

E-filing Amendments and Extensions

e-Filing Amended Returns in TaxWise Online


You should file an amendment only if the original return has already been filed and accepted by the IRS or state. If the return has not been filed, make corrections to the original return, and then file. If the return was rejected, make corrections to the rejected return, and resubmit.

There are several things you want to keep in mind before e-filing an amended return.

- Prior to changing the return, you should print a copy of the original return for your records as TaxWise Online does not keep save a copy of the original return. You can print the return to Vault so you have an electronic copy.
- Make sure that the return in question has been accepted by the federal government, and that you have processed the acknowledgement before starting the process of preparing an amended return.
- TaxWise Online supports e-filing amendments for the federal 1040, along with amendments for the states of New York, Georgia, and Wisconsin.
- Once you have loaded the 1040x, and the state amendment form if needed, to the return, before making any changes to the return, select the check box to override original entries.


Income and Deductions

Check to override all original entries in column A and original refund or balance due (line 15 or 17) before making any changes to any forms.

 For additional information on preparing an amended return see the corresponding lesson in the Preparing Returns module that is part of the Learning Portal.

e-Filing Extensions in TaxWise Online

In some situations, the taxpayer might need additional time to file his or her return. By filing Form 4868, *Application for Automatic Extension of Time to File U.S. Individual Income Tax Return*, taxpayers can request up to six additional months to file the return.

 For additional information on completing an extension, review the Completing and Extension lesson, in the Preparing a return Course.

There are several things you want to keep in mind before e-filing an extension for a return.

- Even if the IRS grants the request for an extension, all payments are due on the original due date to avoid penalties and interest.
- Remember to indicate on the Main Information Sheet that you are filing the extension by selecting the form and whether or not you are requesting a direct debit.

What form(s) are you e-filing using PINs?

The income tax return

Form 4868 without direct debit. No PINs required

Form 4868 with direct debit

* Form 2350 without direct debit

* Form 2350 with direct debit

* Requires date(s) of birth above and 2018 original AGI or 2018 PIN. F8 to change spouse AGI, if incorrect.

- If requesting a direct debit with the extension remember to complete the information on the ACH EXT form.

Creating e-file

The process for creating the e-file an both an amendment and an extension is the same.

To electronically e-file a return:

1. Select the appropriate return type on the Main Information Sheet. For the purpose of this lesson, select E-file Only.

Type of Return

Bank products

E-file ONLY

Paper

2. Once all information is entered, check the return for errors by clicking **Diagnostics**.

Client Notes

Diagnostics

Print Return

Check Return Status

3. The system checks for any common e-file return errors. TaxWise Online displays the errors in a pane along the top of the return. Once all errors have been cleared, click **Create e-File(s)**.

Diagnostics Complete

Errors

None

Warnings

There is a refund on the tax return and no direct deposit information has been filled in. Is this correct? (W49)

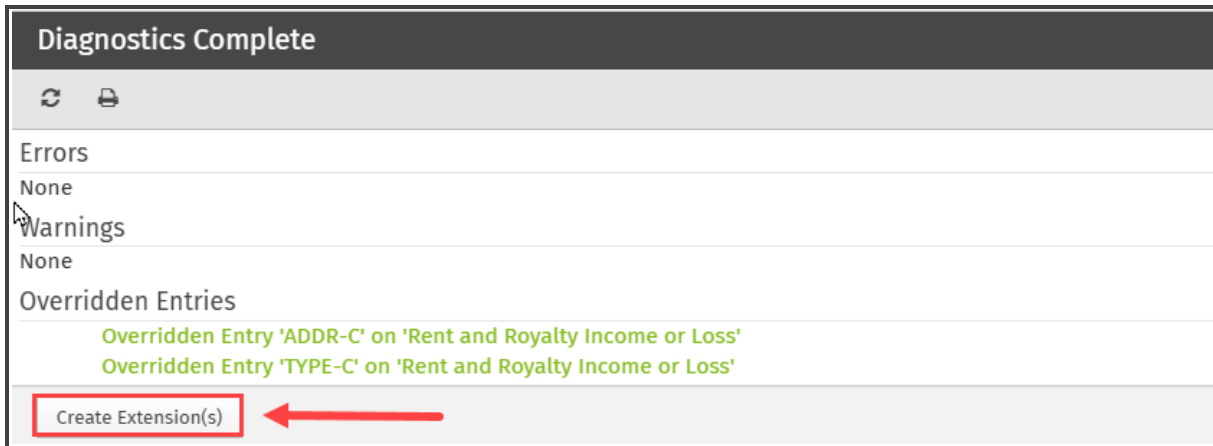
Overridden Entries

Overridden Entry 'X-OIPPR' on 'Individual Income Tax 1040 Pg 2'

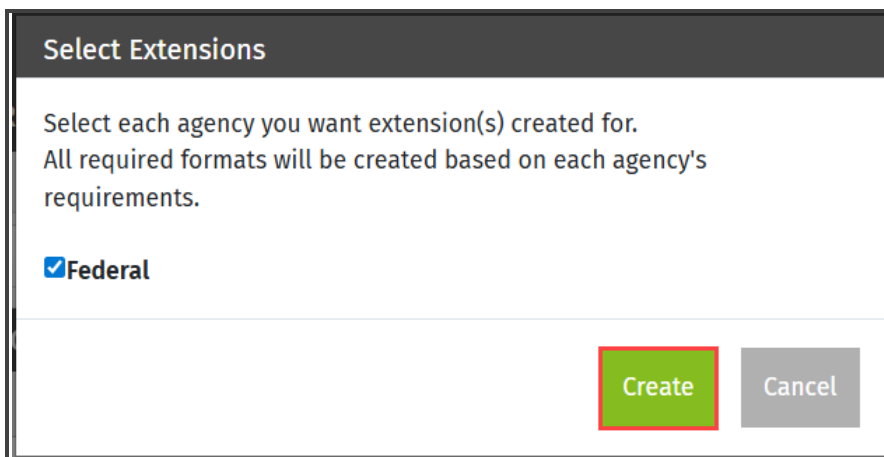
Overridden Entry 'X-OIPPR' on 'Individual Income Tax 1040 Pg 2'

Create e-File(s)

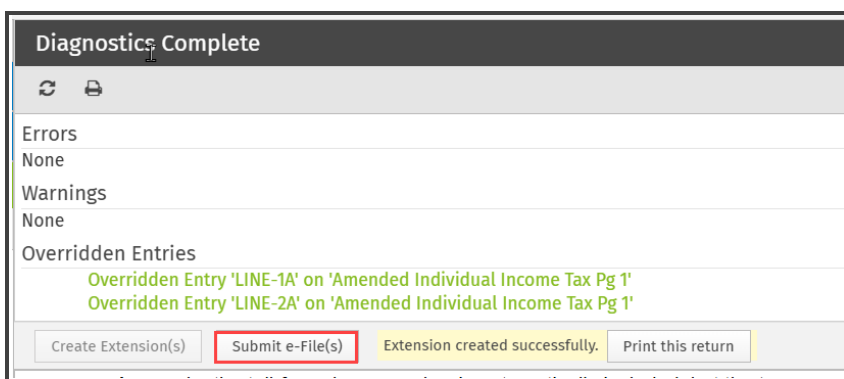
i If this efile is for an Extension, the button will read Create Extension(s).



4. TaxWise Displays the Select Extensions dialog box. Select each agency you want extensions(s) created for. Click **Create**.



5. TaxWise displays a message that the e-file was created successfully.



Start with filing season 2025, you will be able to transmit efiles from within the return. For additional information on transmitting e-files using TaxWise Online, review the *Transmitting Returns* lesson that is part of this course.