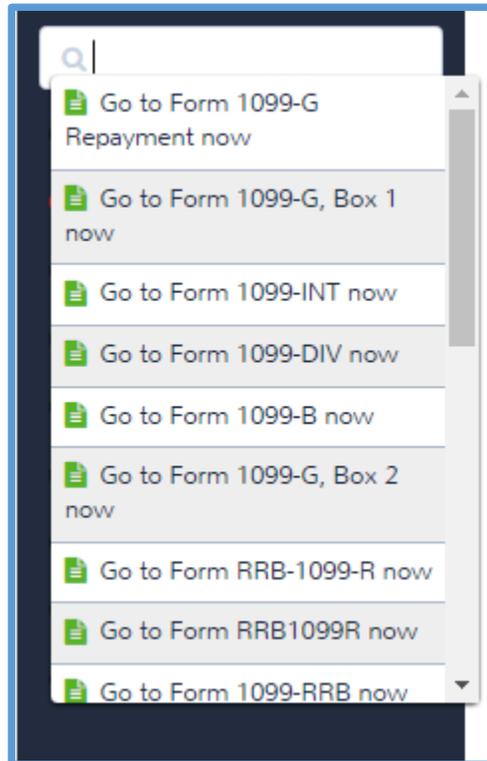
<input type="checkbox"/>	W-2, Wages and ...	
<input type="checkbox"/>	1099-INT, Interest...	
<input type="checkbox"/>	1099-DIV, Dividen...	

[← Back](#) [✓ Continue](#)

3. Click **Continue** to proceed through the listed forms.

Forms Search

To locate and load an entry form, type the form number in the **Forms Search** box located on the left navigation bar.



Working with the Affordable Care Act

This chapter covers the following actions:

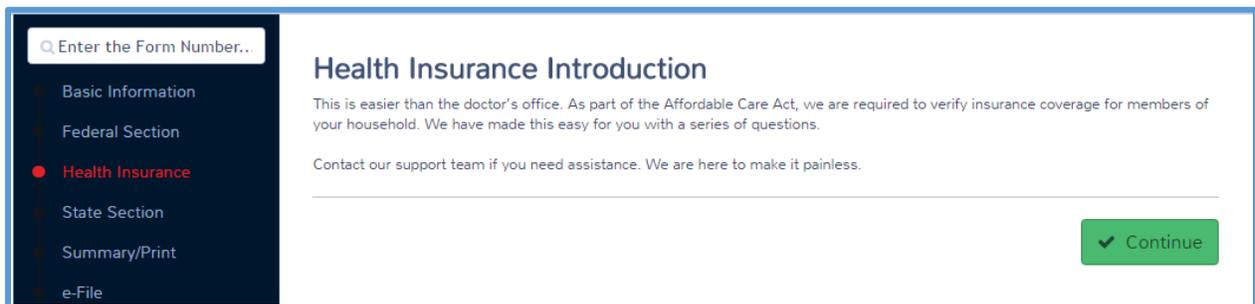
1. Complete the health insurance questionnaire.

With the Affordable Care Act, taxpayers must include certain information with the tax return to figure any credit or penalty for health insurance. To begin working with the health insurance information required for the Affordable Care Act, use the following steps:

1. Click **Health Insurance** on the left navigation bar.

1040 View: Click Line 61 to link to the Health Insurance Introduction page.

TaxSlayer Pro Online displays the **Health Insurance Introduction** page:



The screenshot shows the 'Health Insurance Introduction' page. On the left is a dark navigation bar with a search field 'Enter the Form Number..' and a list of menu items: 'Basic Information', 'Federal Section', 'Health Insurance' (highlighted with a red dot), 'State Section', 'Summary/Print', and 'e-File'. The main content area has the title 'Health Insurance Introduction' and a paragraph: 'This is easier than the doctor's office. As part of the Affordable Care Act, we are required to verify insurance coverage for members of your household. We have made this easy for you with a series of questions.' Below this is a line of text: 'Contact our support team if you need assistance. We are here to make it painless.' At the bottom right is a green 'Continue' button with a checkmark icon.

2. Click **Continue**.

Completing the Health Insurance Questionnaire

TaxSlayer Pro Online created a questionnaire that requests information concerning the taxpayer's coverage, household members, and other applicable information. To add the taxpayer's health insurance information, read each question carefully and select or type the correct answer to that question.

TaxSlayer Pro Online automatically determines questions you need to answer based on the answers to other questions. Complete the dynamic questionnaire using the taxpayer's information.

Completing a State Return

This chapter covers the following actions:

1. Add states to a return.
2. Add information to a state return.
3. Delete a state from the return.

When you finish entering information for the federal return, TaxSlayer Pro Online displays the **Your Federal Return is Complete!** landing page:

Q Enter the Form Number..

Basic Information

Federal Section

Health Insurance

State Section

Summary/Print

e-File

2015 Amended Return

Save & Log Out

Scanned Documents

Your Federal Return is Complete!

Congratulations! You have completed your Federal Return.

We're ready to add your state return. We'll automatically transfer all the necessary information into your state return for you.

Please choose from the following options:

- Add a State Return to your account.
The following states do not have state income tax returns that can be filed through TaxSlayer Pro: Alaska, Florida, Nevada, New Hampshire, South Dakota, Tennessee, Texas, Washington and Wyoming
- Skip the State Return process and Continue to the Summary.
- Return to the Federal Section to review or make changes to your Federal Return.

Return to Federal Section

Add State Return(s)

Continue to Summary

TIP: You can also click **State Section** in the left navigation bar to access this page.

When you select a state on the **Personal Information** page, TaxSlayer Pro Online adds the state return. If the taxpayer does not need to add another state, click **Continue to Summary**. Otherwise, use the information in this lesson to add another state return.

Adding States to a Return

You can add as many states as needed to the taxpayer's return. To add a state, use the following steps:

1. Click **Add State Return(s)**.

TaxSlayer Pro Online displays the **Select your State Return** page:

Select your State Return

Please select the state that you would like to complete below.

Only states that accept tax returns for which you have not already created a state tax return are listed here. The following states do not have individual income tax returns:
Alaska, Florida, Nevada, New Hampshire, South Dakota, Tennessee, Texas, Washington and Wyoming

Choose State
- Please Select -

VT
NH
MA
RI
CT
NJ
DE
MD
DC

Cancel Continue

2. Select the state from the drop-down list or click your state in the map.
3. Click **Continue**.

TaxSlayer Pro Online displays the **Select Your Return Residency** page:

Select your Georgia Return Residency

Please choose a return type

Resident: You are a Resident of Georgia if you have a permanent place to live in Georgia for the entire tax year regardless of brief, infrequent absences.

Part Year: You are a Part Year Resident of Georgia if you have a permanent place to live in Georgia for a minimum of 30 days regardless of brief, infrequent absences.

Non-Resident: You are a Nonresident of Georgia if you do not maintain a permanent place to live in Georgia during the tax year for a minimum of 30 days.

Cancel Continue

4. Select whether the taxpayer is a resident, part-year resident, or non-resident of the state.
5. Click **Continue**.

TaxSlayer Pro Online displays the **State Return** page with any additional questions the state requires:

Georgia State Return

Is your address different from the Georgia return you filed last year? --Select--

I authorize the Georgia Department of Revenue to electronically notify me at the e-mail address provided regarding any updates to my account(s). --Select--

E-mail address

6. Read each question carefully and answer the question.
7. Click **Continue**.

TaxSlayer Pro Online prompts you to enter any additional information required to complete the state return.

8. If you do not have additional items to add on the state return, click **No**. Otherwise, see the next section of this lesson.

When you finish adding the first state, TaxSlayer Pro Online displays the **State Return** summary page:

State Return

If you need to change your state residency status just delete the current return and start again. State forms differ by the type of residency you select.

State	Return Type		
Georgia	Resident	Edit	Delete

+ Add Add Another State Return

Continue

9. If you need to add another state for the taxpayer, click **Add** and use the same steps to add the new state.

TIP: You can add an unlimited number of states to the return.

Adding Information to State Returns

If you need to add items to the state return for the taxpayer, use the following steps:

1. On the **Congratulations** landing page, click **Yes**.

TaxSlayer Pro Online displays the **State Return** page:

Georgia State Return	
Basic Information	BEGIN
Additions to Income	BEGIN
Subtractions from Income	BEGIN
Retirement Exclusion Worksheet	BEGIN
Credits	BEGIN
Contributions	BEGIN
Payments	BEGIN
Miscellaneous Forms	BEGIN
x Cancel	✓ Continue

2. Click **BEGIN** on the line for the information you need to add. For this example, we will click **Additions to Income**.

NOTE: TaxSlayer Pro Online automatically transfers state-sourced income from the Federal Section.

TaxSlayer Pro Online displays the detail page for the line you selected:

Georgia State Return

Additions to Income

Your Federal Adjusted Gross Income (AGI) is automatically carried to your state return; however, Georgia taxes certain items of income not taxed by the Federal government. Enter additions to income to the extent they were NOT included in your Federal AGI.

Interest and Dividends received on non-Georgia municipal and state bonds	BEGIN
Lump Sum Distributions	BEGIN
Depreciation Adjustment	BEGIN
Net Operating Loss Carry-Overs	BEGIN
Other Additions	BEGIN
Adjust calculated Special Depreciation.	BEGIN

Continue

3. Click **BEGIN** on the line for which you need to add information.
4. Follow the instructions for each line on the page.
5. Continue adding information to the state return as needed based on the taxpayer's circumstances.

Deleting States

If you add a state and later find that you need to delete it from the return, use the following steps:

1. Click **State Section**.

TaxSlayer Pro Online displays the **State Return** page:

State Return

If you need to change your state residency status just delete the current return and start again. State forms differ by the type of residency you select.

State	Return Type	
Georgia	Resident	Edit Delete

[+ Add](#) Add Another State Return

[Continue](#)

2. Click **Delete** for the state you need to delete.

NOTE: When you click **Delete**, you only delete the state portion of the return.

TaxSlayer Pro Online displays a warning confirmation:

Are you sure that you want to delete this State Return?

Georgia State Return

You will have to re-enter this information if you later decide to file this state return.

[Cancel](#) [Delete](#)

3. Confirm that you selected the correct state and click **Delete**.

TaxSlayer Pro Online deletes the state return. If you need to add the state again later, you will need to add any information you entered in the state return again.

Review Process

This chapter covers the following actions:

1. Mark a return for review.
2. Identify returns to review.
3. View the status of reviewed returns.
4. Mark a return complete.

Note: TaxSlayer's built-in review process is designed to enhance your existing review process by allowing automated queuing processes. This process is not designed to replace your existing quality review processes.

Marking a Return for Review

When you complete the return, use the following steps to mark the return for review:

1. From the left navigation bar, click **e-File**.

TaxSlayer Pro Online displays the **E-File** page:

The screenshot shows the 'E-File' page in TaxSlayer Pro Online. The page has a light blue header with the title 'E-File' and a 'Log out' button in the top right corner. Below the header, there are two buttons: a green 'Save' button and a blue 'Back' button. A 'Return Type' dropdown menu is positioned below these buttons. The main content area features a central message: 'Your return is now ready to be e-Filed to the IRS. Please make sure that all information you enter below is correct.' Below this message, it states: 'In order for us to transmit your client's return to the IRS you must complete all Steps in the e-File Process.' A blue callout box contains a caution: 'CAUTION: Your client's return will not be sent to the IRS unless you complete ALL steps. None of the information is saved until all information is entered and the "Continue" button below is clicked.' Below the callout, it says: 'To continue the e-File process, please first select a return type and the form will ask for all required information.' There is a blue button labeled 'Refund and Estimated Check Summary'. At the bottom left, there is a 'Send State Only' checkbox and a 'Federal Return Type' dropdown menu with 'Please Select' as the current selection. At the bottom, there is an 'ERO Information' section.

2. Complete any required information on this page. See the [Electronic Filing](#) section for more information.
3. Click **Save**.

TaxSlayer Pro Online displays the **Submission** page:

TaxSlayer Pro™
Professional Tax Preparation Software

Log out

Print Return Sign Sign Save And Transmit Return to IRS > Save And Exit Return < Back

Submission

Please review all information on this screen. To finalize your return please click on the submit button located below.

One Copy - Federal and State Print Return

Electronic Signature

Taxpayer: Sign

Spouse: Sign

Ero Information

Efin:

Company Name: Multi Site 7

Client Information

Client Name: Taxpayer Example

Email Address:

Return Information

Type of Return: Electronic Mailed

4. Verify the information on the **Submission** page and scroll to the bottom of the page.

TaxSlayer Pro Online displays the bottom of the **Submission** page:

The screenshot shows the bottom portion of the TaxSlayer Pro Online Submission page. At the top, there is a "Mark Complete" checkbox. Below this, the "Form 8879" section displays the Taxpayer's Pin (11717), Spouse's Pin (11111), and ERO's Pin (12345). The "State Return Information" section shows the state as GA, a due amount of \$2,119.00, and the return type as Paper Return. The "Referrer" section includes a "Select Referrer" dropdown menu set to "No Answer" and an "Other:" text input field. The "Review Status" section features a "Ready For Review" checkbox. At the bottom, there is a "Set Return Tags" link and three buttons: a blue "Back" button, a green "Save And Exit Return" button, and a green "Save And Transmit Return to IRS" button.

5. Select the **Ready For Review** check box in the **Review Status** section.
6. Click **Save And Exit Return**.

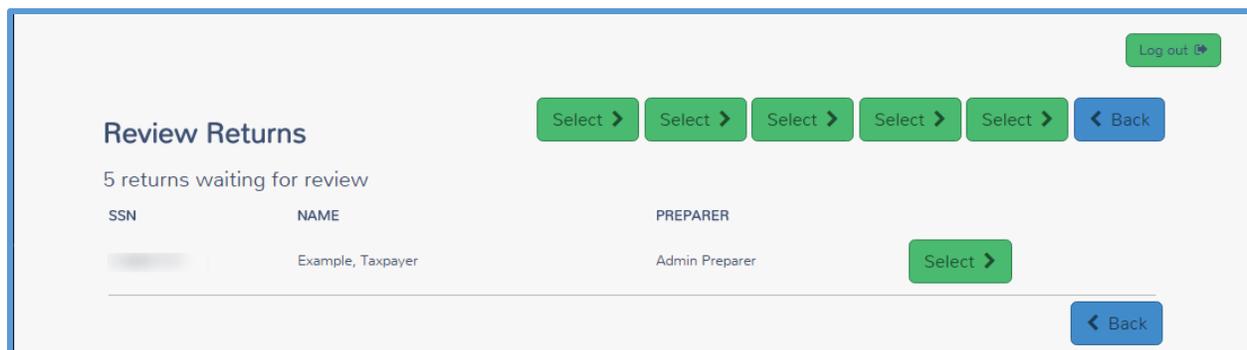
TaxSlayer Pro Online closes the return.

Identifying Returns to Review

If you are a return quality reviewer, you can quickly find returns that you need to review. To identify returns to review, use the following steps from the **Welcome** page:

1. Click **Select** on the **Review Returns** line.

TaxSlayer Pro displays the **Review Returns** page, listing all returns that tax preparers have marked for review:



2. To review a return, click **Select** on the line for that return.

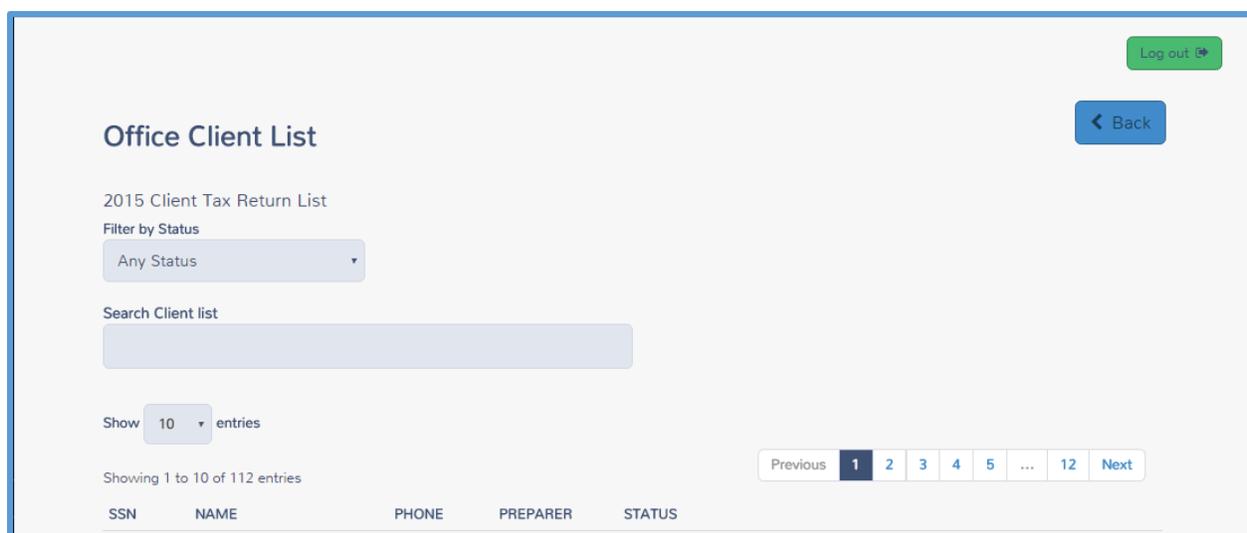
TaxSlayer Pro Online displays the return.

Viewing Reviewed Return Status

If you need to view the status of a reviewed return, you can do that from the **Office Client List** page. For more detailed information, see [Searching for Existing Taxpayers](#). To find the status, use the following steps from the **Welcome** page:

1. Click **Select** on the **Client Search** line.

TaxSlayer Pro Online displays the **Office Client List** page:



2. From the **Filter by Status** drop-down list, select **Review Approved**.

TaxSlayer Pro Online displays a list of all returns marked **Review Approved**:

Office Client List

2015 Client Tax Return List

Filter by Status: Any Status

Filter by Return Tag: Any Tag

Search Client list

Showing 1 to 1 of 1 entries (filtered from 113 total entries)

SSN	NAME	PHONE	PREPARER	STATUS	
	Taxpayer Example	(770) 555-3636	Admin Preparer	Complete	Tools Select

3. From the **Tools** drop-down list, select **Client Status**.

Marking a Return Complete

When you finish reviewing a return, use the following steps:

1. From the left navigation bar, click **e-File**.

TaxSlayer Pro Online displays the **E-File** page:

Log out

E-File

Save Back

Return Type

Your return is now ready to be e-Filed to the IRS.
Please make sure that all information you enter below is correct.
In order for us to transmit your client's return to the IRS you must complete all Steps in the e-File Process.

CAUTION: Your client's return will not be sent to the IRS unless you complete ALL steps. None of the information is saved until all information is entered and the "Continue" button below is clicked.

To continue the e-File process, please first select a return type and the form will ask for all required information.

Refund and Estimated Check Summary

Send State Only

Federal Return Type Please Select

ERO Information

2. Review the information on this page.
3. Click **Save**.

TaxSlayer Pro Online displays the **Submission** page:

TaxSlayer Pro
Professional Tax Preparation Software

Log out

Print Return Sign Sign Save And Transmit Return to IRS Save And Exit Return Back

Submission

Please review all information on this screen. To finalize your return please click on the submit button located below.

One Copy - Federal and State Print Return

Electronic Signature

Taxpayer: Sign

Spouse: Sign

Ero Information

Efin:

Company Name: Multi Site 7

Client Information

Client Name: Taxpayer Example

Email Address:

Return Information

Type of Return: Electronic Mailed

4. Verify the information on the **Submission** page and scroll to the bottom of the page.

TaxSlayer Pro Online displays the bottom of the **Submission** page:

The screenshot displays the bottom portion of the TaxSlayer Pro Online Submission page. At the top, it shows 'Total Fees: 50.00' and two unchecked checkboxes: 'Mark Paid' and 'Mark Complete'. Below this is the 'Form 8879' section, which includes the Taxpayer's Pin (11717), Spouse's Pin (11111), and ERO's Pin (12345). The 'State Return Information' section shows 'GA' with a due amount of '\$2,119.00' and 'Paper Return' selected. The 'Referrer' section has a 'Select Referrer' dropdown menu set to 'No Answer' and an empty 'Other:' text box. The 'Review Status' section shows a checked 'Ready For Review' checkbox and three buttons: 'Approved' (green), 'Failed' (green), and 'Not yet reviewed' (grey). At the bottom, there is a 'Set Return Tags' link and three buttons: 'Back' (blue), 'Save And Exit Return' (green), and 'Save And Transmit Return to IRS' (green).

5. If you have approved the return and are ready to mark it complete, select the **Mark Complete** check box.
6. Click either the **Approved** or **Failed** in the **Review Status** section.
 - a. If you mark the return failed, type an explanation in the text box.

Note: When you mark a return with the status of **Complete**, TaxSlayer Pro Online makes it available for submitting to the TaxSlayer Processing Center.

Printing a Return

This chapter covers the following actions:

1. Print a return from the **e-File** page.
2. Print a return from the taxpayer's status page.

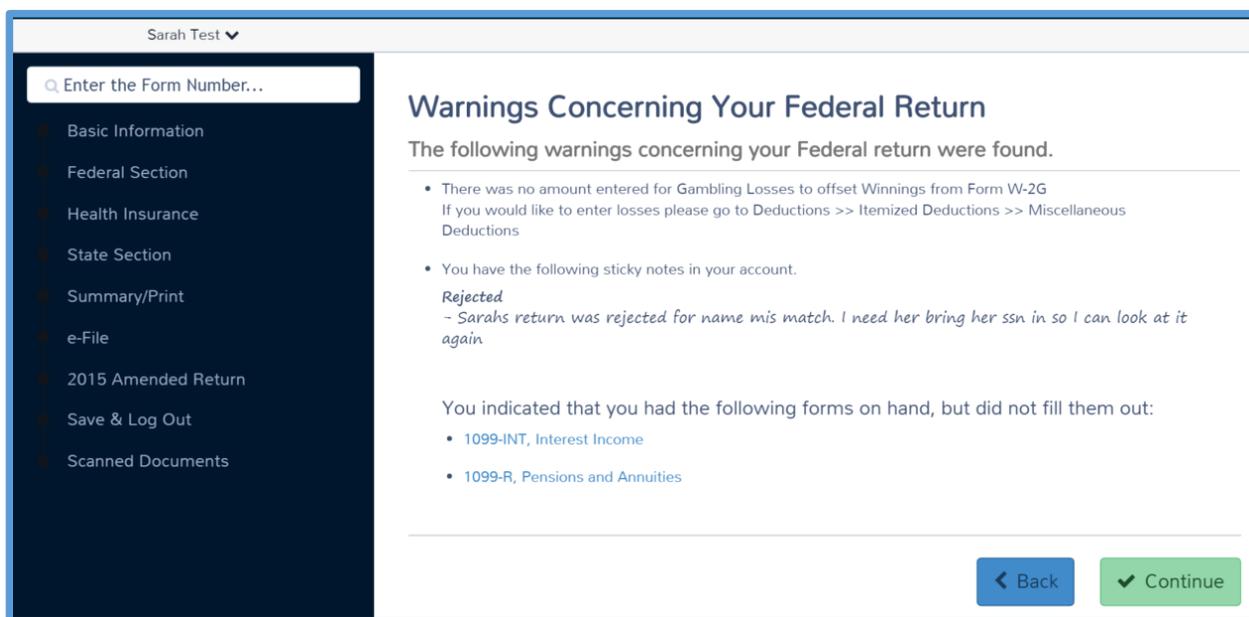
When you complete a return, you need to print a copy for the taxpayer. Depending on how your site handles printing, you can print either from within the return or from the client's status.

Printing from the e-File Page

To print from within the return, use the following steps:

1. While within the tax return, click **e-File** in the left navigation bar.

TaxSlayer Pro Online displays the first **e-File** page:



2. Continue through the e-File section as described in [Creating the e-File](#).

TaxSlayer Pro Online displays the **Print Return** option on the **Submission** page.

Submission

Please review all information on this screen. To finalize your return please click on the submit button located below.

One Copy - Federal and State

Print Return

3. Select a **Print Set** from the drop down list.
4. Click **Print Return**.

TaxSlayer Pro Online display the **Print Results** page:

Form **8879** IRS e-file Signature Authorization OMB No. 1545-0074

2015

Department of the Treasury Internal Revenue Service

Do not send to the IRS. This is not a tax return. Keep this form for your records. Information about Form 8879 and its instructions is at www.irs.gov/form8879.

Submission Identification Number (SID)

Taxpayer's name: SARAH TEST Social security number: [REDACTED]

Spouse's name: SPOUSE TEST Spouse's social security number: [REDACTED]

Part I Tax Return Information— Tax Year Ending December 31, 2015 (Whole Dollars Only)		
1	Adjusted gross income (Form 1040, line 38; Form 1040A, line 22; Form 1040EZ, line 4)	9516
2	Total tax (Form 1040, line 63; Form 1040A, line 39; Form 1040EZ, line 12)	449
3	Federal income tax withheld (Form 1040, line 64; Form 1040A, line 40; Form 1040EZ, line 7)	1875
4	Refund (Form 1040, line 76a; Form 1040A, line 48a; Form 1040EZ, line 13a; Form 1040-SS, Part I, line 13a)	1426
5	Amount you owe (Form 1040, line 78; Form 1040A, line 50; Form 1040EZ, line 14)	

Part II Taxpayer Declaration and Signature Authorization (Be sure you get and keep a copy of your return)

Under penalties of perjury, I declare that I have examined a copy of my electronic individual income tax return and accompanying schedules and statements for the tax year ending December 31, 2015, and to the best of my knowledge and belief, it is true, correct, and complete. I further declare that the amounts in Part I above are the amounts from my electronic income tax return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send my return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an ACH electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of my federal taxes owed on this return and/or a payment of estimated tax, and the financial institution to debit the entry to this account. This authorization is to remain in full force and effect until I notify the U.S. Treasury Financial Agent to terminate the authorization. To revoke (cancel) a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537. Payment cancellation requests must be received no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I further acknowledge that the personal identification number (PIN) below is my signature for my electronic income tax return and, if applicable, my Electronic Funds Withdrawal Consent.

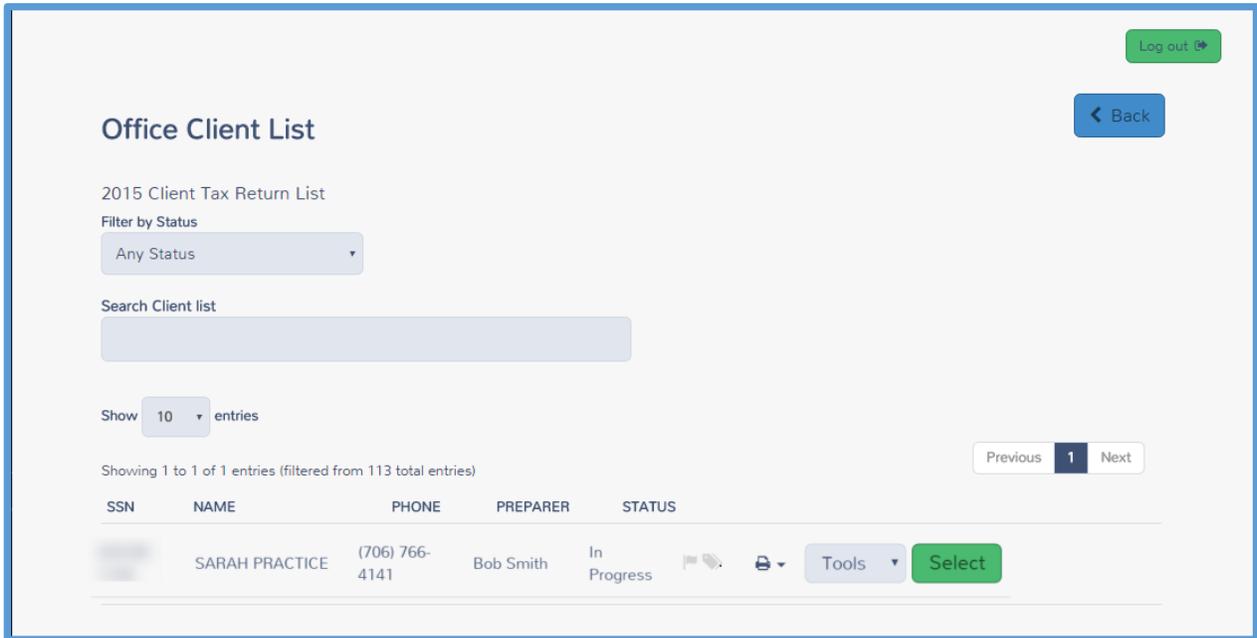
5. Click the **Print** icon in Adobe Reader to print the return.

Printing a Return from Client Status

If you need to print a return, but you are not in the return, use the following steps from the **Welcome** page:

1. Click **Select** on the **Client Search** line.

TaxSlayer Pro Online displays the **Office Client List** page:



Office Client List

2015 Client Tax Return List

Filter by Status
Any Status

Search Client list

Show 10 entries

Showing 1 to 1 of 1 entries (filtered from 113 total entries)

SSN	NAME	PHONE	PREPARER	STATUS
	SARAH PRACTICE	(706) 766-4141	Bob Smith	In Progress

Previous 1 Next

Tools Select

2. Find the client in the list.
3. Click the **Printer** icon.
4. Select a print set from the drop down list.
5. Click **Print Return**.

Searching for Existing Taxpayers

This chapter covers the following actions:

1. Open an existing return.
2. View the return history.
3. Find a taxpayer's e-file status.
4. Find explanations for any reject codes.

Opening an Existing Return

If you need to open an existing return, you can do that from the **Office Client List** page. To search for and open a return, use the following steps from the **Welcome** page:

1. Click **Select** on the **Client Search** line.

TaxSlayer Pro Online displays the **Office Client List** page:

Office Client List

2015 Client Tax Return List

Filter by Status

Any Status

Search Client list

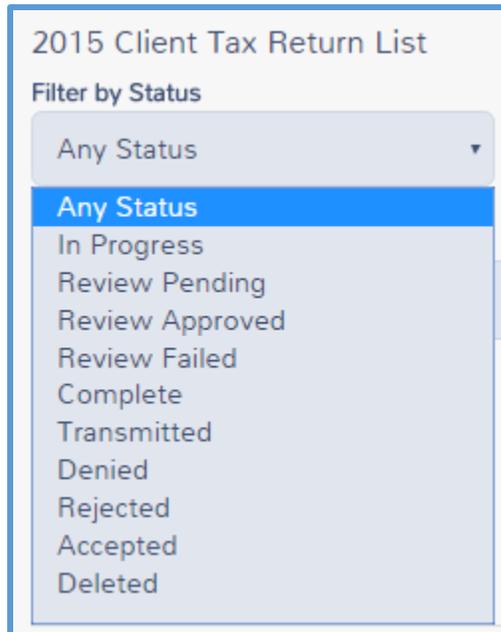
Show 10 entries

Showing 1 to 10 of 112 entries

Previous 1 2 3 4 5 ... 12 Next

SSN	NAME	PHONE	PREPARER	STATUS
-----	------	-------	----------	--------

2. To filter returns by status, select an option from the **Filter by Status** drop-down list, as shown below:



3. Type client information in the **Search Client List** box. You can search the client list using one of the following:
 - a. Social Security number
 - b. Name
 - c. Phone number
 - d. Preparer
 - e. Status

For this example, search using the preparer name, **Admin Preparer**. TaxSlayer Pro Online displays all returns prepared by Admin Preparer:

Office Client List

2015 Client Tax Return List

Filter by Status
Any Status

Search Client list
admin preparer

Show 10 entries

Showing 1 to 8 of 8 entries (filtered from 113 total entries)

SSN	NAME	PHONE	PREPARER	STATUS		
	Test Return	(770) 555-1212	Admin Preparer	In Progress	Select	- Select Option -
	Test Taxpayer	(770) 555-1214	Admin Preparer	In Progress	Select	- Select Option -

TIP: If you search by Social Security number, TaxSlayer Pro Online displays returns containing the Social Security number, or the portion of the Social Security number you typed.

4. Click **Select** on the line for the return you want to open.

TaxSlayer Pro Online displays the **Summary/Print** page for the return:

Reasons for no Earned Income Credit (EIC) [show details](#)

Form 1040 page: **1** 2 Summary View

Form 1040 Department of the Treasury—Internal Revenue Service (99) **2015** OMB No. 1545-0074 IRS Use Only—Do not write or staple in this space.

For the year Jan. 1–Dec. 31, 2015, or other tax year beginning _____, 2015, ending _____, 20

Your first name and initial: **TEN FORTY** Last name: **VIEW** See separate instructions. Your social security number: _____

If a joint return, spouse's first name and initial: _____ Last name: _____ Spouse's social security number: _____

Home address (number and street), if you have a P.O. box, see instructions. Apt. no. Make sure the SSN(s) above and on line 6c are correct.

6 MATH DRIVE

City, town or post office, state, and ZIP code. If you have a foreign address, also complete spaces below (see instructions). **Presidential Election Campaign**

Rome GA 30165 Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund. You Spouse

Foreign country name: _____ Foreign province/state/county: _____ Foreign postal code: _____

Filing Status

1 Single 4 Head of household (with qualifying person). (See instructions.) If the qualifying person is a child but not your dependent, enter this child's name here.

2 Married filing jointly (even if only one had income)

3 Married filing separately. Enter spouse's SSN above and full name here.

5 Qualifying widow(er) with dependent child

Exemptions

6a Yourself. If someone can claim you as a dependent, do not check box 6a } Boxes checked on 6a and 6b

b Spouse } No. of children on 6c who:

c **Dependents:** (1) First name Last name (2) Dependent's social security number (3) Dependent's relationship to you (4) if child under age 17 qualifying for child tax credit (see instructions)

If more than four dependents, see instructions and check here

d Total number of exemptions claimed

Income

7 Wages, salaries, tips, etc. Attach Form(s) W-2 7 \$27,500 00

8a Taxable interest. Attach Schedule B if required 8a 50 00

b Tax-exempt interest. Do not include on line 8a 8b 50 00

9a Ordinary dividends. Attach Schedule B if required 9a 50 00

Attach Form(s) W-2 here. Also

Viewing a Taxpayer's Return History

If you need to view the history of a return, you can do that from the **Office Client List** page. To find the return history, use the following steps from the **Office Client List** page:

Search Client list

11100

Show 10 entries

Showing 1 to 4 of 4 entries (filtered from 113 total entries) Previous **1** Next

SSN	NAME	PHONE	PREPARER	STATUS	
██████	Test Return	(770) 555-1212	Admin Preparer	In Progress	Select

- Select Option - ▼

1. From the **Select Option** drop-down list, select **Client Status**.

TaxSlayer Pro Online displays the **Client Status** page:

Client Status

Primary [Redacted] (Taxpayer Example) Federal Type No information
 Secondary IRS Transaction date No Information
 Home Phone Office [Redacted]
 Cell Phone
 Address

Transmitted Fee Summary

Preparation Fee	Documentation Fee	E-file Fee	Total Fees
\$0.00	\$0.00	\$0.00	\$0.00

Client Return History

Action Taken - CreateReturn
 Log Time - 3/16/2016 4:08:45 AM
 Preparer - Admin Preparer
 Ero - Multi Site 7
 SSN - [Redacted]

Return Information -
 Filing Status -
 AGI - 0
 Return Fees -

2. Review the return history in the **Client Return History** section.

Note: TaxSlayer Pro Online adds a new entry to the Client Return History each time the preparer saves and exits the return through the **E-file** section.

Finding a Taxpayer's e-file Status

On the taxpayer's **Client Status** page, you can find e-file information at the bottom of the page. In the **IRS Transmissions** section, you can find information on the type of return, date sent, and other information, as shown below:

IRS Transmissions					
Description	Date	Service Center	SubmissionId	Refund	Extension?
Electronic Mailed	09/20/2016	Kansas City	3692582016264010	\$8,354.00	N

TaxSlayer Pro Online shows whether the IRS accepted or rejected the return in the **IRS Acknowledgements** and **State Acknowledgements** sections. If the IRS rejected the return, you can also find explanations for the rejection in this section of the **Client Status** page.

IRS Acknowledgements			
Ack Date	Status	Refund	Additional Information
09/20/2016	Rejected	\$8,354.00	<p>Submission Id: 3692582016264010</p> <p>Reject Code R0000-093-02 Message If 'SpouseSSN' in the Return Header has a value, then it must be within the valid range of SSN/ITIN and must not be an ATIN. Data Value 101000418</p> <p>Reject Code R0000-500-01 Message 'PrimarySSN' and 'PrimaryNameControlTxt' in the Return Header must match the e-File database. Data Value 100[REDACTED]</p>

Electronically Filing Returns

Creating the e-file

This chapter covers the following actions:

1. Run e-file validation.
2. Correct e-file and validation errors.
3. Complete the EIC checklist
4. Review reminder notes.
5. Review warning messages.
6. Select a federal return type.
7. Enter direct deposit information or split a refund.
8. Confirm ERO information.
9. Verify Form 8879 information.
10. Mark a state for e-file.
11. File a Credit Only state return.
12. Describe the difference in linked and unlinked state returns.

Running e-file Validation

To prepare the return for e-file, use the following steps from the open return:

1. Click **e-File** in the left navigation bar.

Reviewing Warnings and Notes

TaxSlayer Pro Online displays the following:

- Warnings in the return.
- Notes you added to the return:

Warnings Concerning Your Federal Return

The following warnings concerning your Federal return were found.

- There is no information entered for your state income and withholdings in your W-2.
If you would like to enter this now, please go to Income >> Wages and Salaries >> Edit next to your W-2 and enter the state information in boxes 15 – 20.
If you reside in AK, FL, NH, NV, SD, TN, TX, WA or WY, boxes 15-20 may be blank on your W-2. Please select Continue E-filing below.
- You have the following sticky notes in your account.
Example
- This is an example note.

[← Back](#) [✓ Continue](#)

2. Review any warnings.
3. If you need to change any information to eliminate a warning, click **Federal Section** in the left navigation bar and make corrections to that section of the return.
4. Review your notes. If you need to change something in the return, click the appropriate section in the left navigation bar and make changes.
5. When you finish reviewing warnings and notes, click **Continue**.

TIP: You can still e-file the return with warnings, but review each warning to ensure that you completed the return accurately.

Correcting e-file Errors

TaxSlayer Pro Online displays the e-file page, with any errors concerning the return that were not corrected during return preparation:

Errors Concerning Your Federal Return

The following errors concerning your Federal return were found.

Our records indicate the Health Insurance section is incomplete. Select Visit to correct this information.

You cannot file Form 8815, Exclusion of Interest from Series EE and I US Savings Bonds, without an amount in Interest on U.S. Savings Bonds and Treasury Obligations on at least one of your Form 1099-INT items (Schedule B). Please remove the Form 8815 entries from your return, or enter the appropriate amount in your Form 1099-INT item.

[Visit](#)

[Visit](#)

[← Back](#)

6. If TaxSlayer Pro Online displays an error on the return, read the error carefully and click **Visit** for that error.
7. Make corrections to the return to eliminate the error.
8. Click **e-File** again.
9. Click **Visit** for each e-file error until you correct all errors.

TIP: You **cannot** e-file the return until you correct all e-file errors.

Completing the Earned Income Credit Checklist

If the taxpayer qualifies for the earned income credit (EIC), there are a series of questions on the EIC checklist that you need to complete. When you clear any electronic filing errors in the return, you can answer additional questions that were not calculated from Basic Information.

To complete the additional EIC information, use the following steps:

1. Click **e-File**.

TaxSlayer Pro Online displays the **EIC Checklist**:

EIC Checklist

Qualifying Information

Was the taxpayer a nonresident alien for any part of the year? Yes No

Is the taxpayer (or spouse) a qualifying child of another person? Yes No

Did you complete form 8867 and/or perform the due diligence required based on current information provided by the taxpayer or reasonably obtained by you? Yes No

Did you ask this taxpayer any additional questions that are necessary to meet your knowledge requirement? Yes No Does Not Apply

Did you comply with the EIC due diligence knowledge requirements? Yes No

i To comply with the EIC knowledge requirement, you must not know or have reason to know that any information used to determine the taxpayer's eligibility for, and the amount of, the EIC is incorrect. You must not ignore the implications of information furnished to or known by you, and you must make reasonable inquiries if the information furnished appears to be incorrect, inconsistent, or incomplete. At the time you make these inquiries, you must document in your files the inquiries you made and the taxpayer's responses.

2. Carefully read and answer the questions in the **Qualifying Information** section. These questions confirm the taxpayer and spouse's eligibility for earned income credit, including questions about the taxpayer's residency status, whether the taxpayer or spouse is a qualifying child of another person, and how you, as the preparer, obtained the information used to complete the return.
3. Scroll to the **Records** section, as shown below:

Records

Did you keep the records found below? -- Please Select

i --Form 8867 (or your own form or files).
--The EIC worksheet(s) or your own worksheet(s).
--Record of how, when, and from whom the information used to prepare the form and worksheet(s) was obtained.

4. In the **Records** section, carefully read and answer questions about the taxpayer's records. Even though you are not required to maintain the records, verifying the information leads to a more accurate tax return.

5. Scroll to the **Qualifying Children** section (if the taxpayer has qualifying children), as shown below:

Qualifying Child #1 - Child Taxpayer [REDACTED]

Is this child currently, or intended to be, a qualifying child on any other individual's tax return? -- Please Select ▼

Qualifying Child #2 - Qualifying Taxpayer [REDACTED]

Is this child currently, or intended to be, a qualifying child on any other individual's tax return? -- Please Select ▼

6. Answer the question concerning whether the child could be considered a qualifying child for another individual.

If you answer **Yes** to the question, TaxSlayer Pro Online displays additional questions to determine whether the child is this taxpayer's qualifying child for EIC:

Qualifying Child #1 - Child Taxpayer [REDACTED]

Is this child currently, or intended to be, a qualifying child on any other individual's tax return? Yes ▼

Child's relationship to other person -- Please Select ▼

Under the tiebreaker rules, is the child treated as the taxpayer's qualifying child? -- Please Select ▼

i **TIEBREAKER RULES:** To determine which person can treat the child as a qualifying child, the following tiebreaker rules apply:

1. If only one of the persons is the child's parent, the child is treated as the qualifying child of the parent.
2. If the parents do not file a joint return together but both parents claim the child as a qualifying child, the IRS will treat the child as the qualifying child of the parent with whom the child lived with for the longer period of time during the year. If the child lived with each parent for the same amount of time, the IRS will treat the child as the qualifying child of the parent who had the higher adjusted gross income (AGI) for the year.
3. If no parent can claim the child as a qualifying child, the child is treated as the qualifying child of the person who had the highest AGI for the year.
4. If a parent can claim the child as a qualifying child but no parent does claim the child, the child is treated as the qualifying child of the person who had the highest AGI for the year, but only if that person's AGI is higher than the highest AGI of any of the child's parents who can claim the child.

7. Answer the questions about the child's relationship to the other - question and the tiebreaker rules.

8. Scroll to the **Documents used to determine Residency** section, as shown below:

Documents used to determine Residency

School records or statement

Landlord or property management statement

Health care provider statement

Medical records

Child care provider records

Placement agency statement

Social service records or statement

Place of worship statement

Indian tribal official statement

Employer Statement

Other

Did not rely on any documents, but made notes in file

Did not rely on any documents

9. Select the appropriate check box(es) to show what documents you used. Since you are not required to maintain documents as an IRS volunteer, you can select the **Did not rely on any documents** checkbox.

10. Click **Continue**.

TaxSlayer Pro Online displays the **Form 8867 – EIC Checklist** page, showing whether the taxpayer qualifies for earned income credit and any sections of the form you completed:

Form 8867 - EIC Checklist	
Questions for All Taxpayers	Qualifies
Part II - Taxpayer with a Qualifying Child	Qualifies
Part III - Taxpayer without a Qualifying Child	N/A
Residency of Qualifying Child(ren) Documents	Answered
Disability of Qualifying Child(ren) Documents	N/A
Schedule C Documents and Other Information	N/A
← Make Changes	✓ Continue

11. Review the information on the checklist.

12. Click **Continue**.

TaxSlayer Pro Online displays the **Miscellaneous Statement** page:

The screenshot shows the 'Miscellaneous Statement' form. At the top, the title 'Miscellaneous Statement' is displayed in a dark blue font. Below the title, there is a 'Title:' label followed by a light blue text input field. Underneath that is a 'Note:' label followed by a large, empty light blue text area. In the bottom right corner of the note area, it says 'characters remaining: 1050'. At the bottom left, there is a checkbox labeled 'This is a private statement'.

13. If you want to document notes you took, type them in the statement.
14. Select the **This is a private statement** check box.
15. Click **Continue**.

TaxSlayer Pro Online displays the **Miscellaneous Statement** summary page:

The screenshot shows the 'Miscellaneous Statement' summary page. The title 'Miscellaneous Statement' is at the top. Below it, there are two columns: 'Title' and 'Statement' on the left, and 'EIC' and 'Notes' on the right. To the right of the 'Notes' column, there are two buttons: a blue 'Edit' button with a pencil icon and a red 'Delete' button with a trash can icon. Below these columns, there is a green '+ Add' button followed by the text 'Add a Miscellaneous Statement'. At the bottom of the page, there are two buttons: a blue '< EIC Checklist' button and a green 'Continue' button with a checkmark icon.

16. Click **Continue**.

Note: TaxSlayer Pro Online does not submit the information you type in this section to the IRS with the electronic file. The purpose of this section is to ask the additional questions required to determine EITC eligibility.

Selecting the Return Type

TaxSlayer Pro Online displays the **E-File** page:

The screenshot shows the 'E-File' page in TaxSlayer Pro Online. The page has a header with 'Log out' and 'Save' buttons. The main content area is titled 'Return Type' and contains the following text: 'Your return is now ready to be e-Filed to the IRS. Please make sure that all information you enter below is correct. In order for us to transmit your client's return to the IRS you must complete all Steps in the e-File Process. CAUTION: Your client's return will not be sent to the IRS unless you complete ALL steps. None of the information is saved until all information is entered and the "Continue" button below is clicked. To continue the e-File process, please first select a return type and the form will ask for all required information.' There is a 'Refund and Estimated Check Summary' button on the right. At the bottom left, there is a 'Send State Only' checkbox and a 'Federal Return Type' dropdown menu with 'Please Select' as the current selection.

First, complete the **Return Type** section. To complete this section, use the following steps:

1. From the **Federal Return Type** drop-down list, select what the following the taxpayer wants to do.

Note: Please refer to the TaxSlayer Pro Online knowledgebase for an updated list of return types and return type definitions. TaxSlayer Pro Online changes the options depending on the refund or balance due.

TaxSlayer Pro Online displays additional information depending on your selection.

TIP: TaxSlayer Pro Online defaults to electronically filing the return. You must select **Paper Return** if you want the taxpayer to mail the return to the IRS.

Marking a State for e-file

Use the following steps to mark the state return for e-filing:

1. Click the **State Return(s)** section.

TaxSlayer Pro Online displays the **State Return(s)** section:

State	Refund/Due	Return Type
GA	Refund: \$ 681.00	Not Selected

Next

2. From the **Return Type** check box, select what the taxpayer wants to do for the state return.

Note: Please refer to the TaxSlayer Pro Online knowledgebase for an updated list of return types and return type definitions. TaxSlayer Pro Online changes the options depending on the refund or balance due.

Complete the information for any state-specific e-file requirements, as shown below:

State	Refund/Due	Return Type
AL	Refund: \$ 1707.00	Not Selected

Taxpayer ID Information

Type	DMV/BMV State Id
Number	
IssueDate	mm/dd/yyyy
ExpireDate	mm/dd/yyyy
IssueState	Please Select

Next

Entering Direct Deposit Information when Form 8888 is not selected

If the taxpayer wants his or her refund directly deposited into a bank account, use the following steps:

1. Make sure you selected **Direct Deposit** from the **Federal Return Type** drop-down list.
2. Click **Taxpayer Bank Account Information**.

TaxSlayer Pro Online displays the **Taxpayer Bank Account Information** section:

Return Type

Tax Preparation and E-File Information

State Return(s)

Taxpayer Bank Account Information

Note: This bank information MUST be accurate for your return to process correctly.

Type of Account: Checking

Routing Transit Number

Confirm Routing Transit Number

Bank Account Number

Confirm Bank Account Number

Next

3. Select whether the account is a checking account or savings account.
4. Type the routing transit and bank account numbers in the appropriate boxes. TaxSlayer Pro Online requires that you type these numbers twice for accuracy.
5. Click **Next**.

TIP: To ensure accuracy, you should enter the information from the taxpayer's document during the initial entry and the verification entry.

Note: The **Name of Bank** box is not required for electronic filing.

Splitting the Refund

If your site utilizes Form 8888, select that option in Office Setup. TaxSlayer Pro Online always displays the option for split refunds to the preparer when this option is enabled.

If the taxpayer wants his or her refund directly deposited into a bank account, use the following steps:

1. Make sure you selected **Direct Deposit** from the **Federal Return Type** drop-down list.
2. Click **Taxpayer Bank Account Information**.

TaxSlayer Pro Online displays the **Taxpayer Bank Account Information** section:

You may split your refund in up to 3 accounts and purchase up to 3 savings bonds. The total deposits and savings bond purchases must equal your total refund of \$7,132.00

Bank Accounts

Enter bank account information where you would like your refund deposited.

Bank Name	Routing Number	Account Number	Deposit Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00

3. Select whether the account is a checking account or savings account.
4. Type the routing transit and bank account numbers in the appropriate boxes.

TIP: If you only want to deposit the refund into one account, type the RTN, Account and Deposit Amount on the first line. At this point, TaxSlayer Pro Online does not utilize Form 8888.

NOTE: State refunds will be deposited to the account listed on the first line.

5. Scroll down to enter information to purchase savings bonds.

The screenshot shows a form with two identical sections for purchasing savings bonds. Each section includes a 'Bond Amount' field with a '\$ 0.00' value, a text input field for the owner's name (First then Last), a text input field for a co-owner or beneficiary's name (First then Last), and a radio button labeled 'Is Beneficiary?'. A dashed horizontal line separates the two sections.

6. Click **Next**.

Note: The amounts you type in the **Taxpayer Bank Account Information** section must match the amount of the expected refund before you can save the page.

Confirming ERO Information

In the **Return Type** section, TaxSlayer Pro Online displays the **ERO Information** section:

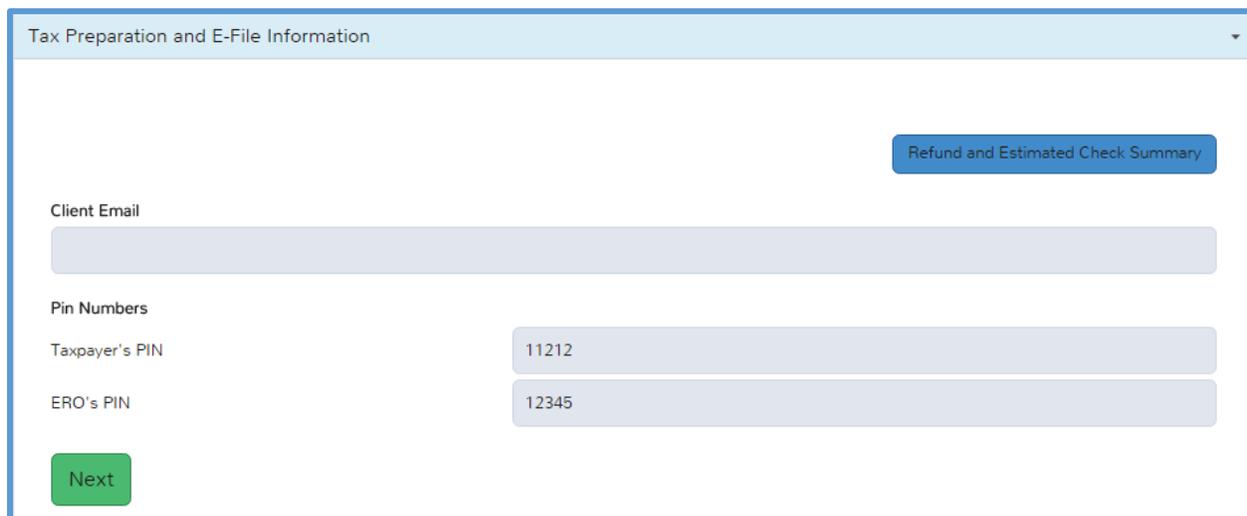
The screenshot shows the 'ERO Information' section. It includes a label 'ERO Information' followed by a horizontal line. Below the line are two fields: 'Efin#' with a blurred value and 'EroName#' with the value 'Multi Site 7'. Below these is the 'Self Prepared' section, which includes a label 'Self Prepared' followed by a horizontal line and a radio button. At the bottom left of the section is a green 'Next' button.

1. Review the ERO information for accuracy.
2. Click **Next**.

Note: TaxSlayer Pro Online carries this information from ERO Setup for the site associated with the preparer's login.

Confirming Form 8879 Information

TaxSlayer Pro Online displays the **Tax Preparation and E-File Information** section:



The screenshot shows a web interface titled "Tax Preparation and E-File Information". At the top right, there is a blue button labeled "Refund and Estimated Check Summary". Below this, the "Client Email" field is shown as a greyed-out input box. Under the "Pin Numbers" section, there are two input fields: "Taxpayer's PIN" with the value "11212" and "ERO's PIN" with the value "12345". At the bottom left, there is a green button labeled "Next".

3. In the **Pin Numbers** section, review the taxpayer, spouse, and ERO PINs.
 - a. TaxSlayer Pro Online automatically defaults the ERO PIN to 98765, as discussed in the [Setting Up Site Information](#) chapter.
4. Click **Next**.

Third Party Designee Information

TaxSlayer Pro Online does not populate the third party designee information. If you need to enter another taxpayer as the third party designee, click **Third Party Designee Info** and complete the appropriate information.

NOTE: You cannot enter a volunteer preparer as the third party designee.

Third Party Designee Info

This information is optional

Designee First Name

Designee Last Name

Designee Phone () -

Designee Pin

Click checkbox to easily remove the data from each field

Next

Answering Custom Questions

TaxSlayer Pro Online displays the **Questions** section:

Questions

Are you or your spouse a Veteran from the US Armed Force? Please Select

Do you or any member of your household have a disability? Please Select

Other than English what language is spoken in your home? Please Select

5. Answer each question in this section by selecting the appropriate answer from the drop-down list.

TIP: If your site administrator marked a question as **Required**, you must answer the question to continue.

6. Click **Save**.

Consent to Use/Consent to Disclose

TaxSlayer Pro Online displays the Consent to Use and Consent to Disclose pages next, if your site is required to use these forms.

The following is a sample consent page:

The screenshot shows a web form titled "Office Consent". It is divided into several sections:

- Defined Terms:**
 - Office Location** - 123 Support Lane, Augusta GA, 30907
 - Office** - Refers to Office and Preparer
 - Disclosure** - Taxpayer allows Office to send required reports and detail information about tax return for the current tax year.
- USE:** A large, empty light blue rectangular box.
- Consent Status:**
 - Radio button 1: I / we, the Taxpayer have read the above information. By typing in my / our taxpayer PIN(s) and checking this input, I / we hereby **GRANT** consent to "Office Consent" as stated above.
 - Radio button 2: I / we, the Taxpayer have read the above information. By typing in my / our taxpayer PIN(s) and checking this input, I / we hereby **DENY** consent to "Office Consent" as stated above.
 - Radio button 3: I / we, the Taxpayer also understand that by **DENYING** consent to "Office Consent", my tax return cannot be e-Filed.
- Primary PIN (enter 5 numbers):** A text input field.
- Date:** A date selection field.
- Secondary PIN (enter 5 numbers):** A text input field.
- Date:** A date selection field.
- Next:** A green button at the bottom left.

Follow your site procedures when completing the Consent pages.

TIP: If your site has a Relational EFIN, you must complete the Reporting Consent before creating the e-file. If the taxpayer denies the consent, paper file the return.

NOTE: The Consent forms print with taxpayer and spouse signature lines.

Completing the Submission Page

TaxSlayer Pro Online displays the **Submission** page:

Submission

Please review all information on this screen. To finalize your return please click on the submit button located below.

One Copy - Federal and State

Electronic Signature

Taxpayer:

Ero Information

Efin:
Company Name: Multi Site 7

Client Information

Client Name: Single Taxpayer
Email Address:

Return Information

Type of Return: Electronic Mailed
Federal Refund: \$6,102.00

Print

If you want to print the return from this page, see [Printing from the e-File page](#).

Reviewing Information

Review the following sections on this page:

1. ERO Information
2. Client Information
3. Return Information
4. Form 8879
5. State Return Information

Next Steps

For the last steps in this lesson, you need to determine what happens to the return from this point. To mark the next step, use the following steps:

1. Scroll to the bottom of the page.

TaxSlayer Pro Online displays the sections of the page:

Mark Paid
 Mark Complete

Form 8879

Taxpayer's Pin: 11212
ERO's Pin: 12345

State Return Information

GA Refund: \$681.00 Paper Return

Referrer

Select Referrer: No Answer ▾
Other:

Review Status

Ready For Review

Set Return Tags < Back ✓ Save And Exit Return Save And Transmit Return to IRS >

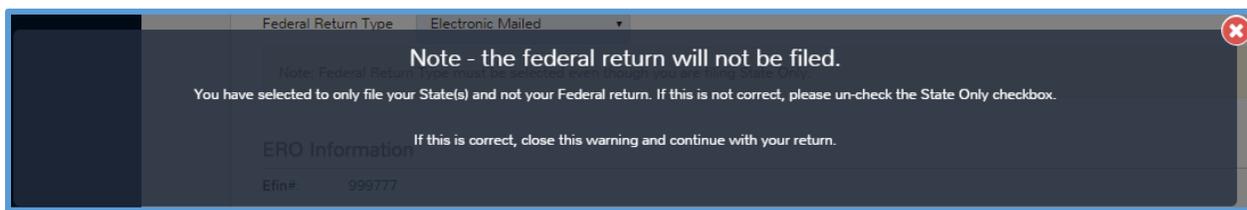
2. Do one of the following:
 - a. If the return is complete and ready to be e-filed, select the **Mark Complete** check box above the **Form 8879** section.
 - b. If another person needs to review the return and you are using the built-in review process before it can be marked complete, select the **Ready for Review** check box at the bottom of the page.
3. Click **Save and Exit Return**.

Sending a State Only Return

In some cases, the taxpayer only needs to electronically file a state return. You may need to do this if the taxpayer is not required to file a federal return or has already filed a federal return. To file only the state return, use the following steps on the **E-File** page:

1. Select the **Send State Only** check box.

TaxSlayer Pro Online displays the **Note** warning:



2. Read the warning and click the **X** to close the box.
3. Select the **Federal Return Type**. You need to select from this drop-down list even if you are not electronically filing the federal return.
4. Complete the remainder of the information on the **E-File** and **Submission** pages.

Sending State Returns

TaxSlayer creates and sends the Federal and State return(s) to the TaxSlayer Processing Center at the same time unless you select to send the state as **Send State Only**.

TaxSlayer holds the state(s) at the Processing Center until the IRS accepts the Federal return. If the IRS rejects the Federal return, TaxSlayer discards the state discarded-file. When you correct and resend the federal e-file, TaxSlayer Pro Online also creates and sends a new state e-file. This helps prevent state rejects and the need to amend state returns.

Submitting e-files

This chapter covers the following actions:

1. Select e-files to submit.
2. Add corrected rejects to submit.

Selecting e-files

When you are ready to e-file returns, you can select all returns that are ready to e-file. To do so, use the following steps from the **Welcome** page of a user with e-file submission rights:

1. Click **Select** on the **Transmissions** line.

TaxSlayer Pro Online displays the **Transmissions** page, listing all returns that have been marked complete:

The screenshot displays the 'Transmissions' page in TaxSlayer Pro Online. At the top right, there is a 'Log out' button. Below it, there are two buttons: 'Transmit selected return(s) to IRS >' and '< Back'. The main content area is titled 'Transmissions' and 'Tax Return Transmissions'. It contains a table with the following columns: SSN, NAME, PHONE, PREPARER, and STATUS. A single row is shown with a checkbox in the first column, a blurred SSN, the name 'Taxpayer Example', the preparer 'Admin Preparer', and the status 'Complete'. Below the table, there are several action buttons: 'Add Returns', 'Check All', 'Uncheck All', 'Delete Selected', 'Delete All', and 'Transmit selected return(s) to IRS >'.

2. Select the check box(es) for the returns you want to transmit.
3. If you want to select all returns, click **Check All**.
4. If you have rejected returns and need to resubmit them, click **Add Returns**.

TaxSlayer Pro Online displays the **Add Returns** page:

	SSN	NAME	PHONE	PREPARER	STATUS
<input type="checkbox"/>	-4672	CYNDI		Donna	Rejected
<input type="checkbox"/>	-7051	KYLE		Krystal	Rejected
<input type="checkbox"/>	-4829	JAMES		Kristi	Accepted
<input type="checkbox"/>	-7016	KRYSTAL		Krystal	Accepted
<input type="checkbox"/>	-3236	Twana		Krystal	Accepted
<input type="checkbox"/>	-9560	NATALIE		Krystal	Accepted
<input type="checkbox"/>	-5580	CHARLES		Krystal	Accepted
<input type="checkbox"/>	-0024	DARRELL		Krystal	Accepted

5. Select the return(s) you want to add to the transmission list.

6. Click **Add Returns**.

TIP: Mark the return **Ready to Retransmit** after you correct any rejects. After you correct returns, you can also retransmit them from the e-file section if the user has the appropriate rights.

Review/Retransmit Status

Ready for Retransmit

7. When you finish selecting returns to transmit, click **Transmit selected return(s) to IRS**.

TaxSlayer Pro Online displays the **Tax Return Transmissions** page indicating the number of returns submitted:

Transmissions

Tax Return Transmissions

1 return transmitted.

8. Click **Back** to return to the site's **Welcome** page.

TaxSlayer Pro Online changes the taxpayer's status in Client Status to **Transmitted** after you submit the return, as shown below:

XXXXXXXXXX	Mary Test	(706) 868-	Christopher	In Progress
XXXXXXXXXX	John Taxpayer	(706) 651-	Christopher	Transmitted
XXXXXXXXXX	First Last	(706) 586-	Christopher	In Progress

Refer to [Managing Returns](#) to review filtering by status.

All e-files you submit to the TaxSlayer Processing Center go through a secondary validation check. If the e-file does not pass this secondary validation, TaxSlayer issues a Processing Center reject.

The TaxSlayer development team reviews all validation errors received during this secondary process to determine if programmatic changes can be made.

Working with Acknowledgements

This chapter covers the following actions:

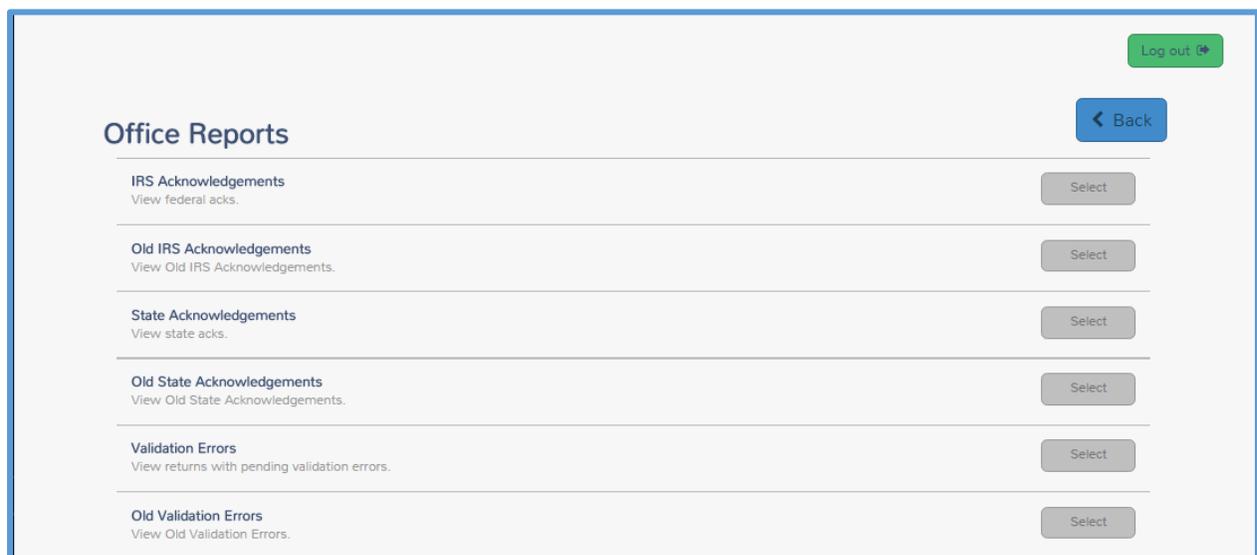
1. Receive acknowledgements.
2. Print an acknowledgement report.
3. Review processing center rejects.

Receiving Acknowledgements

When you transmit returns, you usually receive an acknowledgement within one hour for federal returns and 24-48 hours for state returns. We recommend that you check for acknowledgements several times a day. To check for acknowledgements, use the following steps from the **Welcome** page:

1. Click **Select** on the **Reports** line.

TaxSlayer Pro Online displays the **Office Reports** landing page:



2. Click **Select** on either the **IRS Acknowledgements** or **State Acknowledgements** line.

TaxSlayer Pro Online displays the **IRS Acknowledgements** page, listing all acknowledged returns:

IRS Acknowledgements

Search by:

Efin	SSN	Last Name	Status	Reject Code
2855		MATHIESEN	Accepted - 02/01/16	N/A
7722		SHEPARD	Accepted - 02/01/16	N/A
6407		MIXON	Accepted - 02/01/16	N/A
5750		GIBSON	Accepted - 02/01/16	N/A
0224		RIDLEY	Accepted - 02/01/16	N/A
8908		LONG	Accepted - 02/01/16	N/A
6525		FIELDS	Accepted - 02/01/16	N/A
1839		WIMPEY	Accepted - 02/01/16	N/A
9383		BEARDEN	Accepted - 02/01/16	N/A
				Document Id
				DOC257617051ID1040A
				Each 'DependentSSN' and the corresponding 'DependentNameControlTxt' that has a value on Line 6c(2) of the return, must
				Data Value: 1308

Print HTML Print PDF Export to Excel < Back

3. Review each acknowledged return.
 - a. If the IRS accepted the return, TaxSlayer Pro Online displays **Accepted** and the date in the **Status** column.
 - b. If the IRS rejected the return, TaxSlayer Pro Online displays **Rejected** and the date in the **Status** column, then the reason for the rejection in the **Reject Code** column.
4. Print your acknowledgement report. Click **Print PDF**.
5. Click **Open** in the browser's dialog box. This dialog box varies depending on what browser you use.

Do you want to open or save **Validation Errors-Print.pdf** from ntstaxonline.cloudtaxoffice.com?

Open Save Cancel

TaxSlayer Pro Online displays the acknowledgement report as a PDF.

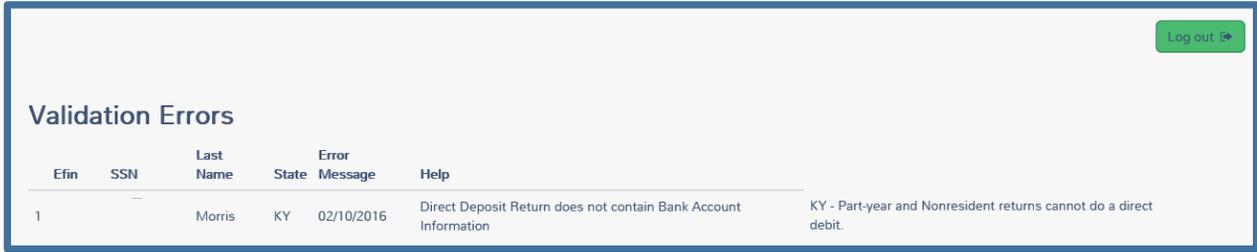
6. When you finish reviewing acknowledgements and printing the report, click **Back**.

Reviewing Processing Center Rejects

When checking for acknowledgements, you also need to search for returns that TaxSlayer's processing center may have rejected for validation errors. To do so, use the following steps from the **Office Reports** landing page:

1. Click **Select** on the **Validation Errors** line.

TaxSlayer Pro Online displays the **Validation Errors** page:



Efin	SSN	Last Name	State	Error Message	Help
1		Morris	KY	Direct Deposit Return does not contain Bank Account Information	KY - Part-year and Nonresident returns cannot do a direct debit.

2. Review each return rejected from the TaxSlayer Processing Center.
 - a. If the TaxSlayer Processing Center rejected the return, TaxSlayer Pro Online displays the reason for the validation error in the **Help** column.
2. Print your Validation Errors report. Click **Print PDF**.

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Glossary

1040 View – Entry method that allows the preparer to click the dollar amount associated with a specific line item to access the associated entry form

Assigned Questions – Custom questions and answer banks assigned to a site by TaxSlayer or multi-site administrator; they cannot be modified or deleted

Assigned Security Templates – Security templates assigned to a site by TaxSlayer or a multi-site administrator; they cannot be modified or deleted

Assigned Taxpayer Profiles – Taxpayer profiles assigned to a site by TaxSlayer or a multi-site administrator; they cannot be modified or deleted

Cancel Button – This button takes the preparer to the previous screen

Change Preparer – Assign a return to a different preparer than the one who initially created the return; the site administrator enables privacy settings through Security Templates

Client List – A list of all created returns at the site that the user is allowed to access

Client Return History – A list of specific actions taken when the preparer saves and exits the return through the e-file section, including: user name, log time, preparer, ERO, taxpayer's Social Security number, state return, RTN and other return information

Client Search – Search for returns at your site through various filtering options

Client Status – Displays the taxpayer's Social Security number, phone numbers, address, Federal return type, IRS Transaction date, and Reject information

Complete – An option selected in the e-file section when the return passes review and is ready to be e-filed; Complete returns are available for transmission to the Processing Center

Configuration – A TaxSlayer menu including Office Setup, ERO setup, Preparer Setup, Security Templates, Question Templates, Taxpayer Profiles, Print Sets, and Return Tags

Contingency Plan – TaxSlayer Pro, also referred to as *Desktop*, to be utilized in the rare occasion that TaxSlayer Pro Online is unavailable or the site loses internet for an extended period of time

Continue button – In the Federal section, this button saves information and allows the preparer to proceed to the next screen

Custom Questions – Site Administrator can create questions and answers that preparers can use to capture data during the return preparation process

Deactivate Return – Users/Preparers with a Security Template that enables deactivation can deactivate/delete a return; returns can only be deactivated/deleted if the status is **In Progress** or **Review Failed**

EFIN – Electronic Filing Identification Number

EIN Database – A feature that auto-populates the employer name and address when you type a previously entered EIN on Form W-2, 1099-R, 2441, etc.

Enter Myself – Entry method displaying submenus allowing for quick navigation to specific entry sections

ERO – Electronic Return Originator

ERO Setup – A TaxSlayer menu listing the ERO name, EFIN, address, and phone number

Federal Return Type: Direct Debit – A return type selection to indicate that the return is electronically filed and the amount owed is directly debited from the taxpayer's account

Federal Return Type: Direct Deposit – A return type selection to indicate that the return is filed electronically and the taxpayer's refund is deposited in their bank account

Federal Return Type: Electronic Mailed – A return type selection to indicate that the return is filed electronically and the taxpayer receives the refund as a mailed check

Federal Return Type: Mail Payment – A return type selection to indicate that the return is electronically filed and the taxpayer mails a check for the amount owed

Federal Return Type: Paper Return – A return type selection to indicate that the return is printed and mailed and the taxpayer either receives the refund via mail or mails a balance due

Federal Return Type: Paper Return with Direct Deposit – A return type selection to indicate that the return is printed and mailed; the taxpayer's refund is deposited into their bank account

Fees Setup – set prices for forms to run reports at the end of tax season, etc. showing the amount of return prep fees saved

Filing Status Wizard – A questionnaire that takes the preparer through a series of questions to determine the taxpayer's filing status

Forms Search – Entry method that takes the preparer to specific entry pages based on a form number search

Group Administrator – A user name assigned to site designated as the Multi-Site Administrator through the order process; grants the ability to assign configurable items to designated sites

Guide Me – Interview style entry method that takes the preparer through a series of Yes/No questions

Is Required – Indicates that a Custom Question is required to be answered before TaxSlayer creates an e-file

Login Security Code – Additional level of security required for logging into the site; the code is configurable by the site administrator

Message Center – A one way communication from TaxSlayer to the sites, or between the users at a site

Multi-Factor Authentication (MFA) – A requirement utilizing something other than what you know to authenticate yourself; Users/Preparers are required to use an code sent via email and/or text at first login from a device

Multi-Site Administrator – A user who can assign configurable items to designated sites; designated during the ordering process

MyRA – A savings initiative from the Department of the Treasury

Office Setup – A TaxSlayer menu listing the site name, address, phone number, SIDN, and login security code

Preview Return – Generates the forms used in the return

Print Sets (Assigned) – A print set assigned by TaxSlayer or a Multi-Site Admin site; assigned print sets cannot be modified or deleted

Print Sets (Custom) – A print set in which the site admin, and anyone assigned the role, can create print sets to include the desired forms and number of copies printed for each form

Privacy Settings – An option to make a return private by requiring a password for accessing it; the site administrator enables privacy settings through Security Templates

Processing Center Rejects – Returns that fail secondary validation at the Processing Center

Quick File – A feature used to create a list of forms based on the information presented to the preparer by the taxpayer to automatically display income and adjustment entry pages

Reactivate Return – A feature that allows you to restore a deactivated return when you begin a new return with that Social Security number

Ready for Retransmit – A status indicating that corrections have been completed for a rejected return and the transmitter has selected this return in the Add Returns option during transmission

Relational EFIN – A connection designated during the ordering process allowing a multi-site administrator to run group reports and access designated sites; requires the use of 7216 Consent to Use/Disclose forms

Required to Use Guide – Option which forces the preparer to use the **Guide Me** entry method.

Return Tags – A list of identifiers created at the site level that can be used to help manage returns.

Review Approved – A status through the built-in review process where the return is marked as approved by the reviewer; TaxSlayer sends an approved message to the preparer via the Message Center

Review Failed – A status through the built-in review process where the return is marked as failed by the reviewer; TaxSlayer sends a failed message to the preparer via the Message Center

Review Pending – A status through the built-in review process where the return is marked as ready for review in the e-file section; the return displays in the Review Returns queue for users marked as reviewers

Save and Exit Return – A link in a return to take the preparer back to the home page where new returns can be created, the client list can be searched, etc.

Save and Transmit – Allows a user with the ability to transmit returns to Save and Transmit a single return

Security Templates – Allow and disallow access to specific program features involving the tax return process for members of the site; the site admin can customize security roles

Send State Only – This option allows the state return to be e-filed without the Federal return

SIDN – Site Identification Number

Si hablo Espanol? – A link to change the program to Spanish; while in a return, click the taxpayer's name in the top left and select **Si hablo Espanol?** from the drop-down menu

Summary View – A view that displays a collapsed view for each return section; expand and select sections to navigate to appropriate entry forms

Taxpayer Notes – Printable messages used to assist in quality review; access notes by clicking the taxpayer's name in the top left or the flag icon

on the Office Client list page; Taxpayer Notes carry forward to the next tax year

Taxpayer Profile – Presents designated entry forms to the preparer after completing the Basic Information Section; profiles can be established by the site administrator and must be selected at the time the return is created

Your Office – A link to save and exit the return

Zip Code Lookup – A feature that auto-populates the city and state in an address when you type the ZIP code