

## 2019 Drake Software Classroom Training: Drake Tax Essentials

**Course Description:** This two-day course introduces tax return preparers to Drake Tax and its features used in daily practice. Upon completion of this course, participants will be able to:

- Install Drake Tax and convert data from prior years
- Complete required setup items
- Customize Drake Tax using program options
- Navigate the program
- Perform data entry for a 1040 return
- Calculate, view, and print a return
- e-File returns in Drake Tax
- View reports and use other helpful tax prep tools
- Find help and other resources

**Course Fee: \$299** Register by midnight 30 days prior to the date of the course and receive a 5% discount.

**How to Register:** Log in to [www.Support.DrakeSoftware.com](http://www.Support.DrakeSoftware.com) and select **Training > Live Training** from the menu on the left side of the web page. Refer to the **FAQs** on the web page for detailed instructions and frequently asked questions.

### CPE Facts:

Affiliation*	CPE Awarded	Delivery Method / Course Format	Field of Study	Course ID #	Sponsor ID #
NASBA	14	Group-Live	Computer Software & Applications	N/A	103137
CTEC	0	N/A	N/A	N/A	3038
IRS	14	In Person	Federal Tax Law	FQTGU-T-00292-19-I	FQTGU
TX State Board of Accountancy	14	Group-Live	Computer Software and Applications	100258	002921

\*Individuals with other professional credentials should check with their state licensing board or accrediting organization to determine if this program meets their continuing education requirements.

**Course Level:** Basic

**Prerequisites/Advance Preparation:** There are no required prerequisites other than a general knowledge of Drake Tax.

**Course Policies:** Refund requests must be sent in writing to the Drake Software Education Department via mail, fax, or email. Refunds will not be granted by phone. Drake will make a full refund for any request received 10 business days before scheduled start of the training. Any cancellation received 5-9 business days prior to start will receive 50% refund. No refunds on cancellations less than 5 days before the scheduled start of the training. For more information regarding the refund policy, administrative policies, and complaint resolution, please contact our office at (828) 524- 8020 or [Education@DrakeSoftware.com](mailto:Education@DrakeSoftware.com) or visit [www.DrakeETC.com](http://www.DrakeETC.com).



Drake Software is an IRS qualified sponsor of continuing professional education.



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