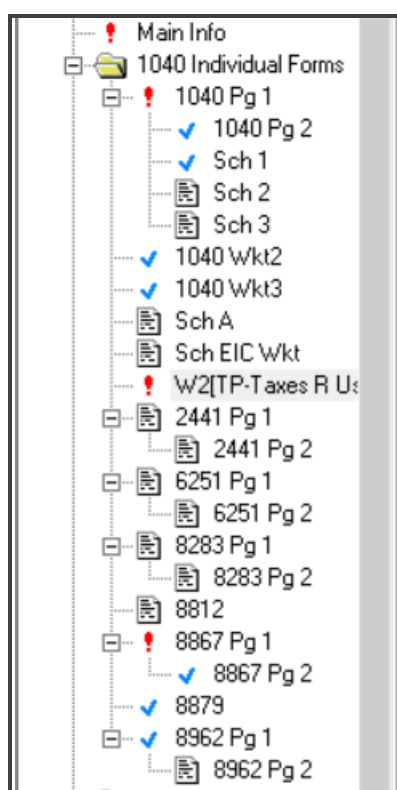


# TaxWise® Learning Portal

## Finalizing the Return

After entering all the tax data into the return, except for the e-file specific details, you can review the **Forms Tree** to identify incomplete forms. An incomplete form will be marked with a red exclamation point. Complete the missing information to resolve these indicators.

In order to e-file a return you must complete certain information on the Main information Sheet, Form 8879, and the state e-file form.



**i** If you need assistance completing the general tax data, please review the corresponding lesson that is part of the TaxWise Desktop Learning Portal.

## Type of Return

1. In the Type of Return section of the Main Information Sheet, there are three options: **Bank products**, **E-file ONLY** or **Paper**.

Type of Return	<input type="checkbox"/> Bank products	<input checked="" type="checkbox"/> E-file ONLY	<input type="checkbox"/> Paper		
Select Your Bank	<input type="checkbox"/> Republic	<input type="checkbox"/> SBTPG	<input type="checkbox"/> Refund Advantage	<input type="checkbox"/> 3Fund	<input type="checkbox"/> EPS

2. Select the check box that indicates how you will file the return for the taxpayer:

- **Bank products:** Select this check box when the taxpayer is applying for a refund settlement solution with an electronically filed return.
- **E-File ONLY:** Select this check box when the taxpayer is not applying for a settlement solution but will e-file the return.
- **Paper:** Select this check box if the return does not qualify for e-filing or if the taxpayer chooses to paper file.

## PIN Program

When preparing a return for electronic filing, you, the taxpayer, and his/her spouse must sign the return electronically. The IRS uses the electronic signatures as part of a verification process. As an additional security measure, a PIN is required. The PIN must be a five-digit number and cannot be all zeros (00000). This applies to the ERO, the taxpayer and spouse.

There are two methods for electronically signing a tax return:

- Self-Select
- Practitioner PIN

## Practitioner PIN

For all electronic returns, you need to sign as the ERO, using your five digit PIN.

1. Type your ERO PIN in the **ERO PIN for both the Self-Select and Practitioner PIN programs** field..
2. Select the Check if using the **Practitioner PIN** box.
3. Under the section, What form(s) are you e-filing using PINs? select **The income tax return** check box.

Self-Select and Practitioner PIN(s)	
ERO PIN for both the Self-Select and Practitioner PIN programs .....	<u>12346</u>
Check if using the Practitioner PIN method for e-filing this income tax return or Form 4868 with direct debit .....	<input checked="" type="checkbox"/>
What form(s) are you e-filing using PINs?	
The income tax return .....	<input checked="" type="checkbox"/>
Form 4868 without direct debit. No PINs required .....	<input type="checkbox"/>
Form 4868 with direct debit .....	<input type="checkbox"/>
* Form 2350 without direct debit .....	<input type="checkbox"/>
* Form 2350 with direct debit .....	<input type="checkbox"/>

 This information can be defaulted in Tax Form Defaults.

## Self-Select PIN

If using the Self-Select PIN, enter the ERO PIN as described above, as well as selecting the checkbox for what forms you are filing using the PIN program. Do not select the Practitioner PIN checkbox. This method uses the taxpayer and spouse's prior year AGI and PIN(s) to sign the return.

1. Below the What forms are you filing using PINs? section, type the prior year PIN or prior year AGI in the corresponding fields for both the taxpayer and spouse if applicable.

 These numbers must match the IRS records in order for the return to be accepted.

For both signature methods, use the **Taxpayer and Spouse PIN** section to enter the current year PINs.

1. For the Practioner PIN, type the taxpayer's five-digit PIN, and spouse's PIN in the appropriate field. If using Self-Select PIN, the taxpayers must their their PIN.
2. Type that day's date in the **Date** field.
3. Select the **I authorize** checkbox for both the taxpayer and spouse if applicable.

 The ERO firm name calculates from Form 8879.

When you select that you want to e-file the return, TaxWise adds Form 8879, *IRS e-file Signature Authorization*, to the Forms Tree. This form is required for e-filing. To complete, click **8879** in the Forms Tree.

**1.** Enter your EFIN in the **Your EFIN** box.

<b>US 8879</b>		<b>IRS e-file Signature Authorization</b>	
Your EFIN: <input type="text"/>			
Taxpayer: <u>Karen Barnes</u>		SSN: <input type="text"/>	
Spouse: <input type="text"/>		SSN: <input type="text"/>	

- Enter the ERO information at the bottom of the form.

<b>Electronic Return Originator (ERO) Information</b>			
ERO's ID: <u>MAR</u>	Also paid preparer: <input checked="" type="checkbox"/>	Date: <input type="text"/>	
SSN: <input type="text"/>	PTIN: <u>0</u>	Self-employed: <input type="checkbox"/>	
ERO signature: <input type="text"/>		Print signature: <input type="checkbox"/>	
Firm's name: <u>Mar Financial Services</u>		EIN: <u>12-3456789</u>	
Firm's address: <u>225 Chastain Meadows</u>		Phone: <u>770-857-1234</u>	
Zip code: <u>30144</u> <u>Kennesaw</u> <u>GA</u>		IRS only: <input type="checkbox"/>	
This facsimile form is not approved for filing directly to the IRS.			

- i** For more information on entering this information in Tax Form Defaults or the Setup Assistant, please review the lessons that are part of the TaxWise Desktop Learning Portal.

## States

When you type state abbreviations on the Main Information Sheet, TaxWise loads the state forms in the **Forms List**. TaxWise allows you to transmit up to nine state returns with each Federal return.

<b>State Information</b> If you are not preparing a state return, check here <input type="checkbox"/> or fill in state information below			
Full year resident: <u>ga</u> and <u>sc</u>	Part-year: <input type="text"/> and <input type="text"/>	Nonresident: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

- On each state's main form, locate and answer the question, **Do you want to electronically file this return?** Select **Yes** to electronically file the state return.

<b>Do you want to electronically file this return?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Check here if you want to file this return as unlinked: <input type="checkbox"/>	
<b>Direct Deposit of Refund or Electronic Funds Withdrawal or Tax Due</b>	

By default, TaxWise links individual state returns to the Federal return, and the state return cannot be e-filed until the Federal return is accepted by the IRS. You can unlink the state return, but know the difference, the advantages and disadvantages, before you make this decision.

- i** By waiting until the Federal return is accepted, you can be sure the Federal data that flowed into the state return is accurate, reducing the possibility of amending your client's state return.