Drake Zero

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Drake Zero
User's Manual

Tax Year 2019

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Table of Contents

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1 Introduction

Welcome to the Drake Zero User's Manual for the 2018 tax year. The Drake Team has been hard at work in 2018 to help your firm have a successful, rewarding tax season. Before getting started in the software, please read this introduction, which includes an overview of the Drake Zero program.

About Drake Zero

Drake Zero is designed to allow a firm's preparers located at a single site to prepare tax returns. An interview-based interface can be used to help determine the appropriate forms to be used for each return. Alternatively, if the preparer prefers to bypass the interview process, specific forms can be retrieved and completed. All returns are stored on Drake's servers, providing both security and accessibility. The Administrator and Office Administrator have the ability to review the returns prepared by their firm.

Three Levels of Users

There are three levels of users for Drake Zero:

1. **Administrator**: This user has full rights to all aspects of Drake Zero. The Administrator controls all other users' access rights to Drake Zero. The Administrator can access and edit all returns prepared by their firm. The Administrator can also prepare tax returns.
2. **Office Administrator**: This user has nearly the same setup capabilities as the Administrator. The Office Administrator can access and edit all returns prepared by their firm as well as prepare tax returns. This user can also e-file tax returns and print checks.
3. **Preparer**: This user has limited setup capabilities. The preparer can e-file tax returns and can print checks.

Contacting Drake Support

In addition to the manual, on-screen **Help**, and online resources, Drake offers unparalleled telephone and e-mail support. Use one of the following methods to consult a member of the Drake Support team:

- **e-mail Support** — *Support@DrakeSoftware.com* — Recommended for simpler Drake Software questions.
- **Telephone Support** — (828) 524-8020 — Recommended for more complicated Drake Software questions.

- **Fax Support** — (828) 349-5718 — Drake replies to faxes with faxes, not phone calls.

Drake Support Hours	
December – April Monday – Friday, 8 a.m. – 10 p.m. ET Saturdays 8 a.m. – 6 p.m. ET	**May – November** Monday – Friday, 8 a.m. – 9 p.m. ET Saturday 9 a.m. – 5 p.m. ET

2 Finish Getting Started & Setup

Use the Internet address provided by Drake Software to access Drake Zero. This address is used by all users at the office location.

Drake Zero Hub

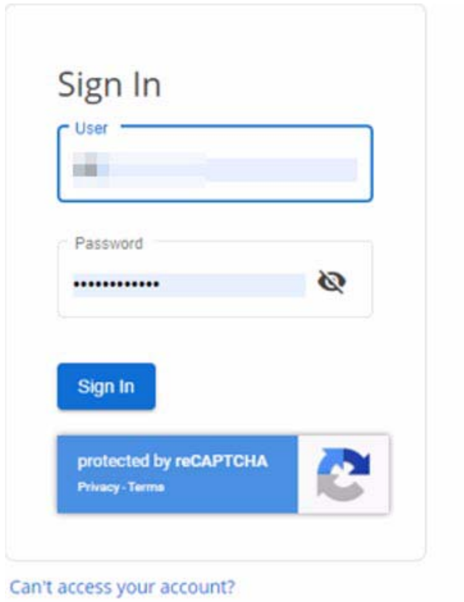
Drake Zero Hub streamlines the way users access their Drake Zero account. Access and manage every year's version of Drake Zero in one place, with only one username and password. Users must first enter their Drake Zero URL in their internet browser. The Drake Zero URL will be similar to the following URL: cloud.drakezero.com/hub/office/efin number.

The Drake Password Setup and Log In

The user receive a welcome email with a link that can be used to create a password for the account. By default, the username is set to the email address on file. To complete the password process and log into Hub:

1. Follow the email link to create a secure password.
2. Create a password. The password must contain one uppercase letter, one lowercase letter, one number, one special character, and contain a minimum of eight characters.
3. After a confirmation is received stating the password has been created, at the prompt, **Click Here** to log in.
4. The main **Drake Login Screen** is displayed. Enter the username (account email address by default) and the new password.
5. Click **Sign In**.
6. Complete the reCAPTCHA popup questions.
7. If unable to access account, click the **Can't Access your account?** link at the bottom of the screen and complete the password reset process.

Figure 2-1: Drake Zero login



The first time the Administrator logs in, he or she should enter the **Username** and **Password**. All other users should log in using the **Username** as assigned by the Administrator and create their own password (see "Add a User" on page 7). After entering the **Username** and **Password**, click **Sign In**.

Getting Started

The **Welcome to Hub!** window appears upon login with links to the appropriate setup screens. New Drake Zero users click **Home** to launch Tax Year 2019 where setup screens are displayed. Returning Drake Zero users will link preparers from prior years (see "Link a Preparer" on page 9), and then return to the **Home** window to launch the Tax Year 2019 and complete the necessary setup. To modify account information such as name, email address, or setup Two Step Authentication, click **My Account**.

NOTE ERO information must be entered in order to e-file returns.

ERO and Firm Setup

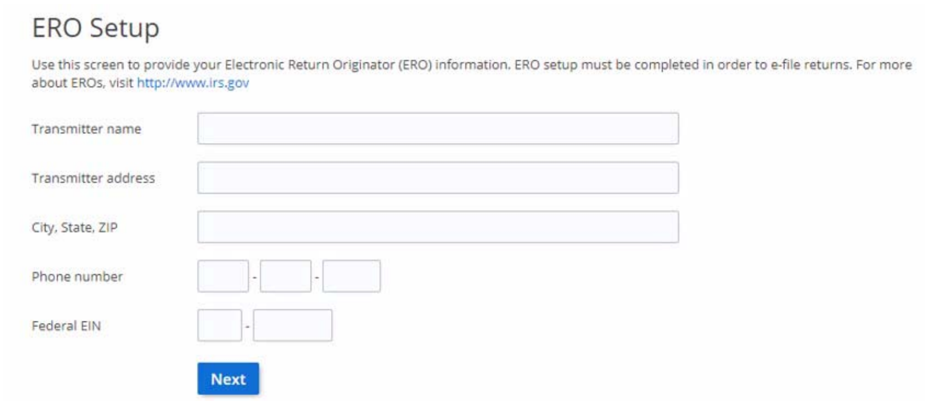
NOTE These setup options are available to the Administrator only.

To enter the firm's ERO information:

1. From the **Initialize your software** window, click **Get Started**

2. Enter information for the ERO.

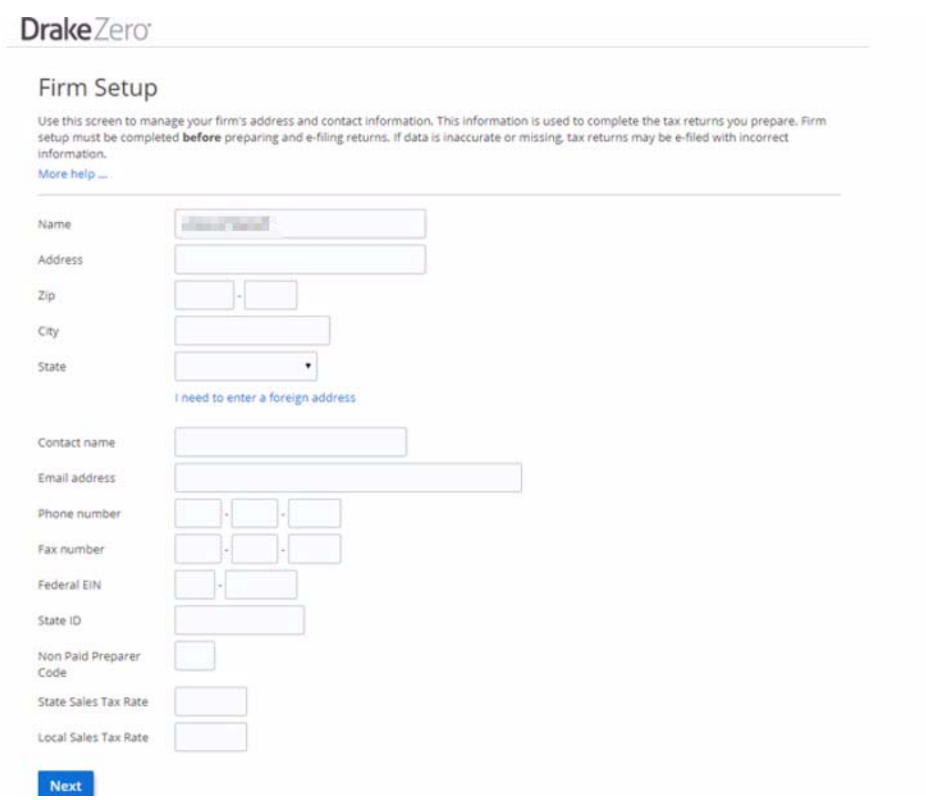
Figure 2-2: ERO Setup



NOTE The **ERO Setup** window can also be accessed from the Drake Zero **Home** window by going to **Setup > ERO Setup**. Click **Save** when editing of the ERO information is complete.

3. Click **Save**. The **Firm Setup** window displays.

Figure 2-3: Firm Setup



4. Enter information about the Firm.

- If the Firm has a foreign address, click the **Enter a foreign address** link and enter the address.
- If an online Drake bank application has been completed through the Enterprise Office Manager (EOM), your banking information will be automatically imported directly from the bank application. You will not need to retrieve your bank information unless the bank application is updated during the season.

5. Click **Save**. The **Next Steps** window displays. All required steps have been completed.
6. Click **Get Started**.

NOTE The **Firm Setup** window can also be accessed from the Drake Zero **Home** window by going to **Setup > Firm Setup**. Click **Save** when editing of the Firm information is complete.

Setup

Use the various options under the **Setup** menu to view or change the default settings. The options available on the **Setup** menu are determined by the security role of the logged-in preparer.

Preparer Setup

The **Preparer Setup** screen must be completed before you can prepare or e-file returns. Information entered here determines the preparer information that appears on tax returns. This is the information of the logged-in preparer.

To access the Drake Zero **Preparer Setup** screen:

1. From the Drake Zero **Home** window, go to **Setup > Preparer Setup**.
2. Enter or edit the **Preparer name**, the preparer's **Email address**, the preparer's **SSN**, and their **PTIN**.
3. Select a security role for the preparer: **Preparer**, **Site Admin**, or **Home Office Admin**.
4. **PIN Signature** — Enter the preparer's five-digit PIN. Also indicate whether to use the PIN for the Form 8879 PIN signature and for the alternative electronic signature. If selected, the preparer's name will be used where an electronic signature is required.
5. **State registration numbers** — If applicable, enter state registration ID numbers.

Advanced Options

6. **W-7 Acceptance Agents** — If the preparer is a W-7 acceptance agent, select the **Acceptance agent** check box and enter the **Agent title**.
7. **Power of attorney information** — This information is necessary for Form 2848, Power of Attorney and Declaration of Representative.
   - **Preparer Designation** — Select the designation under which the preparer is authorized to practice before the IRS.

- **CAF Number** — Enter the preparer's Central Authorization File (CAF) number assigned by the IRS.
- **Jurisdiction** — Enter the jurisdiction in which the preparer is authorized to practice before the IRS. If the preparer is an IRS Enrolled Agent (EA), enter the EA number.

8. **Your RBIN** — If Republic bank is selected on the **Firm Setup** screen, the **Your RBIN** field is displayed. Enter the **Republic Bank Identification Number** (RBIN), if applicable.
9. Click **Save**.

Manage Accounts

NOTE This setup option is available to the Administrator only.

All users, except the original Administrator, must be entered using **Manage Accounts**.

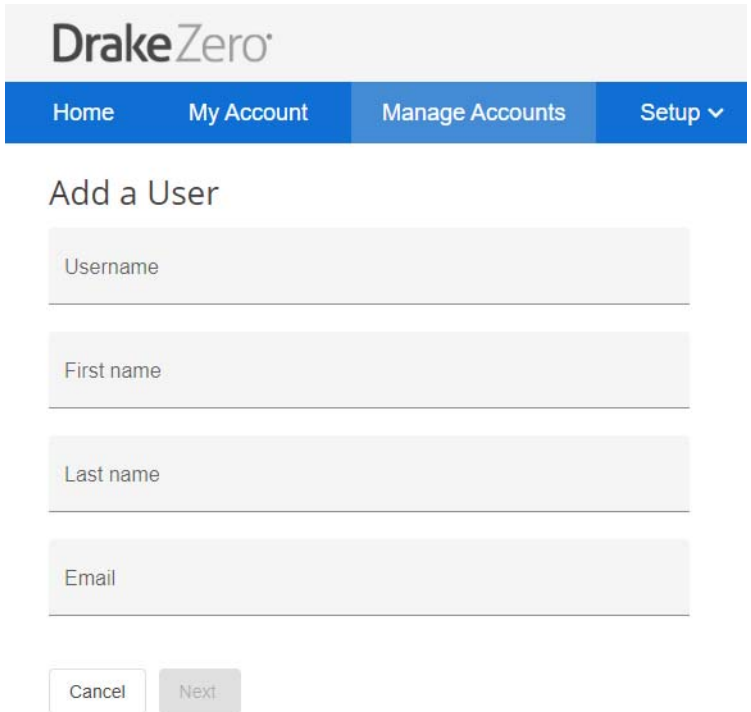
Use the **Manage Accounts** setup option to add a user, edit a user's information, or reset a user's password.

To access the Drake Zero **Manage Accounts** setup screen, from the Drake Zero **Home** window, go to **Manage Accounts**.

Add a User

To add a user, from the **Manage Accounts** screen, click the **New user** link. The **Add A User** dialog box is displayed.

Figure 2-4: Add User



1. Enter the new user's **Username** (must be between 8 and 50 characters long), their **First and Last Name**, and their **email address**.
2. Click **Next**.

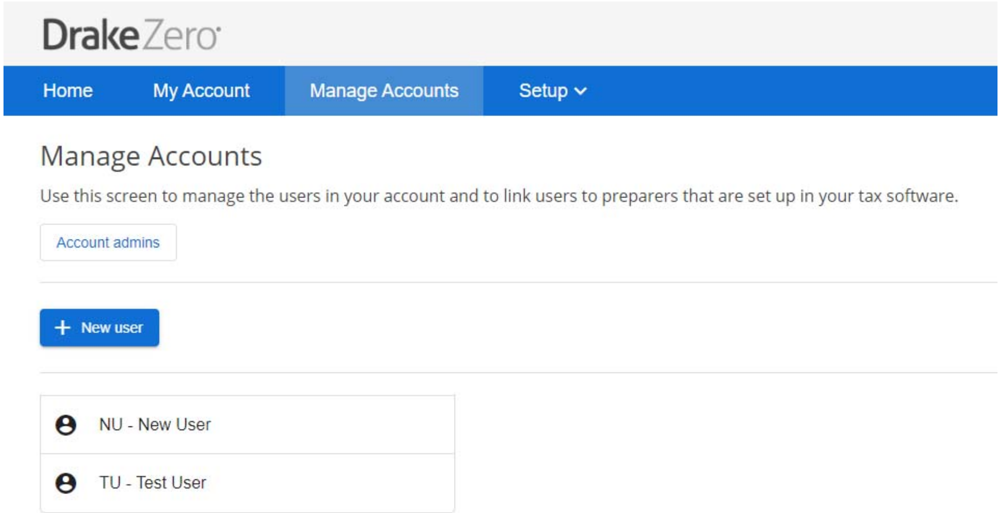
An email is sent to the email address entered during the user's setup. This email contains the Internet address the user should use to log in to Drake Zero and their username. They will be prompted to create their own password.

NOTE The new user should set up a shortcut to Drake Zero (see "Drake Zero Hub" on page 3) and log in soon after receiving the welcome email.

The first time a new user logs in to Drake Zero, he or she must agree to the Terms of Service. The new user will also be prompted to create their login password.

The new user's **Name** and **Username** are added to the **Manage Accounts** screen along with all the other users' information (Figure 2-5).

Figure 2-5: Manage Accounts



Edit a User

To edit a user's account information:

1. From the **Manage Accounts** screen, click the icon to the left of the user account and the **Account** dialog box is displayed.
2. Use the pencil icons to edit the user information as needed.

NOTE To disable a user account or make a user account inactive, select the **Enabled** slider to an off position in the **Edit Account** dialog box. This option is not available when editing the original Administrator's account information.

3. When editing is complete, click **Save**.

Link a Preparer

To link a user to a preparer that is already set up in your tax software:

1. Click **Manage Accounts** and select a user name to open the **Edit User** window. Under **Software**, in the **Tax Year 2018** field, enter the preparer name used in Tax Year 2018.
2. After entering a few characters of the **Preparer Username**, a dropdown list will appear and the **Preparer Username** can be selected.
3. Once the user has been linked to the preparer, click the **Home** button on the top of the screen to return to the screen where the selected tax year program can be launched.

Reset a User Password

To reset a user's password:

1. From **Manage Accounts** click the user name from the list to open the **Edit User** window, click the **Reset Password** button to resend a password reset email to the user.
2. The user will receive an email with a link to recover their password.

Setup User Two-factor Authentication

Two factor authentication is an additional security feature for a user account, preventing anyone from accessing the account even if they know the password. To enable two-factor authentication for a user account:

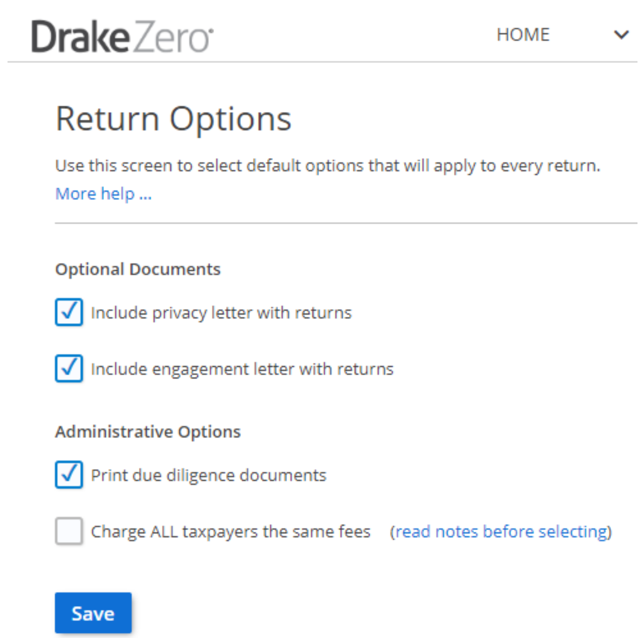
1. In the **Home** window, click **My Account**.
2. Click the the **Configure** button at the bottom of the page below the red, **Two-factor authentication is not enabled** button. The **Two-factor Authentication Setup** screen is displayed.
3. Scan the barcode in the **Two-factor Authentication Setup** screen with the two-factor authentication app on your phone.
4. After the barcode is scanned, your app will display a six-digit code. Enter that code in the **Code from Phone App** field.
5. Click **Validate**.
6. The **Two-factor authentication is enabled** button will appear in green at the bottom of the screen in **My Account**.

Return Options

NOTE This setup option is available to the Administrator only.

Drake Zero is set up with the most common preferences set as the defaults. Use **Setup > Return Options** to view or change the defaults for the various options available.

Figure 2-6: Return Options



- **Include privacy letter with returns** — Select this option to print the privacy disclosure letter with every return.

- **Include engagement letter with returns** — Select this option to print engagement letters for all returns when the return is calculated. At the end of the letter template are spaces for client and preparer signatures.
- **Print due diligence documents** — Print due diligence documents.
- **Charge ALL taxpayers the same fees** — Select to charge all clients the same supplementary fees (software, franchise/network, and additional fees), regardless of whether a bank product is included.

Click **Save** once all Return Options have been set up.

Pricing Setup

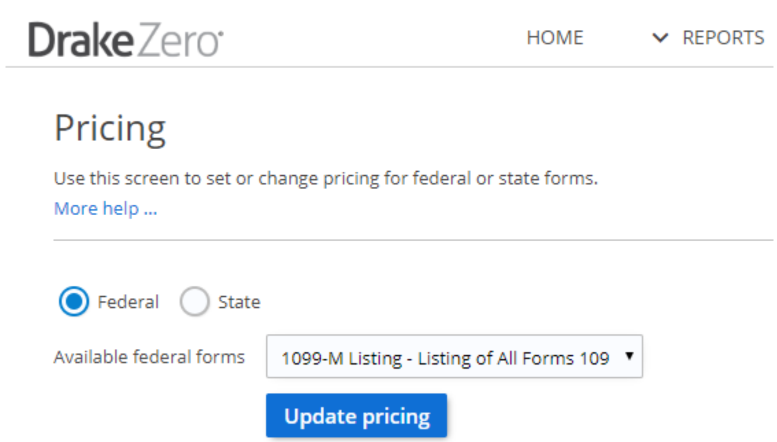
NOTE This setup option is available to the Administrator and the Office Administrator only.

Use this setup option to set or change site pricing for federal and/or state forms.

To set up site pricing:

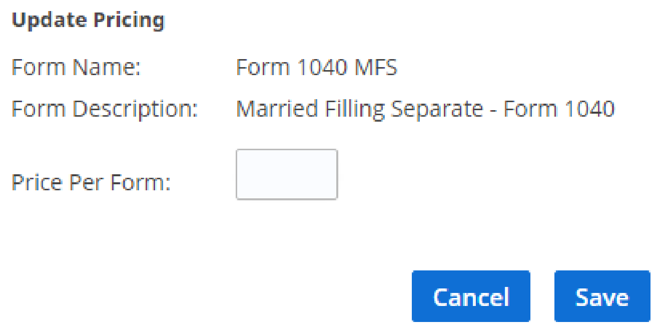
1. From the Drake Zero **Home** window, go to **Setup** > **Pricing.**

Figure 2-7: Form Pricing



2. Select to edit pricing for a federal or state form using the **Federal/State** drop list. To edit form pricing for a state, select the state.
3. Select the form from the **Available Forms** drop list.
4. Click **Update Pricing**. The **Update Pricing** window is displayed (see Figure 2-8).

Figure 2-8: Update Pricing window



5. Enter the **Per Form** price. Do not type the dollar sign ($) when entering the price. These fields are numeric.
6. Click **Save**.
7. Click the dollar sign next to a listed form to make additional pricing edits or the trash can icon to remove pricing from that form.

NOTE Forms with edited pricing are not listed in the **Available Forms** drop list. If site pricing is removed from a form, it is again included in the **Available Forms** list.

Common Forms

NOTE This setup option is available to all users.

Use the **Common Forms** screen to select which input screens are listed on the **Common** tab under the **Review** section in a return. The **Common** tab is a quick way to access input screens that you use most often.

The Administrator can set up a list of common forms to be used by all preparers and a separate list for personal use. Each preparer can set up a personalized list of common forms.

To create a common forms list:

1. From the Drake Zero **Home** window, go to **Setup > Common Forms**.
2. Using the **Set for** drop list, each preparer can make a personalized common forms list by selecting **Preparer (self)** or the Administrator can make a common forms list to be used by the entire office by selecting **Office**.
3. Select to display a list of either **Federal** or **State** forms. If **State** is selected, a **State** field displays. Select the desired state from the drop list.
4. Select the form to include on the Common Forms list from the **Form** drop list.
5. Click **Add Form**
6. Continue adding forms until the list is complete.

Re-order the list by selecting a form and clicking **Move Up** or **Move Down**.

Remove a form from the list by selecting the form and clicking **Delete**.

Convert Client Files

NOTE This setup option is available to the Administrator and the Office Administrator only.

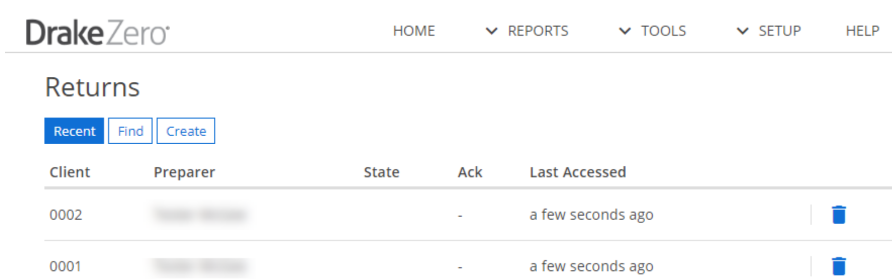
Use this Setup option to upload customer files created in your previous tax software program. Drake will convert the files to Drake Zero format. Once converted, these client files will be available through your Drake Zero login.

To begin the convert client files process, from the Drake Zero **Home** window, go to **Setup > Convert Client Files**.

3 Drake Zero Basics

The Drake Zero Home Window

Figure 3-1: Drake Zero Home Window



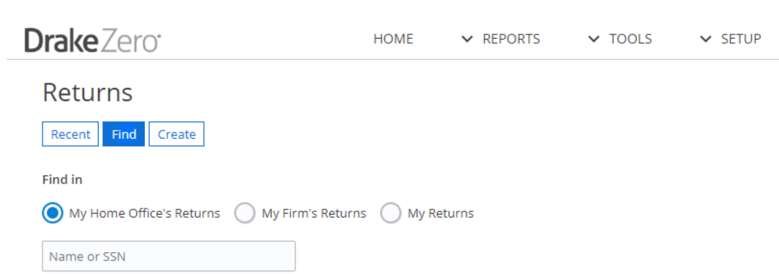
The Drake Zero **Home** window (Figure 3-1) has the following features:

- **Recent** — This section lists the last 20 returns prepared by the user that is currently logged in to Drake Zero. To open a return from the **Recent Returns** section, click the blue link containing the last 4 digits of the taxpayer's SSN.
- **Find** — Use this section to open an existing return. See "Finding & Opening Returns" on page 15 for more information.
- **Create** — Use this section to begin entering a new return. See "Creating New Returns" on page 16 for more information.

Finding & Opening Returns

To open an existing return, you must first find it, or have it listed in the center of the **Home** window. Use the top part of the **Returns** section to find a return.

Figure 3-2: Find Return



To find a return, complete the following steps:

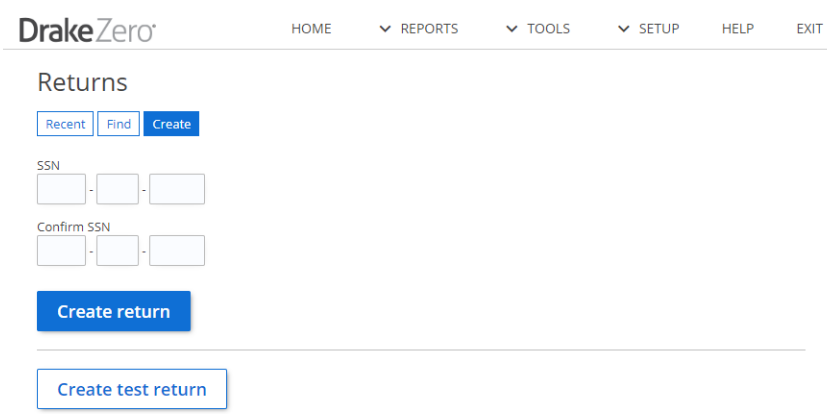
1. Filter the search using the radio buttons (Figure 3-2). Select to search the logged-in preparer's returns (**My Returns**), or returns prepared by anyone at the site (**My Firm's Returns**), or **My Home Office's Returns** if applicable.
2. Enter the **SSN** or **Name** as the search criteria in the search field (Figure 3-2).
3. Enter either the full SSN, the last four digits of the SSN, or the last name of the primary taxpayer.
4. Click **Search** button (Figure 3-2). The **SSN**, **Taxpayer Name**, tax preparer's login ID, and date the return was **Last Accessed** is displayed if the return is found. If it is not found, a "No results" message is displayed.
5. If the return appears in the search results, click the last four digits of the SSN to open the return, and the **Taxpayer Information** screen will be displayed.
6. To go back to the **Recent Returns** display, click **Recent Returns**.

Creating New Returns

To create a new return in Drake Zero:

1. From the **Home** window, enter the SSN of the primary taxpayer.
2. Reenter the SSN to confirm entry.
3. Click **Create Return**. The **Taxpayer Information** screen opens with the **Social Security Number** field displaying the SSN.

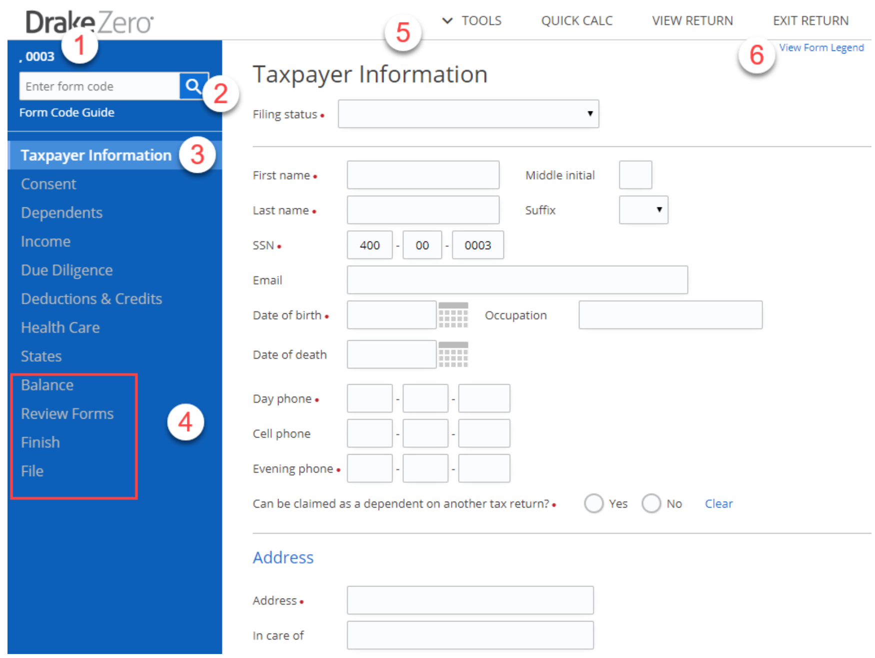
Figure 3-3: Create New Return



The Taxpayer Information Screen

The **Taxpayer Information** screen (Figure 3-4) is displayed when you open a return.

Figure 3-4: Taxpayer Information Screen

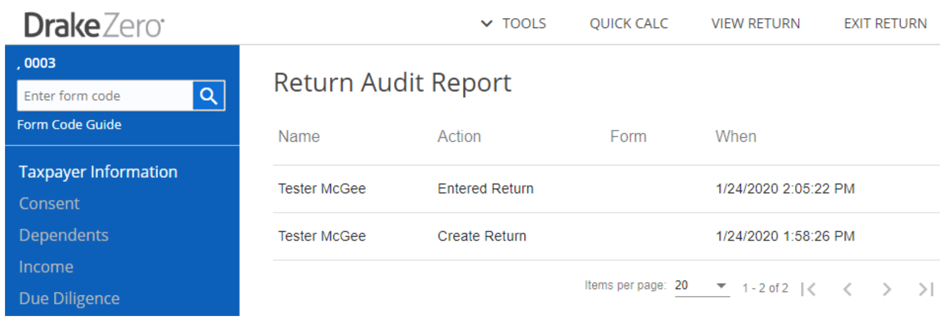


- **Return ID** (item #1) — This is the primary taxpayer's last name and last four digits of his or her SSN and is used to identify the current return.
- **Form Code Search** (item #2) — Use this field to open a form or schedule screen directly without having to first go through the interview section. Enter the screen code and click **Go**. If an invalid screen code is entered, a message is displayed stating the tax form code is not recognized. See the **Form Code Guide** link below the Form Code Search field for a list of valid screen codes.
- **Main Section tabs** (item #3) — These are the main interview sections of Drake Zero. Once the **Taxpayer Information** screen has been saved, the other interview sections become available.
- **Return Wrap-up tabs** (item #4) — Use these tabs to establish refund and balance due options, enter PINs for e-filing returns, access the list of forms created during return entry and all other forms available, return summary information, and to e-file the return.
- **Miscellaneous Options** (item #5) — Use menu items, **Tools**, **Quick Calc**, **View Return**, and **Exit Return** to access the following **Miscellaneous Options**:
  - **Tools**
    - **E-Pay** — e-Pay is a low-cost merchant services option designed for the tax professional. With e-Pay, you can accept credit card payments year round, but only pay monthly fees during tax season. e-Pay is integrated with Drake Software and, with e-Pay's low rates, you may save money over your current credit card payment option. Sign up for free by logging into the Drake Enterprise Office Manager (EOM), select **Enrollment** from the main menu, and then **Merchant Credit Card Processing** from the drop list. Learn more about e-Pay by going to http://epspayments.net/epay.html/.

To take a credit card payment using e-Pay, either use a card reader and swipe the client's card or manually enter the credit card information. Make sure to verify the **Amount to charge** before clicking **Pay Now**.

- **Return Audit** — This report is available to all users and displays the name of the preparer, the SSN of the return, what action was performed on each individual form in the return, and the date and time of the action for all of a firm's preparers.

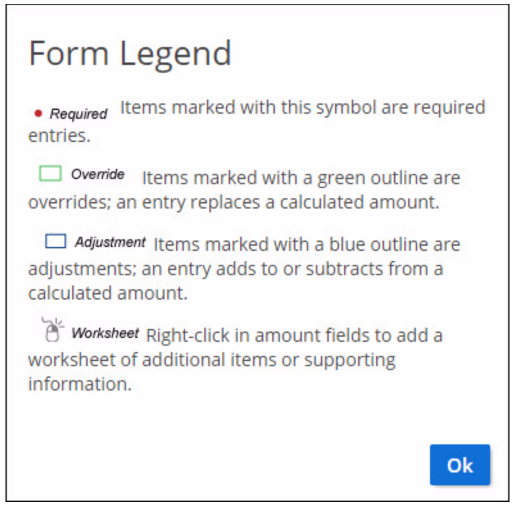
Figure 3-5: Return Audit Report



– **Quick Calc** — Use this option to get a quick summary of the return, including a federal and state refund or balance due, even if the return has not been completed.
– **View Return** — This option calculates the return, creates a printable PDF copy of the return, and displays how the return will look when printed, including any errors that would cause it to be rejected when e-filed. You can view the return at any time.
– **Exit Return** — Click this option to return to the Drake Zero **Home** window.

- Item #6 (**View Form Legend**) — The **Form Legend** serves as a reminder of the special symbols used in Drake Zero. See "Special Symbols" on page 19. The red dot indicates a required field. Fields outlined in green are override fields where an entry replaces a calculated amount. Fields outlined in blue are adjustment fields where an entry adds to or subtracts from a calculated amount. The worksheet symbol is a reminder that you can right-click your mouse in an amount field to create a worksheet.

Figure 3-6: Form Legend



Working in a Tax Return

Prepare tax returns in Drake Zero by first answering interview questions about the return, then entering pertinent information on suggested data-entry screens. Entries are used to calculate the federal, state, and city tax returns.

Navigation

A blinking cursor indicates an active field. Click a field to activate it. Following are keyboard-only methods of moving from field to field:

- Press TAB to move the cursor forward one field.
- Press SHIFT+TAB to move the cursor back one field.
- Press the DOWN ARROW or the UP ARROW in a numeric field to add or subtract 1 respectively from the number currently in the field.
- Press the DOWN ARROW or the UP ARROW in a date field to add or subtract one day, respectively, from the date currently in the field.
- Press the right mouse button in a field to add or access a worksheet.

Special Symbols

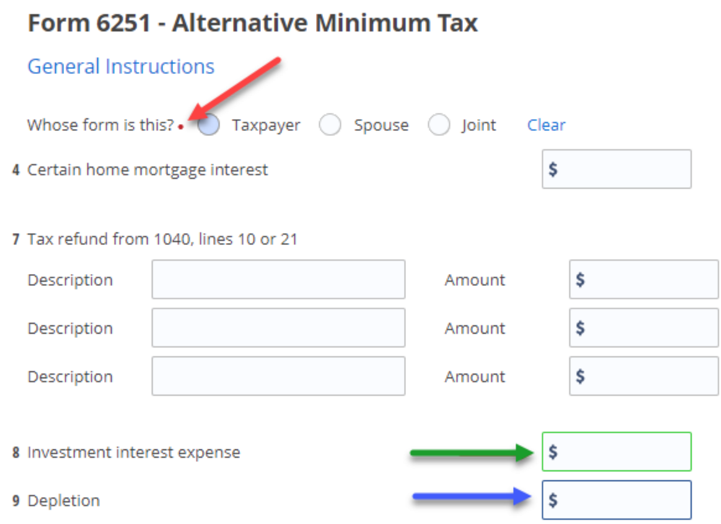
Most of the forms in Drake Zero have special symbols. See Figure 3-7 for an example. These include:

- **Red Dot** — A red dot next to a field name indicates a required field.
- **Fields with a Green Border** — A field with a green border indicates an override field. Make an entry in this field to override the default information.
- **Fields with a Blue Border** — Fields that allow adjustments have a blue border. Data in these fields adjust program calculations by the amount entered. A positive

number increases the calculated amount by the amount entered; a negative number decreases the amount by the amount entered.

- **Exclamation Mark** — An exclamation mark in a circle indicates that a required field was missing information when the screen was saved. The field name is displayed in red. There is also an explanation at the top of the input screen of what information is missing.

Figure 3-7: Special Symbols



ZIP Code Database

When a ZIP code is entered on a form, the city and state fields are filled automatically from the program's ZIP code database. There is no need to enter the city and state.

EIN Database

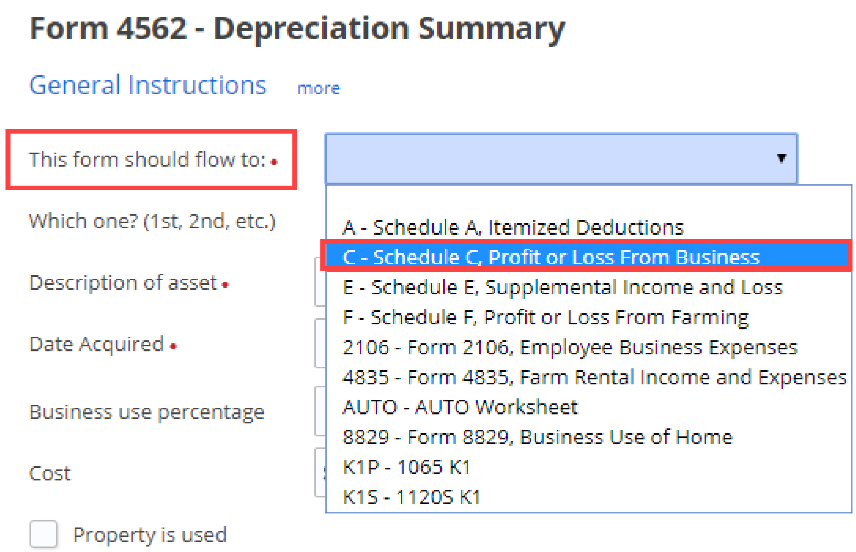
When new employer data is entered on a screen, the program stores the EIN, business name, and business address in the EIN database. The next time the EIN is entered on a **W2**, **1099**, or **2441**, the business name and address automatically display in the required fields.

Associating Screens

Drake Zero allows you to associate one screen with another, such as when an asset on one screen (the 4562 screen in this case) should be associated with a Schedule C. To associate screens, complete the **This form should flow to** field and the **Which one? (1st, 2nd, etc.)** field (if applicable) at the top of the asset screen.

From the **This asset should flow to which form?** drop list, select the form to be associated with the open screen. In an asset entered on screen **4562** is being associated with Schedule C. In the example in Figure 3-8, the 4562 screen is to be associated with the second Schedule C created in the return.

Figure 3-8: Associated Screens: Screen 4562 with Schedule C



If a return has multiple instances of the associated form, enter the instance of the form in the **Which One?** field. For example, if there are two Schedule Cs, and you want to associate an asset with the second Schedule C created in the return, enter a `2` in the **Which One?** field.

Detail Worksheets

Use detail worksheets to enter up to 30 items for a numeric field. Totals are calculated automatically.

To use a detail worksheet:

1. Select the numeric field to which the worksheet will apply.
2. Right-click and select **Create of Edit Worksheet**.
3. Enter or edit the worksheet **Title**.
4. Enter a **Description** and **Amount** for each item. Do not skip lines. Click **Show more items** if additional lines are needed.
5. Click **Save**. Drake Zero saves your work and displays the total in the data-entry field. Note that the field is shaded to indicate a worksheet is present.

NOTES Detail worksheets are included when the return is printed but are *not* e-filed with the return.

State Returns

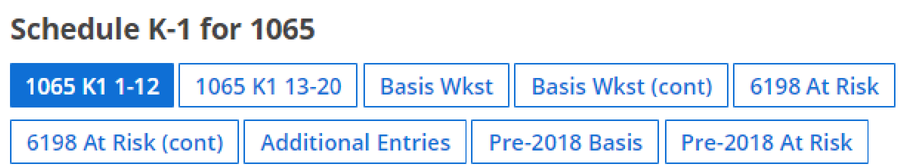
When a return is prepared, Drake Zero automatically generates state returns based on data entered for the federal return. Calculation is based on the state entered on the **Taxpayer Information** screen for **Resident State** and on the state codes indicated on other forms (W-2, Schedule C, 1099, Schedule B, etc.).

Click the **States** tab to view a list of states. Select any state from the list and click **Continue**. The selected states are listed on the **State Forms** screen and the state forms are available using the drop list under the state. The city screens are also available using the drop list.

Tabs

Use tabs to move quickly from one screen to another. The example in Figure 3-9 shows that page 2, the two basis worksheets, and the two 6198 At Risk worksheets can be directly accessed from the first page of the K-1 for 1065s by clicking on a tab.

Figure 3-9: Hyperlink on K-1 screen



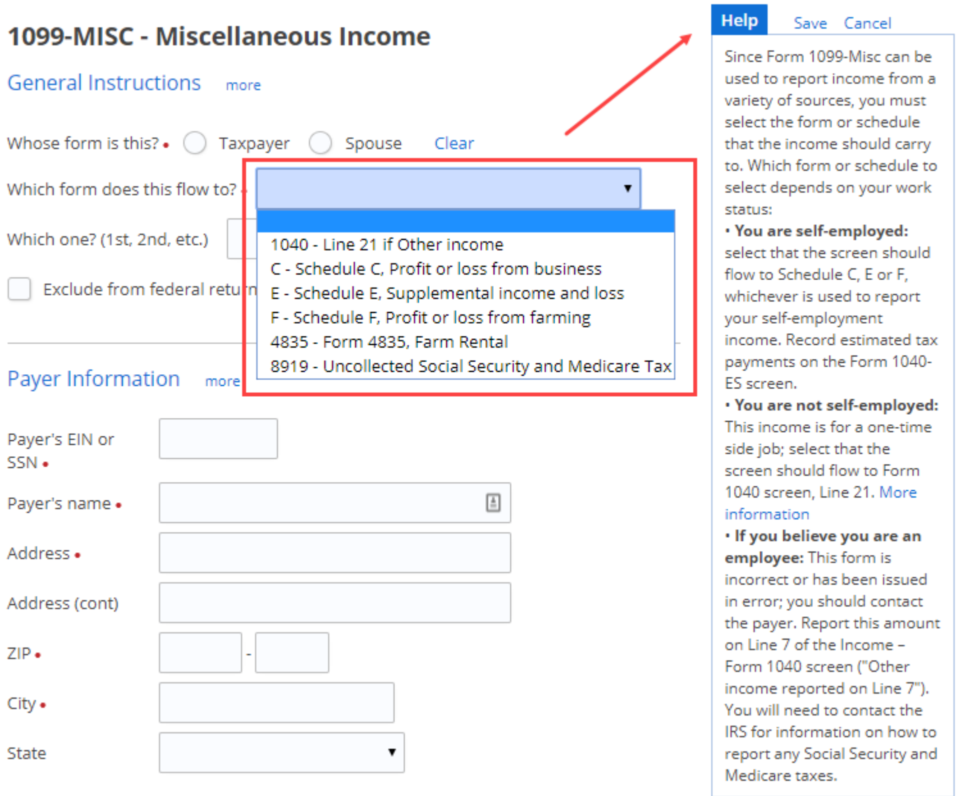
Help

Two types of help are available in data entry screens: Field-Level Help and Section Help.

Field-Level Help

Field-level help provides information about a selected field. The help for the selected field is displayed in the **Help** box on the right of the screen when the cursor is inside the associated field. When a field is selected, the **Help** box moves up or down to follow. The **Save** and **Cancel** links also follow the selected fields, allowing you to save or cancel your changes without scrolling to the Save and Cancel buttons at the bottom of the screen.

Figure 3-10: Field Level Help



Screen Buttons

Use the following buttons to complete a tax return.

Table 3-1: Screen Buttons

Button	Action when Clicked
Save	Saves the information entered on the screen, and remains inside the screen after it is saved.
Save and Continue	Saves the information entered on the screen, and advances to the next screen if all required information has been untutored.
Save my progress... I'll finish this form later	Saves a screen while it is incomplete, and may be accessed again later. Once any amount of data has been entered in a screen, the link will appear above the **Save and Continue** button at the bottom of a screen. (Link not available in the Taxpayer Information screen).

Table 3-1: Screen Buttons

Button	Action when Clicked
Next	Proceeds to the next section of a suggested forms screen in the interview process.
Previous	Returns to the prior suggested forms screen in the interview process.
Cancel	Exits a data entry screen without saving entries. It is followed by a confirmation screen allowing the option to continue to exit without saving, or to return to the screen without removing the data entries.
Add a form	Inside **Review** section of a return, click to add to add an additional form to the existing return.
Delete	Inside **Review** section of a return, click to remove a previously saved form.
Find a form	Inside Taxpayer Forms section of a return, enter a word or phrase in dialogue box and click to search for desired form.

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4 Return Preparation

This chapter focuses on how to prepare a Form 1040, U.S. Individual Income Tax Return, using Drake Zero. It describes procedures for entering data for and producing a Form 1040 and the supplemental forms, schedules, and other documents that might be part of a tax return.

Drake Zero uses an interview-based interface to gather information about the return, and presents many of the forms it determines appropriate based on the answers during the interview. More advanced preparers can bypass the interview process and access forms directly using the **Form Code** field. You can also add forms to the return by going to the **Review** tab. See Form Codefor more information on using this method of adding forms to a return.

Taxpayer Demographics

Use the **Taxpayer Information** screen to complete the "Filing Status" and "Taxpayer Information" sections (and "Spouse Information" section, if appropriate) of Form 1040. The **Taxpayer Information** screen also has fields where contact information and other relevant details of the return are entered.

Selecting a Filing Status

Select a filing status from the **Filing Status** drop list at the top of the **Taxpayer Information** screen.

Select the **Help Me Decide** link to display information about the various filing statuses.

NOTE If a "married" status is selected, the **Spouse Information** section is displayed. If other than a "married" status is selected, the **Spouse Information** section is not displayed.

Indicating a Deceased Taxpayer

If the primary taxpayer is deceased, enter the date of death in the taxpayer's **Date of death** field on the **Taxpayer Information** screen.

Entering Taxpayer Information

Enter the full name, date of birth, occupation, and contact information (phone numbers and e-mail address) for each taxpayer.

NOTE The program completes the **City** and **State** fields once the ZIP code is entered.

e-File specifications require that no more than 35 characters of a taxpayer's name be transmitted on a tax return. In Drake Zero, names of more than 35 characters (taxpayer and spouse named combined) are automatically shortened, and a note is generated. If, after the name is shortened, it is still too long, you will be directed in an EF message to shorten the name manually on the **Taxpayer Information** screen. You must respond to the question "Can be claimed as a dependent on another tax return?"

Entering Residency Information

Enter the taxpayer's address and state residency information in the **Resident State** section. If a taxpayer is a part-year resident of the state in the address, select **I Lived in Multiple States** from the **Resident state** drop list.

The **Resident City** field is activated if a city return is required for the chosen state.

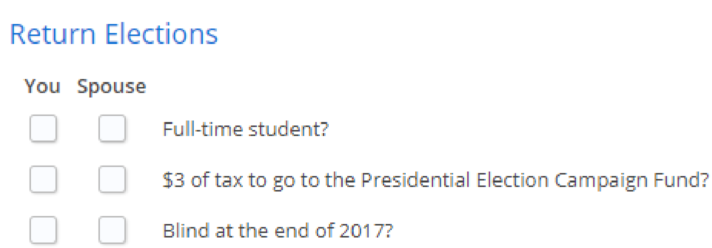
To suppress state return preparation, select **Do Not Prepare States** from the **Resident state** drop list.

Return Elections

In the **Return Elections** sections (Figure 4-1), select any applicable boxes to indicate if a taxpayer or spouse:

- Is a **Full-time student**
- Wants to donate $3 to the **Presidential Election Campaign Fund**
- Was **Blind** at the end of 2018

Figure 4-1: Taxpayer and Spouse Return Elections



In the **Other Options and Codes** section (Figure 4-2), select any applicable return options.

Figure 4-2: Other Options and Codes

- Select **Self-prepared return** if the taxpayer prepared this return.
- Select if only the preparer is allowed to view the return.
- Use the **Code #** fields in the **Miscellaneous Codes** section to enter miscellaneous information about the return.
- Use the **Mark return for review** check box to indicate to the Administrator or Office Administrator that the return is ready to be reviewed before it is e-filed. Run the Client Status report (see "Client Status Reports" on page 44) to see which returns are ready for review. These administrators can also override the **Preparer** listed on the return.

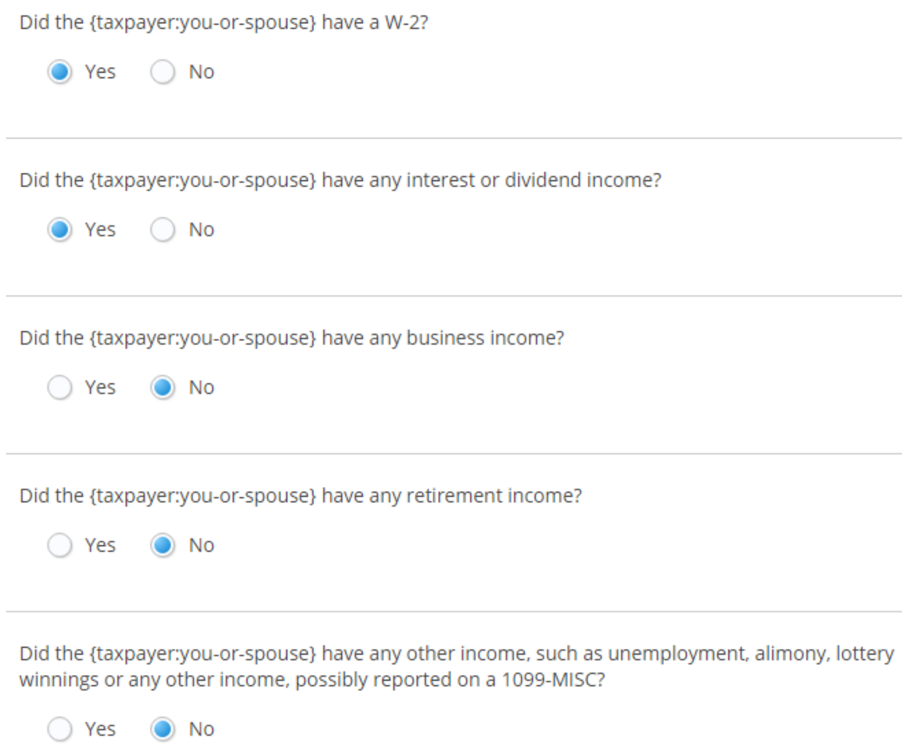
Consent Tab

The **Consent to Use of Tax Return Information** and **Consent to Disclosure of Tax Return Information** screens are displayed immediately after **Save & Continue** is selected from the **Taxpayer Information** screen. Taxpayers are required to enter their name and date on the **Consent** screens.

The Interview Process

Starting with the **Dependents** tab, each section on the left (**Dependents**, **Income**, **Earned Income Credit**, **Deductions and Credits**, **Health Care**, and **States**) begins with a **Yes** or **No** question or series of questions (Figure 4-3).

Figure 4-3: Income Information Questions



If you answer **Yes** to any of the questions during the interview process, the applicable form(s) are presented on a **Suggested Forms** screen and should be completed by the preparer. Using the answers to the **Income** questions displayed in Figure 4-3, the option to enter W-2 information is displayed, followed by additional questions regarding interest and dividend income. The interview skips sub-sections of the selected tab that are not applicable to the return based on your answers in the **Getting Started** section. If all the answers are **No** to the questions in Figure 4-3, Drake Zero goes to the beginning of the next section of the interview navigation, **Earned Income Credit**.

Once all interview questions have been answered for a section, the **Suggested Forms** screen is displayed.

Use the **Add a Form** link to add additional forms. Use the Delete link to remove a previously saved form. Click on a completed form link to edit the form.

IMPORTANT

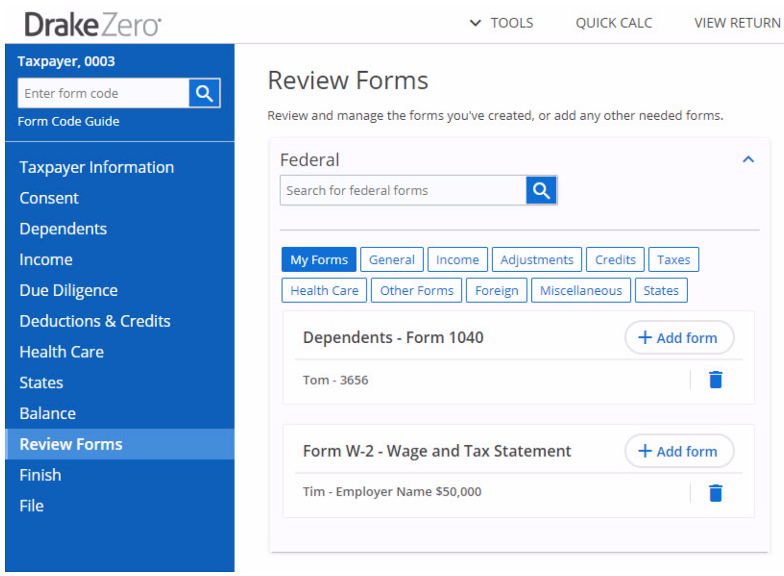
While many of the required forms are listed at the end of each interview section, there might be forms necessary to complete the return that are not listed. In that case, you must locate and complete those forms to include them as part of the completed return.

These additional forms can be accessed by either going to the appropriate category tab from the **Review** section of the interview navigation or entering the screen code into the **Form Code** field at the top of the interview navigation. See "Appendix: Forms and Screen Codes" for screen codes.

Review Forms

Once forms are completed, they will be listed in the Review Forms tab by category (**Dependents**, **Income**, **Earned Income Credit**, **Deductions and Credits**, **Health Care**, and **States**). The **Review Forms** page displays all the forms completed for that section and can be used to edit, add, or delete forms relating to that section.

Figure 4-4: Review Forms



Refund and Balance Due Options

The return **Balance** tab provides options to apply for a bank product, enter refund direct deposit and balance due direct debit information for the taxpayer, and pay balance due with a credit or debit card using the **Integrated File and Pay** option. The Administrator sets up bank products to be used in ERO Setup (see “ERO and Firm Setup” on page 4).

E-file Signature

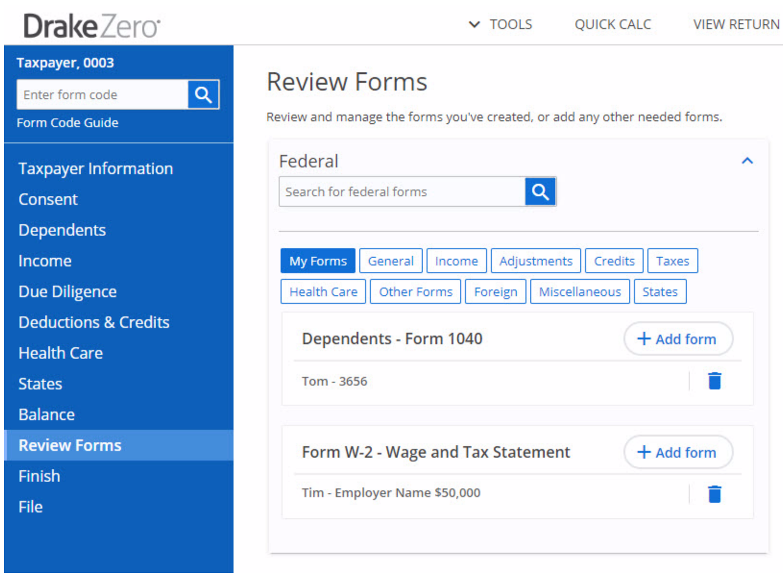
To e-file the return, you must complete the **8879/8878 E-File Signature** screen. Enter the **PIN Signature Date** and the **ERO’s PIN Signature**. This is a unique PIN set up by the ERO. The preparer can elect to use an override in the **ERO Override** field, then enter his or her own PIN. See “Preparer Setup” on page 6 for information on establishing a PIN. The taxpayer can select his or her own PIN or elect to use the PIN generated automatically by the software.

EF Selection

By default, the program e-files all eligible federal and state forms when you transmit returns. The **E-file Selection** screen, located in the **Finish** tab, contains the **Ready for EF** indicator. This screen can also be used to override the program defaults on a per-return basis. If overrides are needed make the applicable entries and click **Save**. Click **Next** to move to the **File** tab.

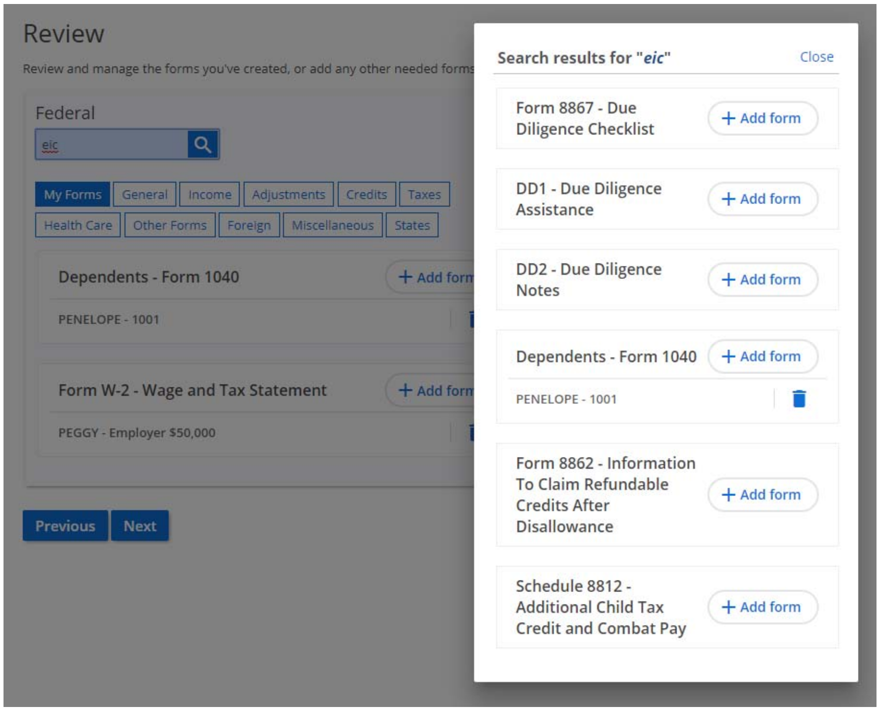
The **Review** screen in the **Review** tab (Figure 4-5) displays the forms you have created. Use this section to review and manage the forms you've created, or add any other needed forms. Access forms for a section displayed by clicking **Add Form** inside that section. Click on a category tab to create or edit forms from that section (**Common, Dependents**, **Income**, **Deductions**, **Credits**, **Health Care**, **Misc**, or **State**) and then clicking **Add a form** for the form you wish to include in the tax return. See "Appendix: Forms and Screen Codes" to help locate forms by category.

Figure 4-5: Review



An alternative to searching through the tabs or entering a Drake Zero screen code into the **Form Code** field to access a federal form, is to type the form name (e.g. Schedule D, 8881, EIC, etc.) into the Find Federal Form dialogue box at the top of the Taxpayer Forms page, and press enter or click the search icon. If more than one form matches the form name entered, a list of related forms matching the search criterion is displayed. Click **Add a form** link beside the desired form. See Figure 4-6.

Figure 4-6: Find a Federal Form - Multiple Matches

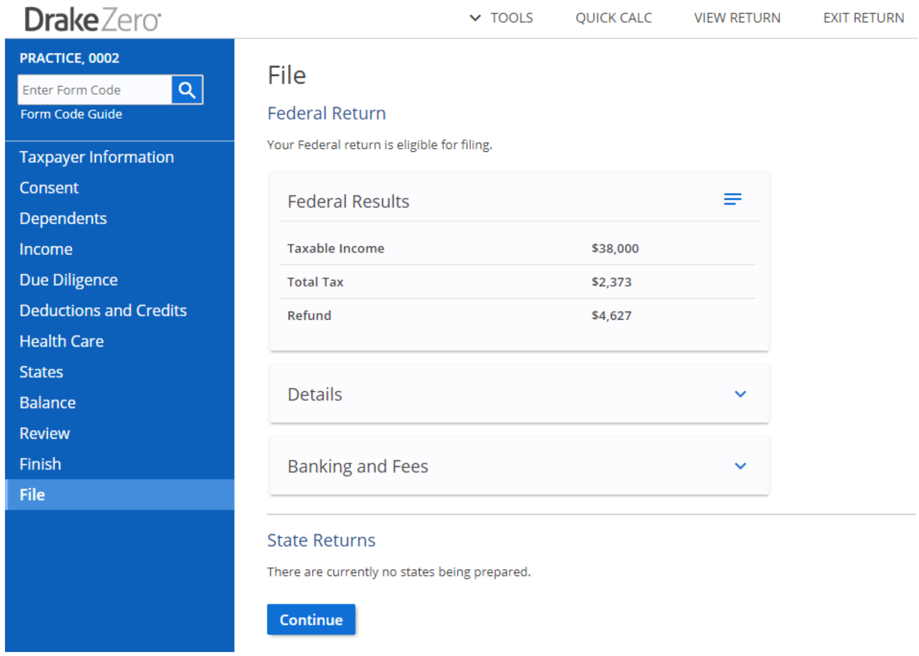


Access your most commonly used tax form input screens from the **Common** tab of the **Review** section. This is a quick way to access input screens that you use most often. See "Common Forms" on page 12 for setup instructions.

File

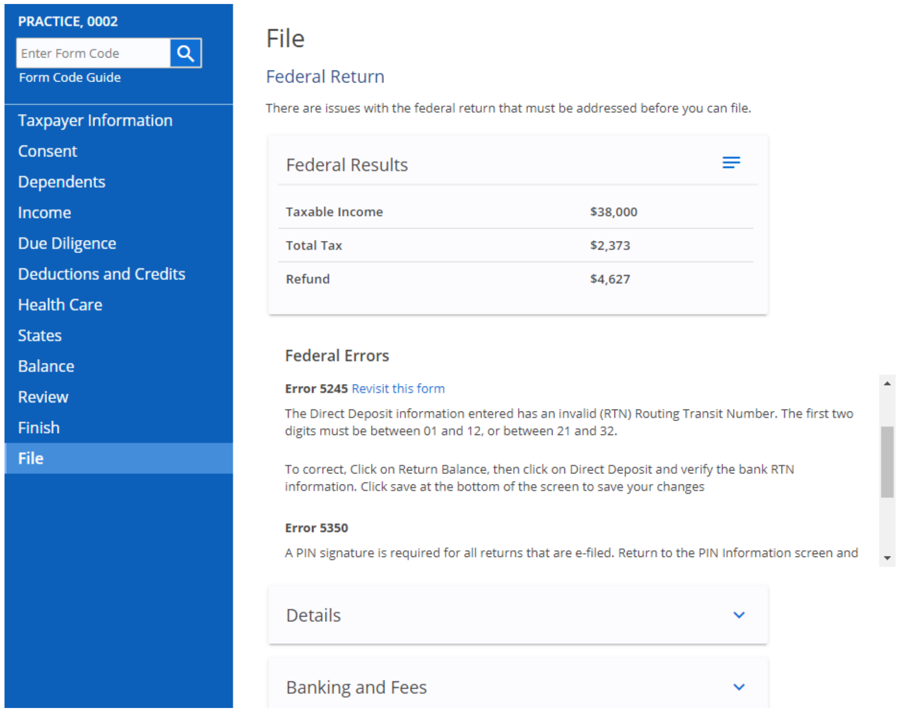
The **File** section displays the calculation results for the return. If the return has no errors that would prevent it from being e-filed, the window displays a message stating that the federal return (or state return) is eligible for filing (Figure 4-7).

Figure 4-7: Calculation Results Screen with No Errors



Click **Continue** to proceed to the **E-file Summary** screen. Figure 4-8 shows the **Calculation Results** screen with errors in the federal return. To correct an error, click the blue link (Figure 4-8). The data-entry screen containing the error is opened and the field containing the error is highlighted in red. Save the corrected screen and the **Calculation Results** screen is again opened. Continue correcting errors until there are none.

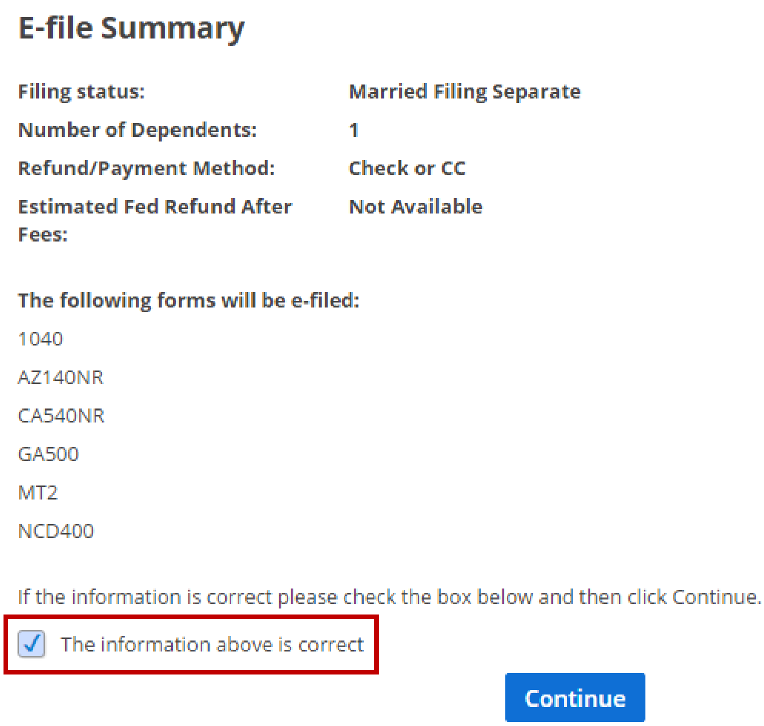
Figure 4-8: Calculation Results Screen with Errors



E-filing the Return

After clicking **Continue** on the **File** screen, the **E-file Summary** screen displays.

Figure 4-9: E-file Summary screen



Verify the return information is correct, select the **The information above is correct** check box, and click **Continue**. The **E-file Return** screen displays. Click the **E-file Return** button to transmit the return.

5 Tools and Reports

This chapter covers the various tools and reports available in Drake Zero. The **Tools** and the **Reports** menus are available from the Drake Zero **Home** window (Figure 3-1 on page 15).

Drake Zero Tools

The options available on the **Tools** menu are determined by the security role of the logged-in preparer.

Purchase Returns

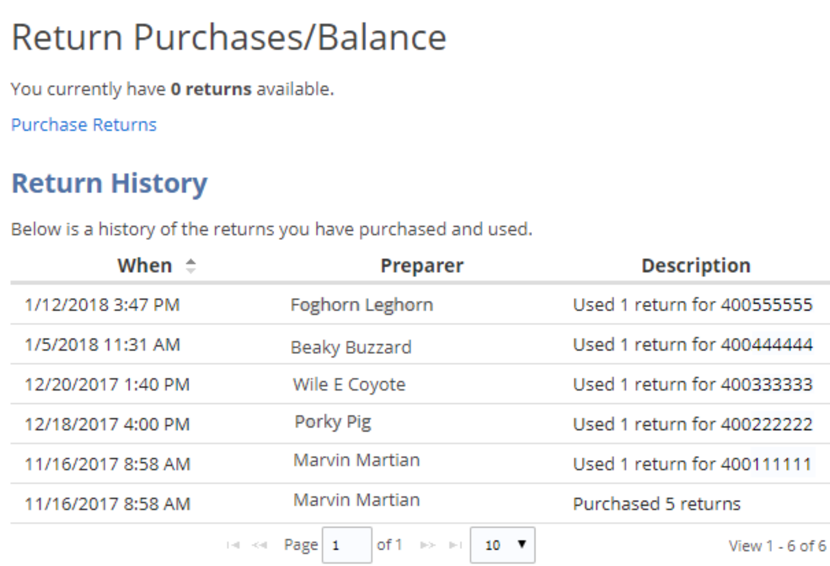
NOTE This tool is available to the Administrator and the Office Administrator only.

Use this feature to purchase returns either one at a time or in bulk. The more returns you purchase at one time, the less expensive they are per return.

To purchase returns:

1. From the Drake Zero **Home** window, go to **Tools > Purchase Returns**. The **Return Purchases/Balance** window is displayed.

Figure 5-1: Return Purchases/Balance window



2. Click the **Purchase Returns** link.
3. Select the number of returns to purchase and click **Next**.
4. Enter the required credit card information and click **Pay Now**.
5. Continue the steps to complete the transaction.

EF Database

NOTES This tool is available to all users.

The online EF database displays real-time data from e-filed returns. Run reports on returns, loans, and checks, search for e-filing information for a single SSN or EIN, access the Multi-Office Manager (MOM), view CSM data for one or multiple offices for returns uploaded through MOM, and check the status of each IRS Service Center.

To access the **EF Database**, from the Drake Zero **Home** window, go to **Tools** > **EF Database.**

Check Printing

NOTES This tool is available to all users.

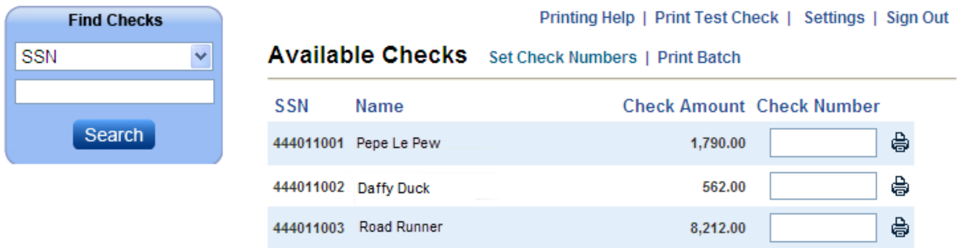
Use Web Check Printing to print checks for bank products. When checks are printed, a PDF file is created that contains an image of the check. You must first view this image on your computer monitor prior to printing.

NOTE Adobe Acrobat Reader must be installed on your computer to view and print Web checks.

To access the Drake Zero check printing program:

1. From the Drake Zero **Home** window, go to **Tools** > **Print Checks**.
2. Log in to **Web Check Print** using your EFIN and Drake password. The **Available Checks** window (Figure 5-2) displays the checks available for printing under this EFIN in alphabetical order by the taxpayers' first names.

Figure 5-2: Web Check Printing - Available Checks



Printing a Test Check

Before printing checks, run a test-print to ensure that checks are printed correctly.

To print a test check:

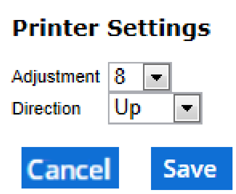
1. Load paper into the printer. (Drake recommends using blank paper when printing a test check.)
2. From the **Available Checks** window, click **Print Test Check**. The check file is generated and the **Print Your Check** window is opened.
3. Click **View Check**.
4. Click **Open**. The image of the check is opened.
5. Click the printer icon to open the printer dialog box.
6. Make any adjustments necessary to your default printing setup and click **OK**.
7. Close the window displaying the image of the check.

Adjusting Check Alignment

If the text is not lining up correctly on the check, you must modify the adjustment settings for the printer. To adjust these settings:

1. From the **Available Checks** window, click **Settings**. The **Printer Settings** dialog box is opened (Figure 5-3).

Figure 5-3: Printer Settings



2. Select a number using the **Adjustment** drop list. Each whole number represents approximately a fourth of a line (depending on the individual printer).
3. Move the print up or down in the **Direction** field.
4. Click **Save**. Print a test check after making any adjustment to the printer settings.

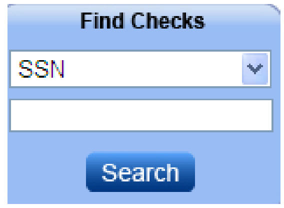
Available Checks

All checks available to be printed are displayed on the **Available Checks** window. Checks can be printed from this screen either one at a time (see "Printing a Single Check" on page 40) or in batches of up to 10 checks (see "Batch Printing Checks" on page 40). Once a check has been printed, it is no longer displayed on the **Available Checks** window.

Finding a Check to Print

Use the **Find Checks** dialog box (Figure 5-4) to locate a check to print.

Figure 5-4: Find Checks



To find a check:

1. Use the top field to select to search by either **SSN** or **Last Name**.
2. Enter either the SSN (without spaces or dashes) or the last name of the primary taxpayer, depending on the selection in step 1.
3. Click **Search**. Checks can be printed from the **Search Results** window.

   Click **Show Available Checks** to return to the **Available Checks** window.

Printing a Single Check

To print a single check:

1. From the **Available Checks** window (or the **Search Results** window after finding a check), enter the number of the check in the **Check Number** field beside the check to be printed.
2. Click the printer icon beside the check number. The check file is generated and the **Print Your Check** window displays.
3. Click **View Check**.
4. Click **Open**. The image of the check is opened.
5. Click the printer icon to open the printer dialog box.
6. Make any adjustments necessary to your default printing setup and click **OK**.
7. Close the window displaying the image of the check.

Batch Printing Checks

Print checks in batches of 40 at a time. To print a batch of checks:

1. From the **Available Checks** window, click **Set Check Numbers**. The **Set Check Numbers** dialog box is opened.
2. Enter the number of the first check to print in the batch.
3. Click **Continue**. The **Available Checks** window is opened again with up to 40 checks marked with a check number.
4. Click **Print Batch**. The check file is generated and the **Print Your Check** window is opened.
5. Click **View Check**.
6. Click **Open**. The image of the first check in the batch is displayed. Click the arrows on the Adobe Acrobat toolbar to view the other checks in the batch.
7. Click the printer icon to print the batch and the printer dialog box is opened.
8. Make any adjustments necessary to your default printing setup and click **OK**.

9. Close the window displaying the image of the check.

Reprinting Checks

Since previously printed checks are not displayed on the **Available Checks** window, a check must be found before it can be reprinted.

To reprint a check:

1. From the **Available Checks** window, find the check to be reprinted (see "Finding a Check to Print" on page 40).
2. Enter the number of the check to be printed in the **Check Number** field.
3. Click the printer icon. The check file is generated and the **Print Your Check** window is opened.
4. Click **View Check**.
5. Click **Open**. The image of the check is displayed.
6. Click the printer icon to open the Windows printer dialog box.
7. Make any adjustments necessary to your default printing setup and click **OK**.

Tax Estimator

NOTE This tool is available to all users.

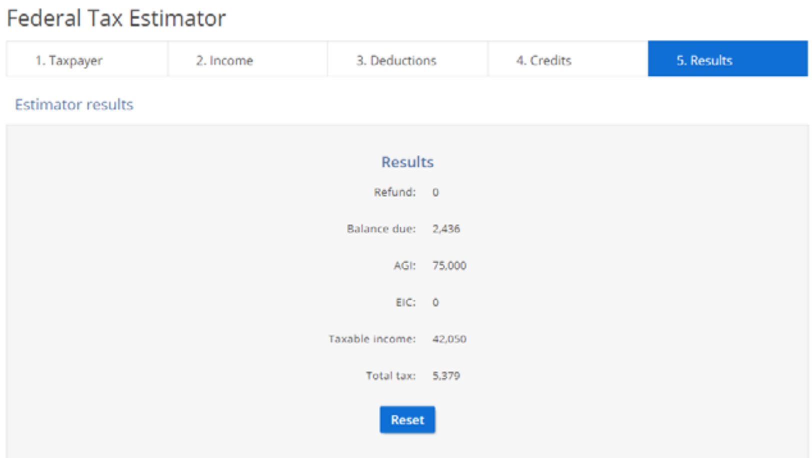
Use the **Tax Estimator** to quickly calculate results for an individual (1040) return.

NOTE When using the **Tax Estimator**, you cannot save or e-file the information.

To use the **Tax Estimator**:

1. From the Drake Zero **Home** window, go to **Tools > Tax Estimator**. The **Federal Tax Estimator** dialog box is displayed.
2. There are four tabs to enter information on (**Taxpayer**, **Income**, **Deductions**, and **Credits**). Select the **Taxpayer Filing Status**.
3. Complete all applicable fields. Click **Next** to access the next tab.
4. Continue entering all applicable information on each tab. Either click **Next** to go to the next tab, or click the desired tab to jump to it.
5. Click **Results**. The **Federal Tax Estimator** screen is opened (Figure 5-5).
6. Change the information by selecting a tab and editing the information. Click the **Results** tab to get an updated tax calculation. Click **Reset** to clear the information and begin again, or click the **Home** link at the top of the page to return to the Drake Zero **Home** window.

Figure 5-5: Tax Estimator Results



Blank Forms

NOTE This tool is available to all users.

Use the **Blank Forms** tool to print blank federal and state forms, instructions, worksheets, and fillable forms.

To use the **Blank Forms** tool:

1. From the Drake Zero **Home** window, go to **Tools** > **Blank Forms.**
2. Select to search for **Forms & Instructions** or **Publications & Worksheets**.
3. Select the tax year.
4. Select to search for a federal form, or a state from the drop list.
5. Enter the form number or other search criteria.
6. Click the **Search**. icon

NOTE Not all federal and state forms are available through the **Blank Forms** tool. For additional forms, go to the IRS website or the state's department of revenue (or taxation department) website.

7. When finished, click the **Home** link to return to the Drake Zero **Home** window.

Messages

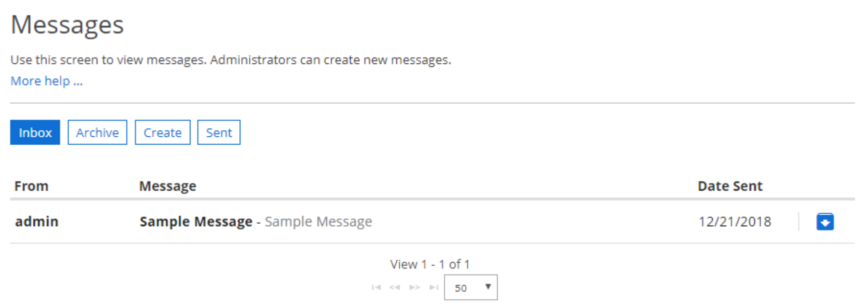
NOTE This tool is available to the Administrator and the Office Administrator only.

The Administrator and Office Administrator use Messages to send messages to all or specific preparers within the office.

To send Messages:

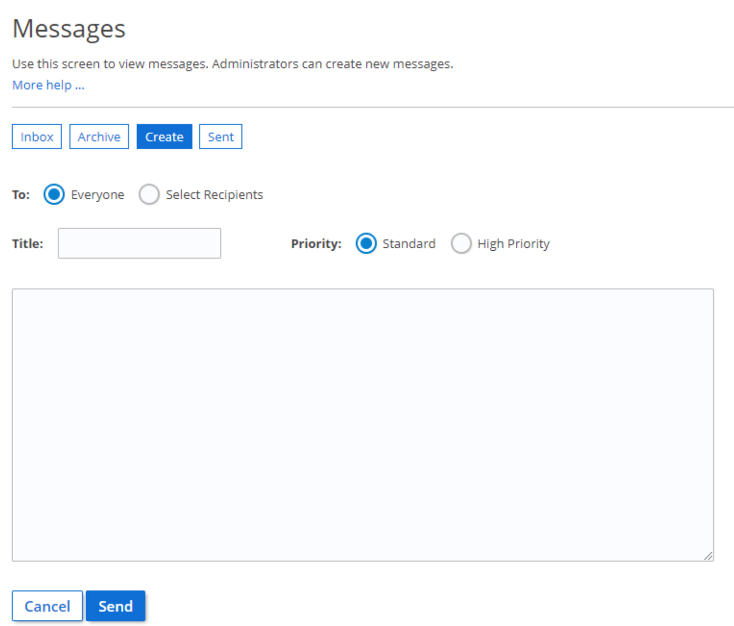
1. From the Drake Zero **Home** window, go to **Tools** > **Messages**. The **Messages** window is displayed.

Figure 5-6: Messages



2. Select **Create** to create a message. The **Create Messages** window is displayed.

Figure 5-7: Create Messages window



3. Select to send the message to **Everyone** or **Select Recipients**. When **Everyone** is selected, all preparers in the office will receive the message. When **Select Recipients** is selected, a **Recipients** field is displayed. Enter the recipient's first or last name. When a preparer's name is entered, a drop list is displayed showing all names that match. Select a preparer from the drop list.
4. Enter a **Title** for the message and select to mark the message as either **Standard** or **High Priority**.
5. Enter the text of the message. The message is text only and can be a maximum of 2,000 characters.

6. Once the message is complete, click **Send**. The message is sent to all recipients immediately and is included in the **Sent** list.

Drake Zero Reports

There are four report types available in Drake Zero: **Client Status** reports that provide e-filing and bank product status information, **Client Contact** reports that provide contact information for the taxpayer and spouse, **Fees** reports that show various fees associated with returns, and a **Login Audit** report that displays the last login information by preparer.

Client Status Reports

NOTE These reports are available to all users.

Client Status reports display various types of data, including the primary taxpayer's SSN and name, return status, and the date the return was last accessed. Use this report for searching, viewing, organizing, printing, and exporting data.

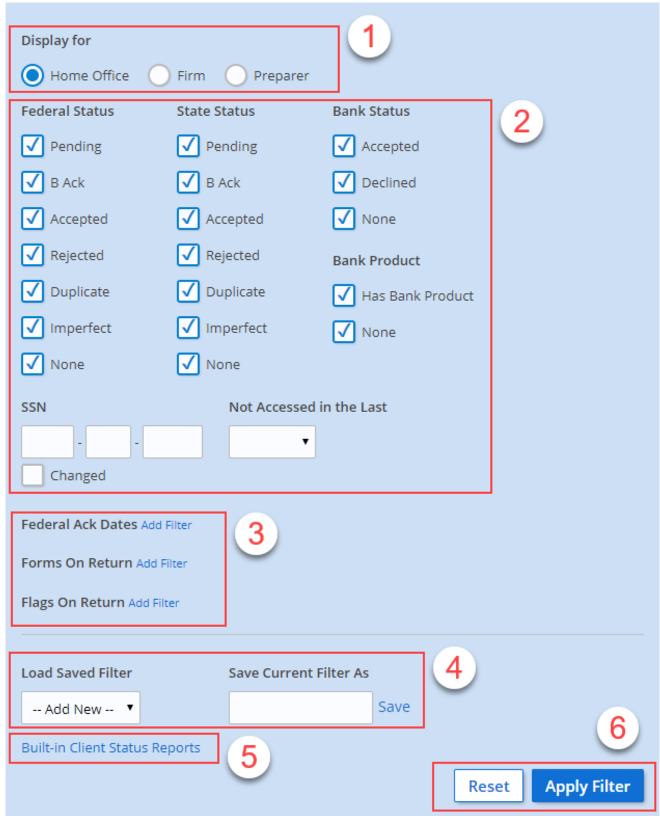
About Client Statuses

A *client status* is the stage of a return in the return-preparation cycle. Client statuses are divided into main categories: Federal, State, Bank Status, Bank Product, and Awaiting Review. There are additional filter selections within each of these categories to control which returns are listed in the **Filter Results** section of the report.

Filtering Data

To run the Client Status report, from the Drake Zero **Home** window, go to **Reports > Client Status**. The **Client Status** filter window is opened.

Figure 5-8: Filtering Data Using Client Status Report



- (Item #1 in Figure 5-8) — In the **Display for** section, select **Firm** to include returns prepared by all the preparers at a site. Select **Preparers** to limit the report to show results for returns by certain logged-in preparers.
- (Item #2 in Figure 5-8) — By default, the Client Status report includes all returns. Selected filters are indicated by a check mark. To narrow the report results, modify the filter by checking or unchecking the filter checkboxes for data you want to include or exclude from the report. If the **Changed** checkbox below the **SSN** box is selected, the report results will reflect that the Primary taxpayers SSN has been changed.
- (Item #3 in Figure 5-8) — You can also filter by adding one or more forms to the **Forms on Return** or **Forms Not On Return** filter options, and flags in **Flags on Return**, or **Flags Not On Return** filters. To delete a previously selected form from a filter, click by selecting **Remove** beside the form name. Click **Apply Filter** to run the report using the new form filter settings.

Saving, Loading, & Deleting Filters

- (Item #4 Figure 5-8) — To save a filter selection, enter a name for the current filter in the **Save Filter As** field and click **Save** to the right of the field. The filter name is added to the **Load Saved Filter** drop list. To use a previously saved filter, select the filter using the **Load Saved Filter** drop list and click **Apply Filter**. To delete a previously saved filter, select the filter using the **Load Saved Filter** drop list and click **Delete** to the right of the field.

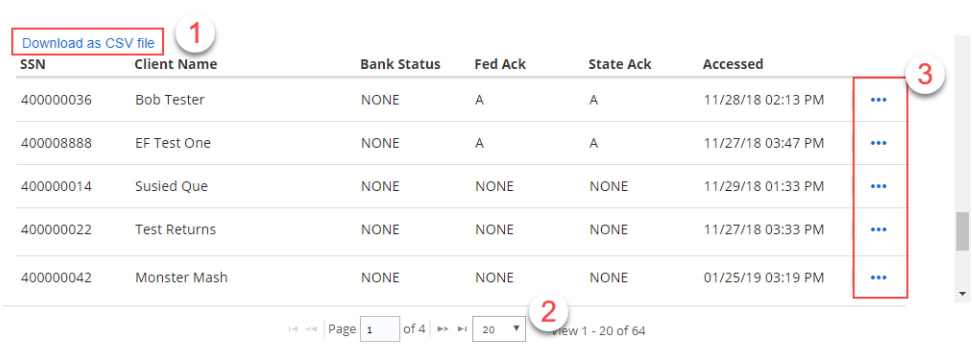
- (Item #5 in Figure 5-8) — Drake Zero includes nine built-in client status reports. These reports have the appropriate filters selected based on the type of report. You can run these reports as they are, or select the report that most closely matches the criteria that you need, and then modify the filters to produce the exact report you require.
- (Item #6 in Figure 5-8) — Click **Apply Filter**. All returns matching criteria set by the filter are listed in the results section at the bottom of the **Client Status Reports** window. To clear the chosen filter, click **Reset**. Once the filter has been applied, go to the the results section to open a return, sort the filtered returns, and export the filtered list.

Figure 5-9: Built-in Client Status Reports

NOTE

Saving new filter settings of a built-in report does not modify the original built-in report.

Figure 5-10: Client Status Report Results



SSN	Client Name	Bank Status	Fed Ack	State Ack	Accessed	
400000036	Bob Tester	NONE	A	A	11/28/18 02:13 PM	•••
400008888	EF Test One	NONE	A	A	11/27/18 03:47 PM	•••
400000014	Susied Que	NONE	NONE	NONE	11/29/18 01:33 PM	•••
400000022	Test Returns	NONE	NONE	NONE	11/27/18 03:33 PM	•••
400000042	Monster Mash	NONE	NONE	NONE	01/25/19 03:19 PM	•••

Opening a Return

To *open* a return from the filtered list, click the SSN. The return is opened to the **Taxpayer Information** window.

Sorting the Filtered List

Click a column header to sort the list in ascending order by that category. Click the same column header again to reverse the sort order.

Exporting the List

To export the filtered list, click **Download as CSV file** (item #1 in Figure 5-10). Depending on the Internet browser being used, the CSV file will either be downloaded to your computer or you will receive a prompt asking if you'd like to open or save the downloaded file. The report may be saved as a CSV or Excel document.

EF Detail

Access the most up-to-date online e-filing information by clicking to view the **EF Detail** column (item #3 in Figure 5-10). Available information includes: accepted, rejected, federal, state, and bank statuses. The EF detail information can be printed from the **View** window by clicking **Print**.

Client Contact Report

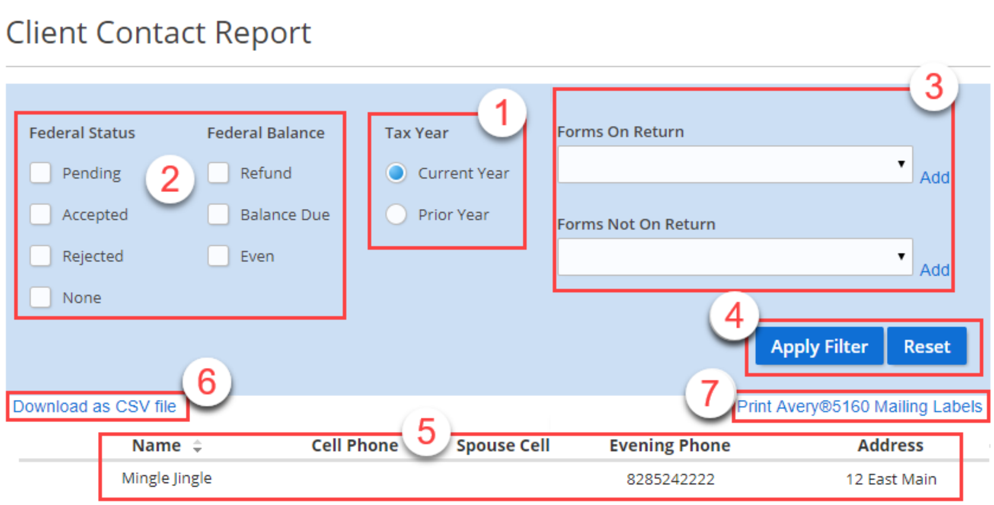
NOTE This report is available to the Administrator and the Office Administrator only.

This report displays client contact information, including the primary taxpayer's SSN and date of birth, taxpayer and spouse's phone numbers, address, and email address. There is an option to print mailing labels using the results of the report.

Filtering Data

To run the Client Contact report, from the Drake Zero **Home** window, go to **Reports > Client Contact**. The **Client Contact Report** window is opened. This window is divided into the **Filter Selection** section (Figure 5-11) and the **Report Results** section.

Figure 5-11: Filtering data using the Client Contact report



To filter the clients that are displayed in the **Report Results** section:

- **Tax Year** (Item #1 in Figure 5-11) — Display all clients with returns prepared at the site for the current year by selecting **Current Year**, and for the prior year by selecting **Prior Year**.

- **Federal Status and Federal Balance** (Item #2 in Figure 5-11) — By default, the report displays all clients. Modify the filter by selecting or clearing a filter check box.
- **Forms On or Not On Return** (Item #3 in Figure 5-11) — Filter for clients that have returns that either includes or does not include specific forms. Delete a previously chosen form from the filter by selecting **Remove** beside the form name.
- **Apply Filter** (Item #4 in Figure 5-11) — Click **Apply Filter** to run the report using the new filter settings. Click Reset to return to the default filter.

Sorting the Filtered List

The report displays in the results section at the bottom of the **Client Contact Report window** (item #5 in Figure 5-11). Click a column header to sort the list in ascending order by that category. Click the same column header again to reverse the sort order.

Exporting and Printing the List

Export the filtered list to a comma separated values (.CSV) file. To export the filtered list, click **Download as CSV File** and the list will open in your CSV or MS Excel window (item #6 in Figure 5-11). The file can be saved either as a CSV or an XLS file format. Print or save the file to the location of your choice.

Printing Mailing Labels

Download the report results into mailing label format (Avery 5160 Mailing Label format), that can be printed or saved as a pdf document. Click **Print Avery® 5160 Mailing Labels** (item #7 in Figure 5-11) to download, save and/or print.

Fees Report

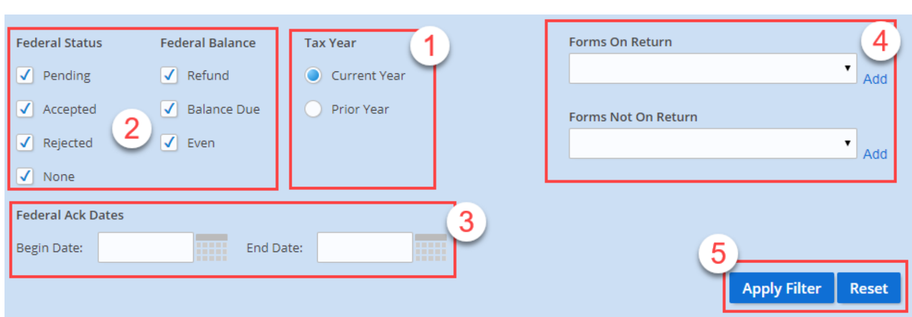
NOTE This report is available to the Administrator and the Office Administrator only.

This report displays the primary taxpayer's SSN and name, refund amount, and bank, preparation, and additional fees.

Filtering Data

To run the Fees report, from the Drake Zero **Home** window, go to **Reports > Fees**. The **Fees Report** window is opened. This window is divided into the **Filter Selection** section (Figure 5-12) and the **Report Results** section.

Figure 5-12: Filtering data using the Fees report



- (Item #1 in Figure 5-12) — Select to display client information of clients that have had returns prepared either in the current tax year or a prior year.
- (Item #2 in Figure 5-12) — By default, the report displays all clients. Modify the filter by selecting or clearing a filter check box.
- (Item #3 in Figure 5-12) — Filter for Federal Acks by date range the calendar icons to select beginning and ending dates.
- (Item #4 in Figure 5-12) — Filter for clients that have returns that either includes or does not include specific forms. Delete a previously chosen form from the filter by selecting **Remove** beside the form name.
- (Item #5 in Figure 5-12) — Click **Apply Filter** to run the report using the new filter settings.

Report Results

The report displays in the results section at the bottom of the **Fees Report** window. Click a column header to sort the list in ascending order by that category. Click the same column header again to reverse the sort order. Export the filtered list to a comma separated values (.CSV) file. To export the filtered list, click **Download as CSV File** and the list will open in your CSV or MS Excel window. The filee can be saved either as a CSV or an XLS file format. Print or save the file to the location of your choice.

Export the filtered list to a comma separated values (.CSV) file, which can be opened and saved as a Microsoft Excel file (See for more details).

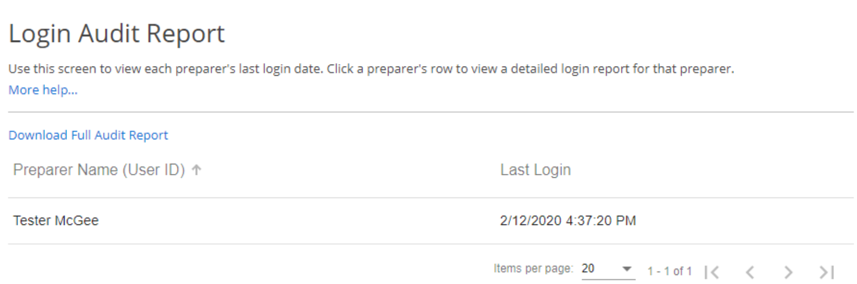
Login Audit Report

NOTE This report is available to the Administrator and the Office Administrator only.

This report displays the login ID, name, and last login date.

To run the Login Audit report, go to **Reports > Login Audit**. The **Login Audit Report** is displayed.

Figure 5-13: Login Audit Report



Click an individual preparer's User ID to display a complete list of every login date and time for the selected preparer, including the IP address that was used for that session. Click **Back to Login Audit Report** to return to the full login report window.

The Administrator can also click **Download Full Audit Report** to open a Microsoft Excel spreadsheet showing all logins at the site including: Preparer names and IDs, the IP address used for each session, and login dates and times.

Appendix: Forms and Screen Codes

The following list includes all the federal forms, schedules, etc., available in Drake Zero, and where they can be found in the **Review** section. The screen codes to enter in the **Go to Form** field to access these screens directly are also listed. For listings with multiple screen codes, use any of the codes listed to access that screen. Forms with a screen code of **No Screen Code** must be accessed by going to the appropriate tab and selecting the form.

Dependent Forms

Form Name	Screen Code
Dependents - Form 1040	2, DEP
Form 2120/8332 - Multiple Support Declaration	2120, 8332, SUPP
Form 2441 - Child and Dependent Care Expenses	2441
Form 8812 - Additional Child Tax Credit and Combat Pay	8812, CTC
Form 8814 - Parent's Election to Report Child's Interest, Dividends	8814
Form 8839 - Qualified Adoption Expenses	8839

Income Forms

Form Name	Screen Code
CLGY - Ministerial Income Computations	CLGY, CLER, CLRY
First-Time Homebuyer Credit Repayment	HOME
Foreign Employer Compensation	FEC
Form 1099-B - Capital Gains and Losses	99B
Form 1099-C - Debt Cancellation	99C
Form 1099-DIV - Dividend Income for Schedule B	DIV
Form 1099-G - Unemployment Compensation and All Other Government Grants	99G
Form 1099-INT - Interest Income for Schedule B	B, INT, SCH1
Form 1099-MISC - Miscellaneous Income	99M
Form 1099-R - Pensions	1099, 99R
Form 1099-RRB - Railroad Retirement Benefits	RRB
Form 1099-SSA - Social Security Benefits	SSA
Form 2439 - Notice to Shareholder of Undistributed Long-Term Capital Gains	2439

Form Name	Screen Code
Form 2555 - Foreign Earned Income - Part I	2555, 255B, 25B
Form 4137/8919 - Social Security and Medicare Taxes	4137, 8919, TIP, TIPS
Form 4797 - Gains/Losses from Sales of Assets	4797, SALE
Form 4835 - Farm Rental Income	4835
Form 4852 - Substitute for Form W-2/1099-R	4852
Form 5329 - Additional Tax on Qualified Plans	5329
Form 6198 - Computation of Deductible Loss	6198
Form 6252 - Installment Sales	6252
Form 6781 - Gains/Losses on Contracts, Straddles	6781
Form 8582 - Modified Adjusted Gross Income Worksheet for Line 7	8582
Form 8615 - Tax for Children with Investment Income Greater Than $1900	8615, KID, KIDS
Form 8824 - Like-Kind Exchanges	8824, LIKE
Form 8930 - Disaster Recovery Retirement Plan Distribution	8930
Form W-2 - Wage and Tax Statement	W2
Form W-2G - Gambling Income	W2G
Home - Sale of Primary Home	HOME
Income - Form 1040	3, INC
Modified Adjusted Gross Income Worksheet for Form 8582, Line 7	8582
Schedule C - Self-Employed Income	C
Schedule D - Capital Gain/Loss Carryovers	D2
Schedule D - Capital Gains and Losses	D, CG
Schedule E - Rental Income	E, RENT
Schedule E, Part II - Partnerships and Corporations	E2
Schedule E, Part III - Estates and Trusts	E3
Schedule E, Part IV - REMICs	E4
Schedule F - Farm Income	F, FARM
Schedule J - Farmer's Income Averaging	J
Schedule K-1 for 1041	K1F
Schedule K-1 for 1065	K1P
Schedule K-1 for 1120S	K1S
VER - Verification of W-2	VER

Deductions Forms

Form Name	Screen Code
Auto Expense Worksheet	AUTO
Form 1040 - Adjustments	4, ADJ
Form 1098 - Mortgage Interest	1098
Form 2106 - Employee Business Expenses	2106
Form 3903 - Moving Expenses	3903, MOVE
Form 4562 - Additional Depreciation Elections	10
Form 4562 - Depreciation	4562
Form 4562 - Depreciation Part 1	6
Form 4562 - Depreciation Part 4, 5b, 6	8
Form 4562 - Depreciation Parts 2 and 3	7
Form 4562 - Depreciation Parts 5a and 5c	9
Form 4684 - Casualties and Thefts	4684
Form 4952 - Investment Interest Expense Deduction	4952
Form 8283 - Noncash Charitable Contributions	8283
Form 8606 - IRA Contributions - Part I	8606, IRA
Form 8606 - IRA Contributions - Part II (ROTH)	ROTH
Form 8829 - Office in Home	8829
Form 8853 - Medical Savings Account (MSA)	8853, MSA
Form 8873 - Extraterritorial Income Exclusion	8873
Form 8889 - Health Savings Accounts	8889, HSA
Form 8903 - Domestic Production Activities Deduction	8903, DPAD
Schedule A - Itemized Deductions	A
Schedule H - Household Employment Taxes	H
Schedule SE - Self-Employment Tax	SE
SEP/SEHI Self-Employed Health Insurance/Pensions	SEP, SEHI
State and Local General Sales Tax Deduction Worksheet	STAX

Credits Forms

Form Name	Screen Code
EIC1 - EIC Due Diligence - Qualifying Child	EIC1
EIC4 - EIC Due Diligence - Notes	EIC4
Form 1116 - Foreign Tax Credit	1116

Form Name	Screen Code
Form 3468 - Investment Credit	3468
Form 3800, Part 1 and 2 - Current Year Credits	3800
Form 3800, Part III - General Business Credit	GBC, OBC, OBTC
Form 4136 - Credit for Federal Tax Paid on Fuels	4136, FUEL
Form 4136 - Credit for Federal Tax Paid on Fuels - Part 2	(no screen code)
Form 4255 - Recapture of Investment Credit	4255
Form 5405 - First-Time Homebuyer Credit	5405, HBCR
Form 5695 - Residential Energy Credits	5695
Form 5884 - Work Opportunity Credit	5884
Form 6478 - Credit for Alcohol Used as a Fuel	6478
Form 6765 - Credit for Increasing Research Activities	6765
Form 8396 - Mortgage Interest Credit	8396, MORT
Form 8582-CR - Passive Activity Credit Limitations	CR
Form 8609 - Low-Income Housing Credit Allocation	8609
form 8611 - Recapture of Low-Income Housing Credit	8611
Form 8801 - Credit for Prior Year AMT	8801
Form 8820 - Orphan Drug Credit	8820
Form 8826 - Disabled Access Credit	8826
Form 8834/8936 - Qualified Electric/Plug-in Vehicle Credit	8834, 8936, QEV
Form 8835 - Renewable Electricity and Refined Coal Production Credit	8835
Form 8844 - Empowerment Zone Credit	8844
Form 8845 - Indian Employment Credit	8845
Form 8846 - Employer SS and Medicare Taxes Paid on Certain Employees	8846
Form 8859 - DC First-Time Homebuyer Credit	8859
Form 8862 - Information To Claim Earned Income Credit After Disallowance	8862
Form 8863/8917 - Education Credits and Deduction	8863, 8917, EDU, EDUC
Form 8864 - Biodiesel Fuels Credit	8864
Form 8867 - Earned Income Credit Checklist	8867, EIC, EITC
Form 8874 - New Markets Credit	8874
Form 8880 - Credit for Qualified Retirement Savings Contributions	8880, SAVE
Form 8907 - Nonconventional Source Fuel Credit	8907
Form 8908 - Energy Efficient Home Credit	8908
Form 8909 - Energy Efficient Appliance Credit	8909
Form 8910 - Alternative Motor Vehicle Credit	8910
Form 8911 - Alternative Fuel Vehicle Refueling Property Credit	8911
Forms 8881/8882 - Employee Pension Plan/Employee Child Care	8881, 8882

Form Name	Screen Code
HBDD - First-Time Homebuyer Credit Due Diligence	HBDD
Pay - 1040 - Credits, Other Taxes, Payments	5, CRED, PAY
Schedule M - Making Work Pay and Government Retiree Credits	M
Schedule R - Credit for Elderly or the Disabled	R

Health Care Forms

Form Name	Screen Code
ACA - Affordable Care Act Calculator	ACA
Federal Marketplace Lookups for Marketplace Affordability	
Form 1095-A Health Insurance Marketplace Statement	95A
Form 8885 - Health Coverage Tax Credit	8885, HCTC, HIC, LTC
Form 8941 - Credit for Small Employer Health Insurance Premiums	SEHI, 8941
Form 8962 - Premium Tax Credit	8962
Form 8965 - Health Coverage Exemptions	8965
Health Insurance Coverage Information	HC
Long Term Care Premiums	LTC
SEHI Self-Employed Health Insurance/ SEP Pensions	SEHI, SEP

Misc Forms

Form Name	Screen Code
Client Bill - Adjustments and Payments	BILL
COMP - Tax Return Comparison	COMP
Crop Insurance and Disaster Payments	CIDP
Form 1040-ES - Estimated Taxes	ES
Form 1040NR - Nonresident Alien Tax Return	NR
Form 1040NR - Other Information	NR3
Form 1040NR - Tax on Income Not Effectively Connected with a U.S. Business	NR2
Form 1040X - 2013 Amended Return	X
Form 1045 - Application for Tentative Refund	1045
Form 1045 - Schedule A - Net Operating Loss	NOL
Form 1310 - Refund Due a Deceased Taxpayer	1310, DECD
Form 2210 - Penalty for Underpayment of Estimated Tax	2210, PEN, UET

Form Name	Screen Code
Form 2555 - Foreign Earned Income - Part 1	2555
Form 2848 - Power of Attorney	2848, 8821, POA
Form 4506 - Request for Copy or Transcript of Tax Form	4506
Form 4868/2350 - IRS Extension	2350, 4868, EXT
Form 4970 - Tax on Accumulation Distribution of Trusts	4970
Form 4972 - Tax on Lump-Sum Distributions	4972, LUMP
Form 56 - Notice Concerning Fiduciary Relationship	56
Form 6251 - Alternative Minimum Tax	6251, AMT
Form 8082 - Notice of Inconsistent Treatment	8082
Form 8275 - Disclosure Statement	8275
Form 8379 - Injured Spouse Claim and Allocation	8379, INJ, INSP
Form 8379 - Injured Spouse Claim and Allocation - Other Income Detail	
Form 8594 - Asset Acquisition Statement	8594
Form 8815 - Exclusion of Interest from Series EE Bonds	8815, EE
Form 8822 - Change of Address	8822
Form 8828 - Recapture of Federal Mortgage Subsidy	8828
Form 8857 - Request for Innocent Spouse Relief	8857, SPRE
Form 8866 - Interest Computation Under the Look-Back Method	8866, LOOK
Form 8914 - Additional Exemption for Housing Displaced Midwest Individuals	8914
Form 8948 - Preparer Explanation	8948
Form 9465 - Installment Agreement Request	9465, DEBT
Form 970 - LIFO Application	970, LIFO
Form 982 - Reduction of Tax Attributes Due to Discharge	982
Form TDF 90-22.1 - Report of Foreign Bank Accounts	9022
Form W-4 - Personal Allowances Worksheet	W4
Form W-7 - Application for ITIN	W7
Income Changes for Year 2013 to Recalculate Federal Estimates	ETA
Late Filing Interest and Penalty	LATE
Miscellaneous Return Options	MISC
Net Operating Loss Carryforward	LOSS
NOTE - Preparer Notes	NOTE
Schedule SCH - Explanation Schedule	SCH
Worksheet MFS - Income Allocation for Community Property States	622, MFS

Miscellaneous Screen Codes

The following screen codes are not available from any of the tabs in the **Review** section but are presented in the normal course of preparing a return.

Form Name	Screen Code
Consent to Disclosure of Tax Return	DISC
Consent to Use of Tax Return Information	CONS
Direct Deposit Information	8888, DD
PIN Information	8878, 8879, PIN
Taxpayer Information	1, DEMO, NAME

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