

Drake 101: Data Entry

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Course Overview

This is a basic course designed to familiarize Drake Tax users with navigating data entry while preparing a tax return using Drake Tax 2021.

Learning Objectives

Upon completion of this course, the student will be able to use Drake Tax to:

- Navigate within Data Entry Screens
- Create or Open an Individual 1040 return
- Enter basic 1040 Tax Return Information
- Calculate and View a 1040 Tax Return

Creating and Opening Returns

Open Drake 2021 Tax Software. This class presumes you have already set up your firm and preparer information. If you have not, please do so before continuing. You can see the Video Tutorials on DrakeSoftware.com for assistance.

The **Home** Window in Drake Tax has several sections:

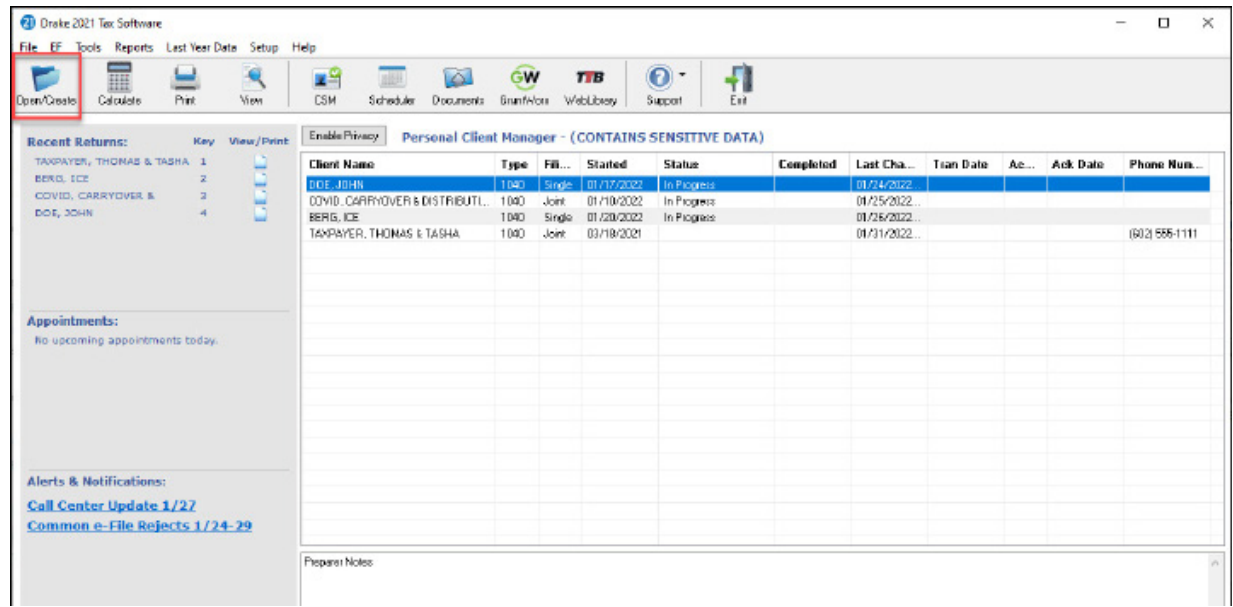
1. Menu Bar (has drop down menus to complete various tasks)
2. Tool Bar (has buttons to complete various tasks)
3. Recent Returns (Last 9 returns)
4. Appointments (shows logged in preparer's appointments if using Drake scheduler)
5. Alerts & Notifications (indicates when EF acknowledgments are available, important notices from Drake, and scheduled updates status. Alerts are refreshed every 15 minutes if you have an active internet connection.)
6. Status Bar (logged in preparer, program version, computer drive, and date)
7. Preparer Notes (Notes on the fly, visible only to preparer. Stay on screen until deleted)
8. Personal Client Manager (personalized version of the Client Status Manager (CSM) for the logged-in preparer. This gives you a snap shot of the status of all the returns you are working on, and it can be filtered and customized to suit your needs.
9. Enable Privacy Button (toggles visibility of client's data on and off)

The screenshot shows the Drake 2021 Tax Software Home Window. The interface is divided into several sections, each highlighted with a red circle and a number:

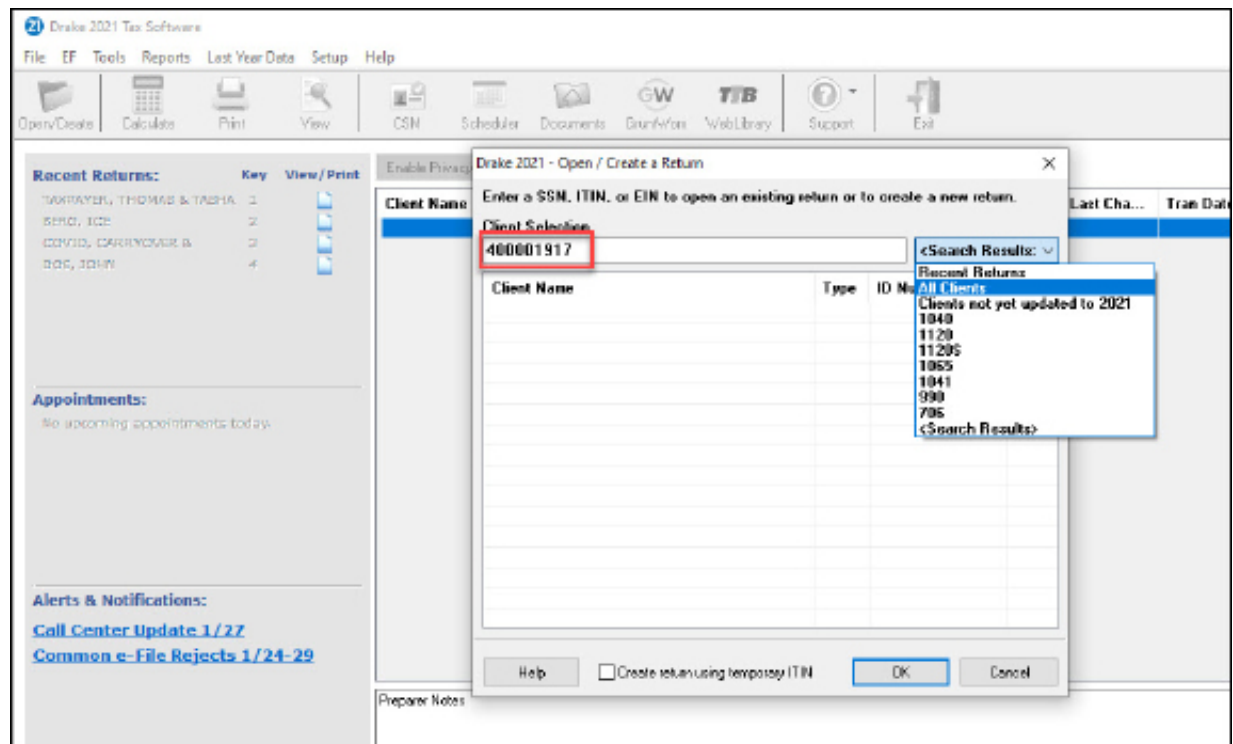
- 1**: Menu Bar (File, EF, Tools, Reports, Last Year Data, Setup, Help)
- 2**: Tool Bar (Open/Close, Calculate, Print, View, CSM, Schedule, Documents, GrantWorx, WebLibrary, Support, Exit)
- 3**: Recent Returns (List of returns with key and view/print options)
- 4**: Appointments (No upcoming appointments today)
- 5**: Alerts & Notifications (Call Center Update 1/22, Common e-File Rejects 1/24-29)
- 6**: Status Bar (Prep: ADMIN, Version: P2.07.03.2022.10, Drive: C, 01-31-2022)
- 7**: Preparer Notes (Empty text area)
- 8**: Personal Client Manager (Table of client returns)
- 9**: Enable Privacy Button (Toggle switch)

| Client Name | Type | File | Started | Status | Completed | Last Cha... | Tran Date | Ac... | Ack Date | Phone Num... |
|----------------------------------|------|--------|------------|-------------|-----------|-------------|-----------|-------|----------|----------------|
| DOE, JOHN | 1040 | Single | 01/17/2022 | In Progress | | 01/24/2022 | | | | |
| COVID, CARRYOVER & DISTRIBUTI... | 1040 | Joint | 01/10/2022 | In Progress | | 01/25/2022 | | | | |
| BERB, ICE | 1040 | Single | 01/20/2022 | In Progress | | 01/26/2022 | | | | |
| TAMPAVER, THOMAS & TASHA | 1040 | Joint | 03/18/2021 | | | 01/31/2022 | | | | (503) 555-1111 |

From the **Home Screen**, choose **Open/Create** on the toolbar.

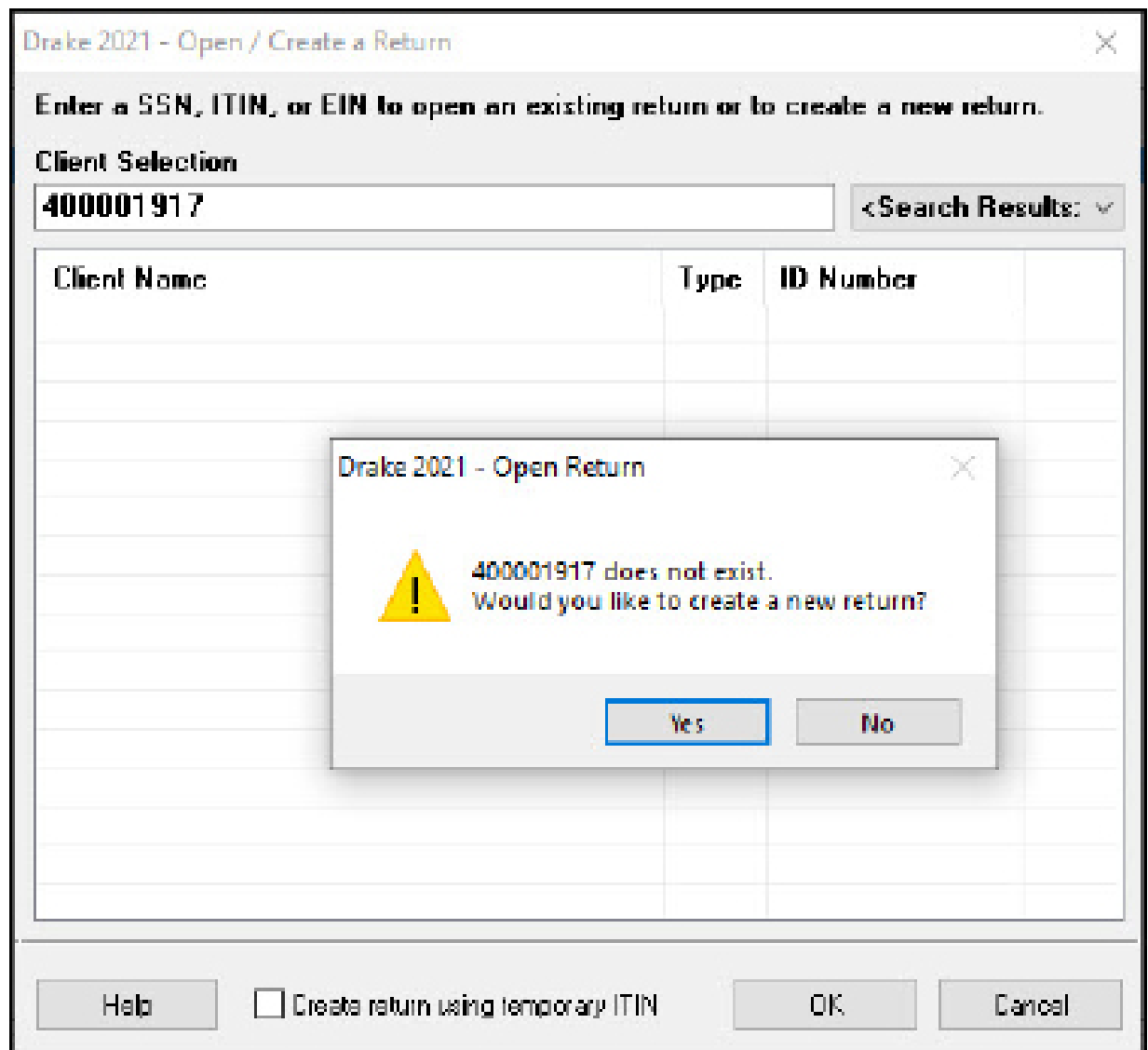


You can filter your return list by Most Recent Returns, All clients, client entity type, etc.



When you enter an ID number (SSN or EIN), Drake Tax searches both current- and prior-year files. If it finds a client record in the prior-year files only, you are given the oppor-

tunity to update the record from the previous year into this year's program or create a new return.



To start a new return, choose **Yes**. You will be asked to verify the SSN/EIN, Return Type, and enter the Taxpayer name.

Drake 2021 Tax Software

File EF Tools Reports Last Year Data Setup Help

Open/Create Calculate Print View CSM Scheduler Documents GruntWork WebLibrary Support Exit

Recent Returns: Key View/Print

| Client Name | Type | File... | Started | Status | Completed | Last Chg |
|--------------------------|------|---------|---------|--------|-----------|----------|
| TAXPAYER, THOMAS & TASHA | 1 | | | | | |
| BERG, ICE | 2 | | | | | |
| COVID, CARRYOVER & | 3 | | | | | |
| DOB, JOHN | 4 | | | | | |

Appointments:
No upcoming appointments today.

Alerts & Notifications:
[Call Center Update 1/27](#)
[Common e-File Rejects 1/24-29](#)

Enable Privacy **Personal Client Manager - (CONTAINS SENSITIVE DATA)**

Drake 2021 - New Return

Return Type:

- Individual - 1040
- Fiduciary - 1041
- S Corp - 1120
- Tax Exempt - 990
- S Corp - 1120S
- Estate - 706
- Partnership - 1065

Name Entry (For Document Manager):

First Name: MI: Last Name:

Help OK Cancel

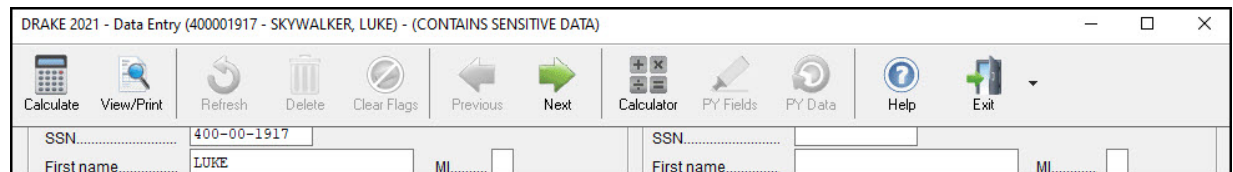
Preparer Notes

Screen 1 – Name and Address

Use screen 1 (**Name and Address**), accessible from the **General** tab, to enter information about the taxpayer for the top section of a Form 1040. Screen 1 is opened automatically upon creating a new return.

The screenshot shows the 'Name and Address' screen in the Drake 2021 software. The window title is 'DRAKE 2021 - Data Entry (400001917 - SKYWALKER, LUKE) - (CONTAINS SENSITIVE DATA)'. The interface includes a toolbar with icons for Calculate, View/Print, Refresh, Delete, Clear Flags, Previous, Next, Calculator, PV Fields, PV Data, Help, and Exit. The main area is divided into two columns for entering data for two individuals. The first individual's information is partially filled: SSN 400-00-1917, First name LUKE, Last name SKYWALKER, and Date of birth is highlighted. The second individual's information is mostly blank. Below the individual data are sections for 'In care of', 'Mailing Address' (with fields for Street address, City, State, ZIP, County, and Apt #), 'Resident state', 'Resident city', and 'School district'. There are also sections for 'Foreign Account and Virtual Currency Questions' and 'Return Options' (including Firm #, Preparer #, Data entry #, ERO #, ES and OP codes, Invoice number, and Fee override). The bottom right corner shows '2210 Options' (2210 Code, 2020 Fed tax, 2020 State tax) and 'Miscellaneous Codes' (Code 1 through Code 5). The status bar at the bottom indicates 'Record 1 of 1', 'Press F1 or Right-Click for Help', and '(Screen Help)'.

Tip: Hover over top of screen to display the toolbar, which is normally hidden.



Data Entry Toolbar

The **Data Entry** toolbar, available on all data entry screens allows you to perform several functions without the need to leave the screen. You can use a macro or keyboard combination, or select from a right-click menu.

To view the toolbar, move your mouse pointer to the top of any **Data Entry** screen. Select the buttons on the toolbar to perform the various functions. Certain buttons are activated depending on prior-year or current-year entries. To close the toolbar, move your mouse away from the top of the screen.

Note

If you prefer not to use this toolbar, it can be disabled by going to **Setup > Options, Data Entry** tab, and clearing the **Enable Data Entry toolbar** check box.

Filing Status

Select a filing status from the **Filing Status** drop list at the top of screen **1**. Press F1 in the **Filing Status** field to view explanations for the available codes.

After making a selection from the **Filing Status** drop list, make any other selections necessary to explain the client's filing status:

- Taxpayer did not live with spouse drop list
- Nonresident alien check box for nonresident alien spouse
- MFS claiming spouse exemption check boxes for Married Filing Separately returns

The screenshot shows a software window titled "DRAKE 2021 - Data Entry (400001917 - SKYWALKER, LUKE) - (CONTAINS SENSITIVE DATA)". The main heading is "Name and Address and General Information". The form is divided into two columns: "Taxpayer" and "Spouse". In the Taxpayer column, the "Filing Status" dropdown menu is open, showing the following options: 1 Single, 2 Married Filing Jointly (MFJ), 3 Married Filing Separately (MFS), 4 Head of Household (HOH), and 5 Qualifying Widow(er) with Dependent Child. Other fields in the Taxpayer column include SSN, First name, Last name, Date of birth, Date of death, Occupation, and three phone number fields (Daytime, Evening, Cell). The Spouse column has fields for First name, Last name, Date of birth, Date of death, Occupation, and three phone number fields (Daytime, Evening, Cell). There are also checkboxes for "MI" and "Suffix" in the Spouse column.

Taxpayer Information

The taxpayer's name and SSN are entered as you create the return. Other important taxpayer data, such as date of birth, occupation, and contact information (phone numbers and email address) for the taxpayer (and spouse, if applicable) is entered on screen **1**. Note that not all fields in the Spouse column are activated if the filing status is something other than "Married Filing Jointly", the fields that are activated should be completed.

Residency Information

The **Mailing Address** section of screen **1** includes fields for both domestic and foreign addresses. If the resident state differs from the state in the mailing address, select the appropriate state code from the **Resident state** drop list near the bottom of screen **1**. If the taxpayer is a part-year (PY) resident of the state in the mailing address, select **PY** from the **Resident state** drop list. To keep a state return from being calculated, select **0** from the **Resident state** drop list. The **Resident city** drop list is activated if a city return is required. The **School district** drop list is activated when needed.

The screenshot shows a tax software interface with a dropdown menu for 'Resident state' open. The dropdown list includes the following options: PY Part Year Res., 0 Suppress State, AL Alaska, AR Arkansas, AS American Samoa, AZ Arizona, CA California, CO Colorado, CT Connecticut, DC Dist. of Columbia, DE Delaware, FL Florida, FM Federated States, GA Georgia, GU Guam, and HI Hawaii. The background interface includes fields for 'Mailing Address', 'Street address', 'City', 'Country', 'Postal Code', 'Resident state', 'Resident city', and 'School district'. There are also links for 'ID Screen', 'Recovery Rebate Credit (EIP)', and 'Combat Zone'.

Foreign Account and Virtual Currency Questions

The **Foreign Account and Virtual Currency Questions** must be answered on all returns.

If at any time during the tax year the taxpayer had a financial interest or signature authority over a **foreign financial account**, click the blue hyperlink **Foreign Accounts** and complete the applicable fields.

The screenshot shows the 'Foreign Account and Virtual Currency Questions' section. It contains a question: "If taxpayer has any interest in or authority over any foreign account or foreign trust, answer questions on this screen....." followed by a blue hyperlink "Foreign Accounts". To the right, there is a section titled "No Foreign Accounts" with a checkbox and the text "Answer 'No' to Sch B, Part III questions".

DRAKE 2021 - Data Entry (400001917 - SKYWALKER, LUKE) - (CONTAINS SENSITIVE DATA)

Foreign Account Questions for Schedule B

Schedule B - Foreign Accounts

7a At any time during 2021, did the taxpayer have a financial interest in or signature authority over a financial account (such as a bank account, securities account, or brokerage account) located in a foreign country?.....

If "Yes," is the taxpayer required to file FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR), to report that financial interest or signature authority?..... [Who Must File](#)

7b If "Yes," (taxpayer is required to file FBAR) select the foreign countries:

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

8 During 2021, did the taxpayer receive a distribution from or was the grantor of, or transferor to, a foreign trust?.....

New Screen Press F1 or Right-Click for Help [Screen Help]

If the taxpayer would answer “no” to all Schedule B, Part III questions, simply check the box.

If at any time during the tax year the taxpayer received, sold, exchanged or acquired any financial interest in any virtual currency, check yes. Otherwise, check no.

At any time during 2021, did the taxpayer receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency?..... Yes No [Video: Reporting Virtual Currency](#)

There is also a link to a video tutorial on reporting virtual currency.

Return Options

To override the firm, preparer, data entry operator, or ERO, make selections from the drop lists at the bottom of the screen in the **Return Options** section. You can also over-ride the fee.

| Return Options | | | |
|-------------------|----------------------------------|----------------------|-------------------------------------|
| Firm #..... | = <input type="text" value=""/> | ES and OP codes..... | ES |
| Preparer #..... | = <input type="text" value="1"/> | | |
| Data entry #..... | = <input type="text" value=""/> | Invoice number..... | <input type="text" value=""/> |
| ERO #..... | = <input type="text" value=""/> | Fee override..... | = <input type="text" value="1000"/> |

2210 Options

The **2210 Options** assists in calculating any underpayment penalties due. Data will be pulled from the prior year if return was prepared in Drake. For new clients, an entry can be made to assist in the calculations for the current year.

| 2210 Options | |
|---------------------|---------------------------------|
| 2210 Code..... | = <input type="text" value=""/> |
| 2020 Fed tax..... | <input type="text" value=""/> |
| 2020 State tax..... | <input type="text" value=""/> |

Screen Hyperlinks

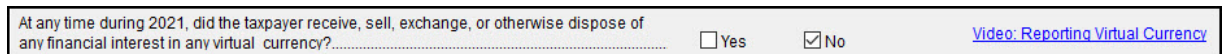
Hyperlinks in data entry allow easier, quicker data entry. Hyperlinks are available in all packages. Use links to move quickly from one screen to a related screen without having to return to the **Data Entry Menu**.

See image below for examples on how Hyperlinks display.



Click the **ID** screen link to go directly to the **IDS** screen to enter the taxpayers ID information. Click **Esc** or the top right **X** to go back to the original screen.

Some screens have links that open quick help videos. These videos can also be accessed here: <https://www.drakesoftware.com/service-learning/videos>. An example would be the video on reporting virtual currency.

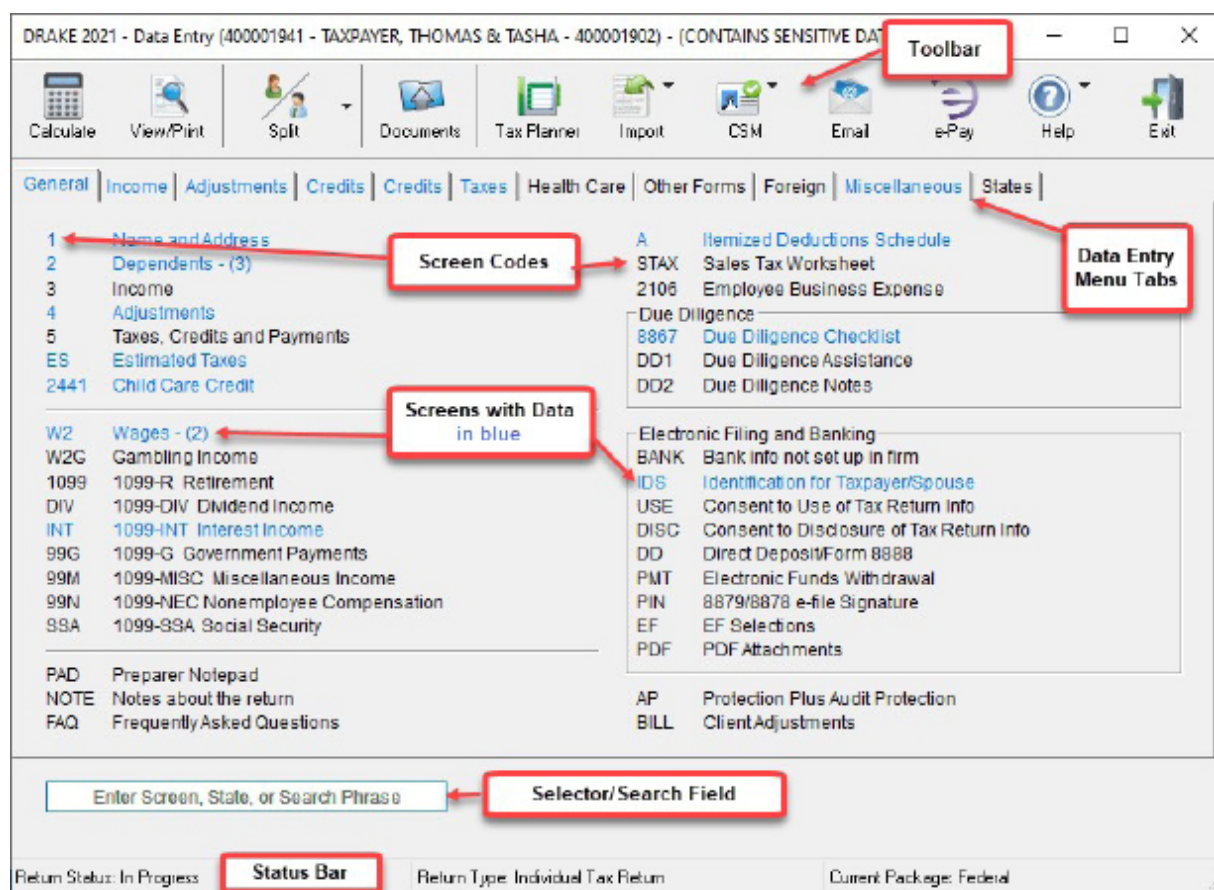


Data Entry Menu

Returns are prepared in data-entry. Access data-entry screens from the **Data Entry Menu**. Within data entry, press ESC to save your data, exit the open screen, and return to the **Data Entry Menu**.

Pressing ESC from the **Data Entry Menu** returns you to the **Home** window. While in data entry, you can use the TAB key, and the UP ARROW and DOWN ARROW keys to move from field to field, and PAGE UP and PAGE DOWN keys to move from screen to screen.

The **Data Entry Menu** is displayed when you open a return. It consists of a toolbar, data entry menu tabs, screen codes, the selector/search field, and the status bar.



Dependent Information

Use screen 2 (**Dependents**), accessible from the **General** tab of the **Data Entry Menu**, to complete the "Dependents" section of Form 1040. Use a separate **Dependents** screen for each dependent, pressing Page Down to open each new screen. Data is saved automatically upon exiting a screen. The number of active **Dependents** screens is shown on the **Data Entry Menu**.

Dependent Information

[Video: Due Diligence](#)

[Video: EIC Troubleshooting](#)

State Information

LA NY-EIC NY-272 PA

Use <F3> to switch to grid mode

| Dependent first name | MI | Last name (if different) | Suffix | SSN | Relationship | Months in home | Date of birth |
|----------------------|----|--------------------------|--------|-------------|--------------|----------------|---------------|
| TAYLOR | | | | 400-00-0123 | DAUGHTER | 12 | 07-29-1998 |

Childcare Expense Information

[Form 2441](#)

Qualifying childcare expenses incurred and paid in 2021:

Portion of qualifying expenses provided by employer:

Age determined by date of birth: Age: 23
as of 12/31/2021

TSJ: State: State codes:

Qualifying child for EIC? (press F1):

Override eligibility for Child Tax or Other Dependent Credit:

NOTE: If EIC, Child Tax Credit or Other Dependent Credit is claimed for this dependent, complete the section below and screen 8857. [8857](#)

EIC CTC ODC ACTC

[EIC](#) [8812](#)

Yes No Not Applicable

- 10 Is either of the following true? The dependent is unmarried, OR the dependent is married, can be claimed as the taxpayer's dependent, and is not filing a joint return (except to claim a refund)? Yes No Not Applicable
- Could another person qualify to claim this dependent? Yes No Not Applicable
- IF YES:** Dependent's relationship to the other person:
- If the tiebreaker rules apply, would the dependent be treated as the taxpayer's qualifying child? Yes No Not Applicable
- If this is not the taxpayer's son or daughter, did you ask why the parent was not claiming the child and document the answer? Yes No
- Did the dependent live with the taxpayer in the U.S. for more than half of the year? Yes No
- 11 The qualifying person is the taxpayer's dependent who is a citizen, national, or resident of the United States. Yes No
- 11 Did you explain that he/she may not claim the CTC/ACTC if the taxpayer has not lived with the child for more than half the year? Yes No Not Applicable
- 12 Did you explain to the taxpayer the rules about claiming the CTC/ACTC/ODC for a child of divorced or separated parents, including any requirement to attach a Form 8332 or similar statement to the return? Yes No Not Applicable

Which documents below, if any, did you rely on to determine EIC or CTC eligibility for this dependent? Mark all that apply.

Additional entries for this section can be made on screen 8857.

Residency of Qualifying Child

- School records or statement
- Landlord or property management statement
- Healthcare provider statement
- Medical records
- Childcare provider records
- Placement agency statement
- Social services records or statement
- Place of worship statement
- Indian tribal official statement
- Employer statement
- Did not rely on any documents, made notes in file
- Did not rely on any documents

Other

Disability of Qualifying Child

- Doctor statement
- Other healthcare provider statement
- Social services agency or program statement
- Did not rely on any documents, made notes in file
- Did not rely on any documents

Other

To document the information you acquired from the questions you asked, you can use the EIC Due Diligence - Additional Notes screen. Click the DD2 link.

[DD2](#)

Additional Information

- Over 18, under 24, and a student
- Disabled
- Dependent lived with taxpayer
- Dependent did NOT live with taxpayer due to divorce or separation
- Other dependent
- Not a dependent
- Not a dependent - HOH qualifier
- Not a dependent - QW qualifier
- Dependent has insurance (for state purposes only)
- Don't include in RRD calc
- Do NOT update to next year
- ITIN Special Circumstances
- IP PIN
- Date of death
- Deceased Child Document

Childcare Expense Information

Use screen **2441** to enter information for Form 2441, Child and Dependent Care Expenses. Enter data on both the **2441** screen and screen **2** for expenses the taxpayer incurred and paid for on behalf of each dependent.

Form 2441 - Child and Dependent Care Expenses

For 2021, credit for child and dependent care expenses is refundable if the taxpayer (or spouse, if Married Filing Jointly), had a principal place of abode in the United States for more than half of 2021. Did the taxpayer meet these requirements? Y

Provider's information

1(c) SSNEIN: 111111111 EIN Other IDs: [] (e) Amount Paid: 4750

(a) Care provider name: APPLYKID DAYCARE

(b) Street: 111 KIDS STREET F

City: PHOENIX

U.S. ONLY State, ZIP: AZ 85003

Foreign ONLY Province/State, Country, Postal Code: [] [] 4

(d) Check here if the care provider is your household employee. (Schedule H)

1(c) SSNEIN: [] EIN Other IDs: [] (e) Amount Paid: []

(a) Care provider name: []

(b) Street: []

City: []

U.S. ONLY State, ZIP: [] []

Foreign ONLY Province/State, Country, Postal Code: [] [] [] []

(d) Check here if the care provider is your household employee. (Schedule H)

1(c) SSNEIN: [] EIN Other IDs: [] (e) Amount Paid: []

(a) Care provider name: []

(b) Street: []

City: []

U.S. ONLY State, ZIP: [] []

Foreign ONLY Province/State, Country, Postal Code: [] [] [] []

(d) Check here if the care provider is your household employee. (Schedule H)

Complete only if 2020 expenses were paid in 2021

Create STM 441 to explain computation. [SCH](#) First Last

9b Name of qualifying person: [] []

SSN of qualifying person: [] [] [] [] [] []

Amount from worksheet in 2441 instructions: [] [] [] []

Hawaii Tax ID Number

Provider 1: [] [] [] [] [] []

Provider 2: [] [] [] [] [] []

Provider 3: [] [] [] [] [] []

| | Taxpayer | Spouse |
|--|----------|--------|
| 12 <input type="checkbox"/> Employer-provided dependent care benefits received in 2021 | [] | [] |
| 13 <input type="checkbox"/> Amount carried over from 2020 and used in 2021 during the grace period | [] | [] |
| 14 <input type="checkbox"/> Amount forfeited or carried forward to 2022, if any | [] | [] |
| 16 <input type="checkbox"/> Amount of qualifying expenses incurred in 2021 | [] | [] |
| 4, 5, 18, 19 Earned income for 2441 purposes ONLY | [] | [] |
| 22 Amount of line 12 that is from taxpayer's sole proprietorship or partnership | [] | [] |

Record 1 of 1 Press Page Down for New Screen Press F1 or Right-Click for Help [Screen Help]

To qualify for the childcare credit, parents must have earned income, be full-time students, or be disabled. If a spouse does not have income but is disabled or a student, then enter \$250 (one child) or \$500 (two or more children) for each month the spouse was a student or disabled. This information is entered near the bottom of the **2441** screen in the **Earned income for 2441 purposes ONLY** field. An entry in this field affects Form 2441 amounts only and must be at least as much as the childcare expenses.

| | | |
|--------------|--------------------------|---|
| 12 | <input type="checkbox"/> | Employer-provided dependent care benefits received in 2021..... |
| 13 | <input type="checkbox"/> | Amount carried over from 2020 and used in 2021 during the grace period..... |
| 14 | <input type="checkbox"/> | Amount forfeited or carried forward to 2022, if any..... |
| 16 | <input type="checkbox"/> | Amount of qualifying expenses incurred in 2021..... |
| 4, 5, 18, 19 | <input type="checkbox"/> | Earned income for 2441 purposes ONLY..... |
| 22 | <input type="checkbox"/> | Amount of line 12 that is from taxpayer's sole proprietorship or partnership..... |

W2 Screen

Use screen **W2 (Form W-2 – Wage and Tax Statement)**, accessible from the **General** tab of the **Data Entry Menu**, to enter W-2 data. Be sure to choose the proper taxpayer in the TS field, if this is a MFJ or MFS return.

DRAKE 2021 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

W.2 Additional Entries Ohio Import W2 Video: Entering Multiple-State W2s

Form W-2 - Wage and Tax Statement

TS **3** Special tax treatment

Employer information is required for e-file

EIN: 45-4444444
 Name: CENTRAL TUTORING CENTER
 Name cont.:
 Street: 123 EDUCATION AVENUE
 City: PHOENIX
 U.S. ONLY State: AZ ZIP: 85003
 Foreign ONLY Province/State: Country: Postal Code:

Employee name and address (if different from screen 1)

Name: First: TASHA Last: TAXPAYER
 Street: 123 CUL DE SAC STREET
 City: PHOENIX
 U.S. ONLY State: AZ ZIP: 85003
 Foreign ONLY Province/State: Country: Postal Code:

| | | | | | | |
|----|--|-------|----|------------------|--------|------|
| 1 | Wages, tips | 18327 | 2 | Federal tax wth | 2065 | |
| 3 | Soc Sec wages | 18327 | 4 | Soc Sec wth | 1136 | |
| 5 | Medicare wages | 18327 | 6 | Medicare tax wth | 266 | |
| 7 | Soc Sec tips | | 8 | Allocated tips | | |
| 9 | | | 10 | Dep care benefit | | |
| 11 | Nonqualified plan | | 12 | Code | Amount | Year |
| 13 | <input type="checkbox"/> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Sick pay | | | | | |
| 14 | Other | | | | | |
| | SEHI | | | | | |
| | 7202 | | | | | |
| | 8889 | | | | | |

15 ST: AZ Employer's state ID number: 51111111 16 State wages: 18327 17 State tax: 735 18 Local wages: 19 Local tax: 20 Locality:

Was this W-2 altered or handwritten? (Nonstandard) Corrected W-2 Do not update Agent for Employer

If either spouse has an ITIN on screen 1, the TIN from the W-2 must be entered in this field: _____

Record 1 of 2 Press CtrlTab for Next Tab Press F1 or Right-Click for Help (Screen Help)

Required Fields

Fields that are required for e-file are highlighted in blue.

If these required fields have not been completed, a reminder appears when you try to exit from the screen.

Employer information is required for e-file

EIN.....

Name.....

Name cont.....

Street.....

City.....

U.S. ONLY State ZIP

Foreign ONLY Province/State Country Postal Code

<Click to Access>

W-2 Wages

The **W2** screen is designed to reflect the IRS Form W-2, Wage and Tax Statement. Data entered here must match the client's W-2 form. The following fields can be completed automatically by the program:

- **Names and Addresses** — If the employer's EIN is in your Drake Tax database, the employer's information is filled automatically once you enter the employer's EIN. The employee information is filled automatically once **T** or **S** is selected at the top of the screen from the **TS** drop list. Nothing needs to be typed into these fields unless the information on the form differs from what was previously entered in the program.
- **Wages and Withholding** — When wages are entered in box 1, boxes 3-6 and 16 are filled automatically. These amounts should match those on the taxpayer's W-2.

Additional Entries Tab

DRAKE 2021 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIV

W-2 **Additional Entries** Ohio Import W2

Form W-2 - Wage and Tax Statement

TS F Special tax treatment

Employer information is required for e-file 1

If the taxpayer has W-2 information from more than four states, click the **Additional Entries** tab at the top of the W2 screen to access 10 more lines of data-entry fields for box 15 of Form W-2. There are also four additional lines for boxes 12 and 14, and four more lines for Ohio School Districts.

DRAKE 2021 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

W-2 **Additional Entries** Ohio

Form W-2 - Additional Entries

Box 12

| Code | Amount | Year |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Box 14

| Description | Amount |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Additional States

| 15 ST | Employer's state ID number | 16 State wages | 17 State tax | 18 Local wages | 19 Local tax | 20 Locality |
|----------------------|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Ohio School Districts

| Code | Wages | Withholding |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Control Number.....

New Screen Press Ctrl+Tab for Next Tab Press F1 or Right Click for Help

Entering Form 1099-NEC

Use the **99N** screen to enter data from Form 1099-NEC, Nonemployee Compensation. Select from the **TS** drop list at the top of the **99N** screen to indicate whether the taxpayer or spouse is the recipient of this 1099-NEC. To associate the screen **99N** information with a specific line or form within the return (such as Schedule C or Schedule E), make a selection from the **For** drop list. If associating it with one of multiple forms, enter a **Multi-form code**. For example, if associating the **99N** screen with the third occurrence of a Schedule C, select C from the **For** drop list and type 3 in the **Multi-form code (MFC)** field.

DRAKE 2021 - Data Entry (400001941 - TAXPAYER, THOMAS B. TASHA - 400091902) - (CONTAINS SENSITIVE DATA)

Form 1099-NEC - Nonemployee Compensation

TS **T** F For: **C** Do not update
Multi-form code:

Payer Information

TIN: 999999999 SSN
Name: TOP TIER EVENTS
Name (cont.):
Street: 123 MAIN STREET
City: PHOENIX
U.S. Only State: AZ ZIP: 85003
Foreign Only Province/state: Country: Postal code:

Recipient's Name/Address (if different from screen 1)

First: THOMAS Last: TAXPAYER
Street: 123 CUL DE SAC STREET
City: PHOENIX
U.S. Only State: AZ ZIP: 85003
Foreign Only Province/state: Country: Postal code:

For 8919 Reason: Date received:

1 Nonemployee compensation... [Schedule C](#) 10000
 Payer made direct sales totaling \$5,000 or more to recipient
4 Federal tax withheld... 2100

Account number: FATCA

| 5 | State tax withheld | 6 | ST | Payer's state number | 7 | State income | Local income | Local tax withheld | Locality name |
|---|--------------------|---|----|----------------------|---|--------------|--------------|--------------------|---------------|
| | | | | | | | | | |

Record 1 of 1 Press Page Down for New Screen Press F1 or Right-Click for Help [Screen Help]

Self-Employment Income

Schedule C

Screen C, **Self-Employed Income**, covers Schedule C, Profit or Loss from Business (Sole Proprietorship). Screen C is accessible from the **Income** tab of the **Data Entry Menu**. Several screens in Drake Tax (such as the **99N**, **AUTO**, and **4562** screens) can be associated with a Schedule C using the **For** and **Multi-form Code** boxes on those screens.

DRAKE 2021 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA) Net = 7498

Schedule C - Profit or Loss From Business

Income/Expenses [Caroversal/State Info](#) [Prior Year Compare](#)

TS T F ST City PAN [Video: Car and Truck Expenses](#) State Information
[HI](#) [PA](#) [SC](#)

A Business or profession/product or service..... RESTAURANT B Business code..... 722511

C Business name..... PARADISE PIZZA AND PASTA PARLOR D Employer ID #.....

E Street address..... 222 RESTAURANT AVENUE

City..... PHOENIX [Video Tip: Business Code Search](#)

U.S. ONLY State, ZIP..... AZ 85033

Foreign ONLY Province/state, country, postal code.....

F Accounting method if not cash..... Accrual Other: _____

G Did NOT materially participate in 2021 I Taxpayer made payments in 2021 that would require taxpayer to file Forms 1099..... Yes No

H Taxpayer started or acquired this business during 2021 J If "Yes," did or will taxpayer file all required Forms 1099?..... Yes No

Part I - Income

1 Gross receipts/sales..... +/- 188130 Statutory employee wages entered on screen W2 flow to Schedule C automatically when the "Statutory employee" box on line 13 of screen W2 is marked and the "Special tax treatment" code selected on screen W2 is "1" through "9."

2 Returns and allowances.....

6 Other income.....

Part II - Expenses

8 Advertising..... 3100

9 Car and truck expenses..... [AUTO](#) +/-

10 Commissions and fees.....

11 Contract labor.....

12 Depletion..... [DEPL](#) -

13 Depreciation..... [Form 4562](#) +/-

Depreciation adjustment (AMT)..... +/-

14 Employee benefits.....

15 Insurance..... 1450

16 Interest - mortgage..... [Form 1098](#)

Interest - other.....

17 Legal and professional services.....

18 Office expense.....

19 Pensions/profit share.....

20 Rent - vehicle, machinery.....

Rent - other.....

21 Repairs/maintenance..... 1200

22 Supplies.....

23 Taxes and licenses..... 300

24 Travel.....

Meals (80%).....

Meals (80%).....

Meals (100%)..... 5275

25 Utilities..... 19000

26 Wages.....

27a Other expenses.....

Part III - Cost of Goods Sold

30 Business use of your home..... [Form 8829](#)

32b Some investment is NOT at risk [Form 6198](#)

33 Inventory valuation method (if not cost)

Lower of cost or market

Other [SCH](#)

34 Change in method Yes [SCH](#)

35 Beginning inventory.....

36 Purchases less personal.....

37 Cost of labor..... 29175

38 Materials and supplies.....

39 Other costs..... 3465

41 Ending inventory.....

Part IV - Information on your vehicle [AUTO](#)

Family health coverage [Read field help](#) [SEHI](#)

Income to be excluded per Notice 2014-7..... X

Taxpayer disposed of business during 2021 Exempt notary income

Carry to Form 9960, line 7 Paper route excluded from SE

Professional gambler Clergy Schedule C

Qualified Business Income (QBI) Deduction

Treat as a "specified service business"

Business aggregation number (BAN).....

W-2 wages paid..... -

Unadjusted basis of all qualified property immediately after acquisition..... -

Override calculated qualified business income (or loss)..... -

Qualified business income allocable to cooperative payments..... +/-

W-2 wages allocable to cooperative payments.....

Section 179..... -

Section 1231 gain/loss..... -

Deduction for one-half of SE tax..... -

Self-employed Health Insurance Deduction..... -

Self-employed Pension Deduction..... -

Record 1 of 7 Press Page Down for New Screen; Ctrl+Tab for Next Tab Press F1 or Right-Click for Help (Screen Help)

TS or TSJ Fields

The TS or TSJ fields assigns the data on a screen to the Taxpayer (T), Spouse (S), or both (J). It is available in many screens, including C, W2, and INT.

DRAKE 2021 - Data Entry (500001008 - CATAMARAN, LEEWARD & STARBOARD - 400008008) - (CONTAINS SENSITIVE DATA)

W-2 Additional Entries Ohio Import W2

Form W-2 - Wage and Tax Statement

TS F Special tax treatment

Drake Software - Data Entry - Help

The 'TSJ' codes are used to indicate ownership of an item.
If left blank, then a 'T' is assumed. Valid codes are:
T Belongs to the Primary Taxpayer
S Belongs to the Spouse of the Primary Taxpayer

DRAKE 2021 - Data Entry (500001008 - CATAMARAN, LEEWARD & STARBOARD - 400008008) - (CONTAINS SENSITIVE DATA)

Schedule B - Interest Income (1099-INT) [Screen DIV fo](#)

TSJ F ST CITY

Drake Software - Data Entry - Help

The 'TSJ' codes are used to indicate ownership of an item.
If left blank, then a 'T' is assumed. Valid codes are:
T Belongs to the Primary Taxpayer
S Belongs to the Spouse of the Primary Taxpayer
J Belongs to each spouse equally

Business Codes

To locate a specific business code, place the cursor in the **Business code** box (field **B**) and press CTRL+SHIFT+S (or right-click in the field and select **Search**). Enter a search term and click **Go**. All codes that include the search term are displayed. You can double-click the desired code, or you can select one and press ENTER (or click **OK**).

The screenshot shows the Drake 2021 software interface. The main window is titled "Schedule C - Profit or Loss From Business". It contains several tabs: "Income/Expenses", "Carryovers/State Info", and "Prior Year Compare". The "Income/Expenses" tab is active. The form includes fields for "Business or profession/product or service" (RESTAURANT), "Business name" (PARADISE PIZZA AND PASTA PARLOR), "Street address" (222 RESTAURANT AVENUE), "City" (PHOENIX), "State" (AZ), and "ZIP" (85033). A red box highlights the "Business code" field (field B) which contains the value 722511. A search dialog box is open, titled "DRAKE 2021 - Data Entry - Search". It has a search input field containing "restaurant" and a "Go" button. The search results are displayed in a list:

| Business Code | Description |
|---------------|-----------------------------|
| 722511 | Full-service restaurants |
| 722513 | Limited-service restaurants |

The dialog box also has "OK" and "Cancel" buttons at the bottom right.

LookBack

The LookBack feature allows you to see the prior year's data entry on current year Drake Tax screens. In an open data entry screen, press the F11 key, and any field in the screen that contained data last year will be highlighted in a contrasting color. To see a read-only version of last year's entry, press F12. Press any key to return to data entry for current year. If you prefer not to use the F11 and F12 keys, you can also right-click anywhere on an open screen and select **Highlight prior year fields** or **Show prior year data**.

| | | |
|-----|--------------------------------|-------|
| 19 | Pensions/profit share..... | |
| 20 | Rent - vehicle, machinery..... | |
| | Rent - other..... | |
| 21 | Repairs/maintenance..... | 1200 |
| 22 | Supplies..... | |
| 23 | Taxes and licenses..... | 300 |
| 24 | Travel..... | |
| | Meals (50%)..... | |
| | Meals (80%)..... | |
| | Meals (100%)..... | 5275 |
| 25 | Utilities..... | 19000 |
| 26 | Wages..... | |
| 27a | Other expenses..... | 3465 |

| | | |
|-----|--------------------------------|-------|
| 19 | Pensions/profit share..... | |
| 20 | Rent - vehicle, machinery..... | |
| | Rent - other..... | |
| 21 | Repairs/maintenance..... | 1300 |
| 22 | Supplies..... | |
| 23 | Taxes and licenses..... | 400 |
| 24 | Travel..... | |
| | Meals (50%)..... | |
| | Meals (80%)..... | |
| | Meals (100%)..... | 5275 |
| 25 | Utilities..... | 28000 |
| 26 | Wages..... | |
| 27a | Other expenses..... | 3465 |

Other Expenses Reported on Schedules C or F

An entry in the “Other expenses” fields on screens C and F opens a Detail Worksheet automatically where you can list the other expenses.

Entering Depreciation

Screen **4562, Depreciation Detail**, covers the depreciation of an asset. A taxpayer may qualify to claim depreciation expense on a tax return to compensate for the loss in the value of an asset, such as a vehicle used in a trade or business. Screen **4562** is accessible from the **Depreciable Assets** section on the **Income** tab of the **Data Entry Menu**.

DRAKE 2021 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

Form 4562
Video: [4562 Import](#)
Video: [Group Sales](#)

For: **AUTO** (A, C, E, F, 2106, 4835, AUTO, 8829, K1R, K1S) *Use <F3> to switch to grid mode* State Information: [CA](#)

Multi-form code: 1 (1-999; 1 is assumed if left blank)

| Description | Date Acquired | Cost | Business % use | Used Prop | Listed Prop Type |
|--------------|---------------|------|----------------|-------------------------------------|------------------|
| DELIVERY CAR | 01-25-2021 | 8000 | 100 | <input checked="" type="checkbox"/> | |

Property type: 12
 Building qualifies for Section 1.263(a)-3(h) election
Method: M
Life: 5
Prior depreciation:
Salvage value:
Override regular depreciation: =

| | Federal | State (if different) | AMT (if different) | Book (if different) |
|--|---------|----------------------|--------------------|---------------------|
| | M | | | |
| | 5 | | | |
| | | | | |
| | | | | |
| | | | | |

Auto Expense Worksheet – AUTO

Screen **AUTO**, **Auto Expense Worksheet**, is used to report mileage or expenses for a vehicle used for business. When a vehicle is used for business, the taxpayer may qualify to deduct either mileage or actual expenses (including depreciation, if applicable) for a car or truck on their tax return. The **AUTO** screen is accessible on the **Adjustments** tab of the **Data Entry Menu**. On the **AUTO** screen for a vehicle, first select to which form or schedule the vehicle belongs (The choices are: Schedule C, Schedule E, Schedule F, Form 4835, or Schedule K-1 from a partnership.) and then enter the corresponding **multi-form code** (MFC) for that schedule.

DRAKE 2021 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

Auto Expense Worksheet

[Video: Car and Truck Expenses](#)

For **C** MFC **1**

Note: Do NOT enter the business use percentage for this auto on the 4562 screen. The business use percentage computed for this auto will be applied automatically.

Description: DELIVERY CAR
 Date placed in service: 01-25-2021

Was the business vehicle available for personal use during off-duty hours? Yes No
 Did the taxpayer (or spouse) have another vehicle available for personal use? Yes No
 Does the taxpayer have evidence to support this deduction? Yes No
 If "Yes," is the evidence written? Yes No

Current-Year Mileage
 Business: 50000 Commuting: Other: Force mileage

Expenses

| | | | |
|--------------|-----------------------------------|---|---|
| Garage rent | <input type="text"/> | Repairs | <input type="text" value="1000"/> |
| Gas | <input type="text"/> | Tires | <input type="text" value="1600"/> |
| Insurance | <input type="text" value="2400"/> | Tolls | <input type="text"/> |
| Licenses | <input type="text"/> | Lease addback | <input type="text"/> |
| Oil | <input type="text"/> | Other expenses | <input type="text"/> |
| Parking fees | <input type="text"/> | | <input type="checkbox"/> Apply business use % |
| Rental fees | <input type="text"/> | | <input type="checkbox"/> |
| Interest | <input type="text"/> | | <input type="checkbox"/> |
| Property tax | <input type="text"/> | <input type="checkbox"/> Force expenses | <input type="checkbox"/> |

Prior Years Mileage

Total Business: Total Miles:

Prior Business Mileage by Year

| | | | | | |
|------|----------------------|------|----------------------|----------|----------------------|
| 2020 | <input type="text"/> | 2016 | <input type="text"/> | 2013 | <input type="text"/> |
| 2019 | <input type="text"/> | 2015 | <input type="text"/> | 2012 | <input type="text"/> |
| 2018 | <input type="text"/> | 2014 | <input type="text"/> | pre-2011 | <input type="text"/> |
| 2017 | <input type="text"/> | | | | |

Record 1 of 1 Press Page Down for New Screen Press F1 or Right-Click for Help [Screen Help]

Estimated Taxes

The ES Screen, **Estimated Taxes**, is located on the **General** tab of the **Data Entry Menu**. Use the ES screen to figure and pay estimated tax. Estimated tax is the method used to pay tax on income that is not subject to withholding. Drake automatically generates federal estimated tax payment vouchers when they are required—for instance, when the taxpayer has a balance due of \$1,000 or more—unless you choose to not generate the vouchers. You can opt to not generate the vouchers globally by navigating to **Setup > Options, Form & Schedule Options** tab, then selecting **Print ES vouchers only when screen ES indicates**. If this option is marked, estimates must be generated manually by making entries on the ES screen in each return for which estimates are needed.

DRAKE 2021 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

Form 1040-ES - Estimated Tax Payments for 2021 and Overrides for 2022

[Video: Using ES Vouchers](#)
[Pay federal ES tax payments with debit card or credit card \(MC, Visa, Discover, AMEX\)](#)
[Estimated Tax Adjustment](#)

TSJ If taxpayer filed 1040ES for 2021 with a former spouse, enter that SSN here.....

If taxpayer filed 1040ES for 2021 jointly with spouse and is filing his or her return as "Married Filing Separately," use screen [SCH](#) to create STM 21 explaining how the estimated payments are being divided.

Federal Section On the 2022 vouchers, print ONLY the person indicated in TSJ box

2021 ESTIMATED TAXES ALREADY PAID FOR THIS YEAR

Overpayment applied from 2020.....

| | Date paid | Amount paid |
|-------------|----------------------|-------------|
| 1st Quarter | <input type="text"/> | 500 |
| 2nd Quarter | <input type="text"/> | 500 |
| 3rd Quarter | <input type="text"/> | 500 |
| 4th Quarter | <input type="text"/> | 500 |

2022 ESTIMATED TAXES TO BE PAID FOR NEXT YEAR

ES Code OP Code

Amount of overpayment to apply to 2022.....

| | Estimate amt | Overpayment |
|-----------|----------------------|----------------------|
| Voucher 1 | <input type="text"/> | <input type="text"/> |
| Voucher 2 | <input type="text"/> | <input type="text"/> |
| Voucher 3 | <input type="text"/> | <input type="text"/> |
| Voucher 4 | <input type="text"/> | <input type="text"/> |

Increase/Decrease calculated estimates by..... +/-

e-file/Electronic Funds Withdrawal
 To e-file federal ES payments, use screen [PMT](#)

State and City Section

2021 ESTIMATED TAXES ALREADY PAID FOR THIS YEAR

St/City: Type:

LLC #.....

Overpayment applied from 2020.....

| | Date paid | Amount paid |
|-------------|----------------------|----------------------|
| 1st Quarter | <input type="text"/> | <input type="text"/> |
| 2nd Quarter | <input type="text"/> | <input type="text"/> |
| 3rd Quarter | <input type="text"/> | <input type="text"/> |
| 4th Quarter | <input type="text"/> | <input type="text"/> |

2022 ESTIMATED TAXES TO BE PAID FOR NEXT YEAR

St/City: Type: ES Code OP Code

LLC #.....

Amount of overpayment to apply to 2022.....

| | Estimate amt | Overpayment | e-file | Direct debit date |
|-----------|----------------------|----------------------|--------------------------|----------------------|
| Voucher 1 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> |
| Voucher 2 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> |
| Voucher 3 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> |
| Voucher 4 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> |

Increase/Decrease calculated estimates by..... +/-

NOTE: To e-file ES vouchers, select the corresponding "e-file" check boxes above and provide account information below.

Use Account #1 information from the federal Electronic Funds Withdrawal (PMT) screen OR

Name of financial institution

RTN Account number Type of account
 Checking Savings
 Checking Savings

Record 1 of 1 Press Page Down for New Screen Press F1 or RightClick for Help (Screen Help)

Schedule A

Use screen A to enter data for Schedule A, Itemized Deductions. When a screen A has been completed for a return, the program determines automatically whether itemizing or taking the standard deduction is more advantageous for the taxpayer and uses the more favorable when calculating the return. You can also manually select either method by marking the applicable **Force** check box at the top of screen A.

You can set up the program to generate Schedule A only when it is required by going to the **Setup > Options, Form & Schedule Options** tab and selecting **Print Schedule A only when required**.

DRAKE 2021 - Data Entry (40001941 - TAXPAYER, THOMAS & TASHA - 40001902) - (CONTAINS SENSITIVE DATA)

Schedule A - Itemized Deductions

TSJ F ST CITY

[Print Options](#)
 Force itemized
 Force standard

State Information
[AR](#) [HI](#) [IA](#) [KY](#) [PA](#) [NY](#) [Charitable](#)
[NY--214](#) [NY--249](#) [WA](#) [VT](#) [WI](#)

Medical and Dental

1 Health insurance premiums.....
[Long Term Care Premiums](#)
 Number of medical miles.....
 Other medical and dental expenses..... 22065

Taxes Paid [Video: SALT Limitations](#)

5 Income taxes..... +I.
 General sales tax..... [RTAX](#) screen.....
 Force income tax Force sales tax

5b Real estate..... +I. 3
 Taxes that qualify for State Property Tax Credit.....

5c Personal property.....

6 Other.....

Interest Paid [Loan Limit Worksheet](#)

8a Home mortgage interest and points reported on [Form 1098](#) +I.
 Some home mortgage loans not used to buy, build, or improve taxpayer's home

8b Home mortgage interest not reported on Form 1098

Name..... SSN/EIN
 Street.....
 City.....
 U.S. Only State ZIP

 Foreign Province/State Country Postal Code

 Amount.....

Portion of lines 8a and 8b that is home equity interest.....

8c Points not reported on Form 1098..... +I.

8d Mortgage Insurance Premiums.....

9 Investment interest..... [Form 4952](#)

Gifts to Charity

11 Gifts by cash or check (80% AGI limitation)..... 2000
 Qualified cash contributions (100% AGI limitation).....
 30% limitation.....
 Charitable miles.....

12 Other than by cash or check..... [Form 8283](#)

13 [Charitable Contributions Carried over from prior years](#)
[Video: Charitable Contributions Carriers](#)

Other Miscellaneous Deductions

15 Other not subject to 2% limit:

For State Use Only

Job Expenses and Most Other Misc Deductions

Unreimbursed employee expenses: [Form 2106](#)

TEAM SHIRTS 500

Union dues.....

Tax preparation fees..... 200

Other expenses:

Investment expenses not entered elsewhere.....

Home Mortgage Interest

Home equity interest not deductible on federal return

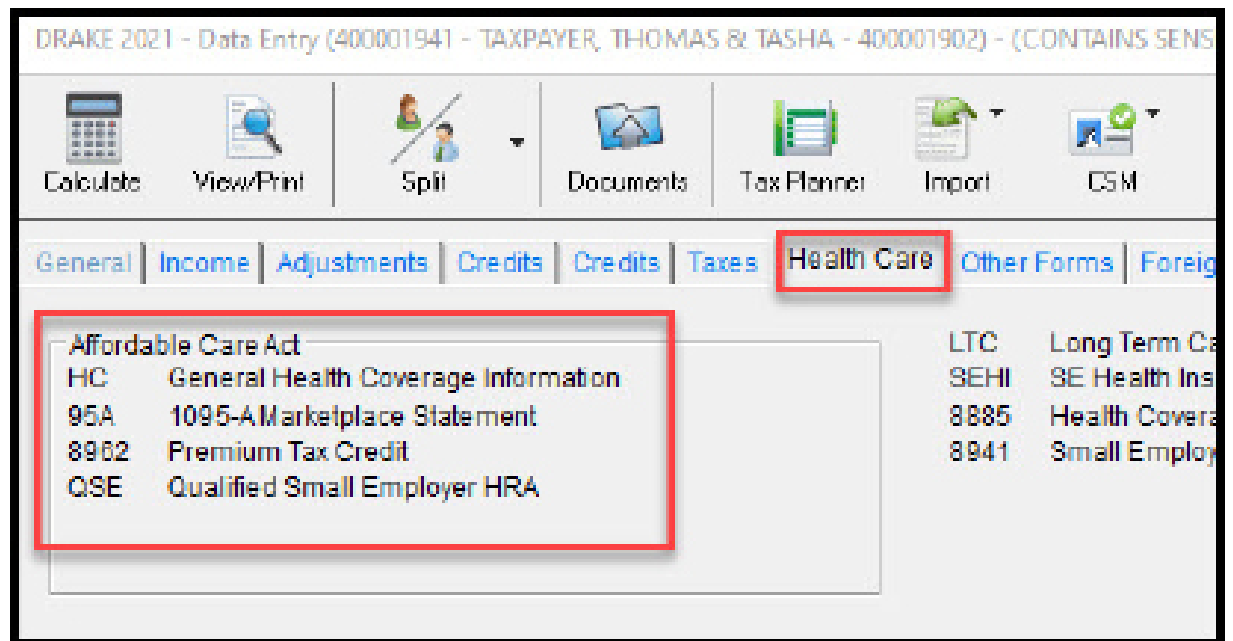
Overrides for state allocations for line 5e (First screen A ONLY)

Real estate taxes..... =
 Personal property taxes..... -

Record 1 of 1 Press Page Down for New Screen Press F1 or RightClick for Help [Screen Help]

Health Care

The **Health Care** tab on the **Data Entry Menu** includes screens to help you complete Affordable Care Act (ACA) forms and information.



Also note that five states (CA, MA, NJ, RI, VT) and DC still require evidence of health insurance coverage to avoid penalties. Normally you use the state-specific tabs to enter that information.

1095-A Marketplace Statement

Even though the federal Shared Responsibility Payment has been reduced to zero for all taxpayers after 2018, some taxpayers participate in the Health Insurance Marketplace. Use screen **95A** to record the **1095-A Marketplace Statement**, to properly calculate the Premium Tax Credit. .

DRAKE 2021 - Data Entry (400001941 - TAXPAYER, THOMAS B. TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

1095-A Health Insurance Marketplace Statement

TS Use this screen to report information from the Form 1095-A the taxpayer received from the marketplace [QSEHRA](#) [Video: Completing Screen 95A](#)
[Bronze and Silver Plan Lookup](#)

Part I - Recipient Information

1 Marketplace identifier.....

2 Marketplace assigned policy number..... If more than 15 characters, enter the last 15 characters.

3 Policy issuer's name.....

10 Policy start date.....

11 Policy termination date.....

Part II - Coverage Household

| | B. SSN | A. First Name | Last Name | C. Date of Birth | D. Start Date | E. Termination Date |
|----|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 16 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 17 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 18 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 19 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 20 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Part III - Household Information

If Form 1095-A, line 33, "Annual Totals," is completed and the entries for each month are identical, lines 21 through 32 may be left blank.

| | A. Monthly Premium Amount | B. Monthly Premium Amount of Second Lowest Cost Silver Plan | C. Monthly Advance Payment of Premium Tax Credit |
|-----------------------|---------------------------|---|--|
| 21 January..... | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 22 February..... | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 23 March..... | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 24 April..... | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 25 May..... | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 26 June..... | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 27 July..... | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 28 August..... | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 29 September..... | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 30 October..... | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 31 November..... | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 32 December..... | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 33 Annual Totals..... | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Shared Policy Allocation

SSN of OTHER taxpayer..... Start month..... Stop month.....

% of premium allocated to OTHER taxpayer..... % of BLCSP allocated to OTHER taxpayer..... % of Advance PTC payment allocated to OTHER taxpayer.....

SSN of OTHER taxpayer..... Start month..... Stop month.....

% of premium allocated to OTHER taxpayer..... % of BLCSP allocated to OTHER taxpayer..... % of Advance PTC payment allocated to OTHER taxpayer.....

Note: If a policy is shared, the taxpayer who received Form 1095-A should provide a copy to the other taxpayers as needed.

If not claiming SEHI deduction, carry all premiums from Form 8962 to Schedule A net of credit
 The Marketplace premiums on Form 8962 do not qualify as self-employed health insurance

New Screen (Screen Help)

Required Identification

Information on the **IDS** screen, used for taxpayer identification, is required for all electronically filed 1040 returns. Some states have additional restrictions.

Open the **IDS** screen, accessible from the **General** tab of the **Data Entry Menu**. The top section of the screen has fields and drop lists for entering the most common forms of identification—driver’s license or other state-issued photo ID.

The middle section of the screen **Other Identification** is for entering secondary forms of ID, such as military ID, passport, green card, or visa for both the taxpayer and spouse, when a bank product is being utilized.

The bottom section includes check boxes for stating that the taxpayer does not have a driver’s license or other form of state-issued ID, or that the taxpayer has a driver’s license or other form of state-issued ID, but declines to provide it.

Required Identification

Why must I enter driver's license information on this screen before e-filing the return?

State Information NY

Taxpayer's Driver's License or Other State-issued Photo ID

Type: 1
Number: 1111111111
State: AZ
Issue date: 07-01-2020 If no DAY is provided, use "01".
Expiration date: 08-29-2025 If no DAY is provided, use "01".
For non-expiring state IDs, type "NONEXPR" into the "Expiration Date" field.

Spouse's Driver's License or Other State-issued Photo ID

Type: []
Number: []
State: []
Issue date: [] If no DAY is provided, use "01".
Expiration date: [] If no DAY is provided, use "01".
For non-expiring state IDs, type "NONEXPR" into the "Expiration Date" field.

Taxpayer's Other Identification

Complete this section if applying for a bank product and the taxpayer provides an ID other than a driver's license or a state-issued photo ID. Also mark one of the boxes below this section.

Type: []
Number: []
Location: []
Issue date: [] If no DAY is provided, use "01".
Expiration date: [] If no DAY is provided, use "01".

Mark this box if the taxpayer does not have a driver's license or a state-issued photo ID.
 Mark this box if the taxpayer did not provide a driver's license or state-issued photo ID.

Spouse's Other Identification

Complete this section if applying for a bank product and the spouse provides an ID other than a driver's license or a state-issued photo ID. Also mark one of the boxes below this section.

Type: []
Number: []
Location: []
Issue date: [] If no DAY is provided, use "01".
Expiration date: [] If no DAY is provided, use "01".

Mark this box if the spouse does not have a driver's license or a state-issued photo ID.
 Mark this box if the spouse did not provide a driver's license or state-issued photo ID.

Record 1 of 1 Press F1 or Right-Click for Help

Recovery Rebate Credit (RRC)

Due to COVID-19, most eligible taxpayers received a third economic impact payment (EIP) during early 2021. To ensure that all eligible taxpayers received the proper amount, an entry must be made on the 2021 tax return in the Recovery Rebate Credit screen (**RRC**) to reconcile the third EIP amount received with the amounts for which the taxpayer is eligible. Use the amount listed on Notice 1444-C. If the taxpayer received a lower amount for the payments (or did not receive the third stimulus payment at all), he or she may be eligible to claim the recovery rebate credit on their 2021 tax return. The **RRC** screen is accessible from the first **Credits** tab.

DRAKE 2021 - Data Entry (400001941) - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

Recovery Rebate Credit

[Video: Filing for Recovery Rebate Credit](#) [Drake KB for RRC](#)

- * Eligible taxpayers who did not receive the full amount of the Economic Impact Payment (EIP) may be able to claim the Recovery Rebate Credit (RRC) on their 2021 Form 1040 or 1040-SR. The RRC is a refundable tax credit claimed on the 2021 return. It is not the same as the EIP, and it is based solely on the 2021 tax return. The RRC is reduced by any EIP payments that were received.
- * If dependents were not claimed by the taxpayer in 2020 but are claimed on the 2021 return, the dependents could qualify for the RRC, even if they were claimed on another person's 2020 tax return, and that person received an EIP for them.
- * If the Social Security card of the primary taxpayer, spouse, or any dependent is marked "Not Valid for Employment," that person doesn't qualify for the RRC. See information at the bottom of this screen on how to indicate this in the program.

Was the taxpayer or spouse a member of the U.S. Armed Forces at any time during 2021? Yes No

IMPORTANT: On the lines below, do not include any amount received that was later returned to the IRS.

Enter the amount, if any, of the third Economic Stimulus Payment the taxpayer received. This was generally received in March 2021. Find this amount on Notice 1444-C or IRS letter 6475.

| Joint | Taxpayer | Spouse |
|-------|----------|--------|
| 2800 | OR | |

[IRS Online Account](#)

Taxpayers without Notice 1444-C or IRS Letter 6475 can use the IRS online account tool to view the amount of their third stimulus payment. Each spouse must sign in to his or her own account to view his or her separate amount. Online accounts are expected to be updated by late January, 2022.

Taxpayer is not claiming any Recovery Rebate Credit
 Taxpayer's SSN is not valid for employment [SSN not valid for employment](#)
 Spouse's SSN is not valid for employment

NOTE: If a dependent's SSN is not valid for employment - mark the "Don't include in RRC calc" box at bottom of screen 2.

Record 1 of 1 Press F1 or Right-Click for Help

Required Due Diligence

The IRS requires that tax preparers ask due diligence questions. These questions are located on the following data entry screens:

- The **EIC Information** section of screen **2** must be completed for each qualifying dependent
- The **8867** screen for Form 8867, Paid Preparer's Due Diligence Checklist, must be completed for the taxpayer claiming EIC

Form 8867 covers the EIC, the Child Tax Credit (CTC), the Additional Child Tax Credit (ACTC), the American Opportunity Tax Credit (AOTC), and the Credit for Other Dependents (ODC).

DRAKE 2021 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

Form 8867 - Due Diligence Checklist

8867 [Overides](#)

[Form 8867 Instructions](#) [IRS Return Preparer Toolkit](#) [Video: Due Diligence](#) [Video: EIC Troubleshooting](#)

Paid Preparer Due Diligence Requirements. Use this screen to complete the parts of Form 8867 that are not included on screen 8863 or screen Z.

Screens DD1 and DD2 can assist you with due diligence. [Due Diligence Assistance](#) [Due Diligence Notes](#)

| | Yes | No | N/A |
|---|-------------------------------------|-------------------------------------|-------------------------------------|
| 1 Did you complete the return based on information for tax year 2021 provided by the taxpayer or reasonably obtained by you?..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 3 Did you satisfy the knowledge requirement? To meet the requirement, you must interview the taxpayer, ask questions, document the taxpayer's responses, and review information to determine that the taxpayer is eligible to claim the credits or HOH filing status..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 4 Did any information provided by the taxpayer, a third party, or reasonably known to you in connection with preparing the return appear to be incorrect, incomplete, or inconsistent? (If "Yes," answer questions 4a and 4b. If "No," go to question 5)..... | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 4a Did you make reasonable inquiries to determine the correct or complete information?..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 4b Did you document your inquiries? (Documentation should include questions you asked, whom you asked, information that was provided, and impact the information had on your preparation of the return)..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 5 Did you satisfy the record retention requirement? To meet the record retention requirement, did you keep a copy of any documents provided by the taxpayer that you relied on to determine the eligibility for the credits or HOH filing status or to compute the amount for the credits?..... In addition to your notes from the interview with the taxpayer, list those documents, if any, that you relied on. Additional entries for this section can be made on screen 8863 and screen Z. <input type="text"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 6 Did you ask the taxpayer whether he or she could provide documentation to substantiate eligibility for and the amount of the credits claimed on the return?..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 7 Did you ask the taxpayer if any of these credits were disallowed or reduced in a previous year? (If any credits were disallowed or reduced, go to question 7a; if not, go to question 8)..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7a Did you complete the required recertification forms?..... Form 8862 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| NOTE: If neither taxpayer nor spouse is reporting self-employment income on Sch C, check the N/A box. | | | |
| 8 If the taxpayer is reporting self-employment income, did you ask adequate questions to prepare a complete and correct Schedule C?..... TIP: The "Income" tab on screen DD1 can assist you with due diligence for Schedule C. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9a ALL EIC Claims: Have you determined that this taxpayer is, in fact, eligible to claim EIC for the number of children for whom EIC is claimed, or to claim EIC if the taxpayer has no qualifying child?..... | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9b EIC with child: Did you ask the taxpayer if the child lived with the taxpayer for over half of the year, even if the taxpayer has supported the child the entire year?..... | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9c EIC with child: Did you explain to the taxpayer the rules about claiming EIC when a child is the qualifying child of more than one person (tie-breaker rules)?..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 HOH only: Have you determined that the taxpayer was unmarried and provided more than half of the cost of keeping up a home for a qualifying person?..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 Do you certify that all of the answers on this 8867 are, to the best of your knowledge, true, correct and complete?..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| The following questions must be answered for all credits listed above. | | | |
| Was the taxpayer, or spouse if filing jointly, a nonresident alien for any part of the year?..... | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Could the taxpayer, or spouse if filing jointly, be a qualifying child of another person for the year?..... | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Was the taxpayer's main home in the U.S. for more than half the year?..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| If filing jointly, was the main home of the spouse in the U.S. for more than half the year?..... | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Is the taxpayer, or spouse if filing jointly, eligible to be claimed as a dependent on anyone else's federal income tax return for the year?..... | <input type="checkbox"/> | <input type="checkbox"/> | |

Record 1 of 1 Press Ctrl+Tab for Next Tab Press F1 or Right-Click for Help [Screen Help]

The **Due Diligence Assistance** screens (**DD1** and **DD2**), located in the **Due Diligence** section on the **General** tab of the **Data Entry Menu**, provide supplemental questions to help ensure a comprehensive interview with each taxpayer.

DD1

DRAKE 2021 - Data Entry (40001941 - TAXPAYER, THOMAS & TASHA - 40001902) - (CONTAINS SENSITIVE DATA)

Preparer Due Diligence - Qualifying Child Assistance

Child | **Income** | Head of Household | [Notes](#)

Qualifying Child SSN..... [dropdown] [dropdown] [dropdown]

Qualifying Child First Name..... [text box]

Qualifying Child Last Name..... [text box]

Age - Qualifying Child (complete this section only if qualifying child is over age 18)

For children over age 18 who are students or permanently and totally disabled, the following additional information and documentation should be available:

1 Children who are students: Not a student Not a student Not a student

a What school does the child attend?..... [text box] [text box] [text box]

b Can you provide documentation showing that the child was a full-time student for at least 5 months? The school records need to show the dates of attendance. The months don't have to be consecutive..... [dropdown] [dropdown] [dropdown]

2 Children with a permanent and total disability: Not disabled Not disabled Not disabled

a What type of disability does the child have?..... [text box] [text box] [text box]

b Does the child receive SSI or other disability payments?..... [dropdown] [dropdown] [dropdown]

c Do you have a letter from the child's doctor, other healthcare provider, or any social service program or agency verifying that the child is permanently and totally disabled?..... [dropdown] [dropdown] [dropdown]

Relationship - Qualifying Child

1 If the biological parent is NOT living with the child, where is the parent?..... Mother [text box] [text box] [text box]
[Document reason biological parent is NOT claiming the dependent](#) Father [text box] [text box] [text box]

Does the biological parent provide any financial support?..... [dropdown] [dropdown] [dropdown]

2 Adopted children:

a Is the adoption final or pending?..... [dropdown] [dropdown] [dropdown]

b If the adoption is pending, do you have a letter from an authorized adoption agency?..... [dropdown] [dropdown] [dropdown]

3 Foster children:

DD2

DRAKE 2021 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

Preparer Due Diligence Assistance - Notes

Use the Note fields below to document any additional inquiries made by the tax return preparer to help determine if the information furnished by the taxpayer is complete and correct.

| Date of interview | Name of taxpayer interviewed | Taxpayer interviewed by |
|----------------------|------------------------------|-------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Note:

Note:

Note:

Note:

New Screen | Press F1 or Right-Click for Help | (Screen Help)

Return Results

Calculating a Return

To calculate a return from data entry, press CTRL + C or click **Calculate**. By default, results are displayed in the **Calculation Results** window.

DRAKE 2021 - Data Entry (400001941 - TAXPAYER, THOMAS & TASHA - 400001902) - (CONTAINS SENSITIVE DATA)

Calculate View/Print Split Documents Tax Planner Import CSM Email e-Pay Help Exit

DRAKE 2021 - Calculation Results - (400-00-1941 - TAXPAYER, THOMAS & TASHA)

Summary Details

| | Total Income | Taxable Income | Total Tax | Refund | Balance Due | Payment Meth... | EF Status |
|---------|--------------|----------------|-----------|--------|-------------|-----------------|-----------|
| Federal | 155,115 | 115,185 | 24,782 | 0 | 7,744 | Check or CC | ✘ |
| AZ140 | 155,115 | 114,001 | 3,214 | 0 | 967 | Check or CC | ✘ |

EF Messages - Double click on any highlighted item in the list below to fix the problem:

| Package | Code | Description - (right-click for full description) |
|---------|------|---|
| Federal | 4953 | MISSING DATA: This taxpayer has dependents who qualify for the Child... |
| Federal | 5350 | REQUIRED E-FILE INFORMATION MISSING: The signature date, the ERO's... |

Return Notes:
You have answered a question on the 8867 screen that has disallowed EIC

| Fee Type | Amount |
|-----------------|----------|
| Preparation Fee | \$900.00 |



Total Tax Owed: **8,711**

Current Program: Calculation Complete **SEE MESSAGE PAGE** EF Select Continue
Description: Press <ENTER> key or Click Here to Continue

EF Status Column

The **EF Status** column of the **Calculation Results** window displays the e-file eligibility of any federal and state forms calculated for the selected return. A green check mark is displayed when the return is eligible for e-file—that is, when there are no EF Messages and no other products have been selected on the **EF** screen. A red **X** indicates that a prepared product is not eligible, having received an **EF Message**.

Any of the other federal products that are eligible to be e-filed (for instance, extension requests, amended returns, Forms 4868, 2350, 9465, or 56) and that will be a part of the e-file transmission also receive green check marks when they have been selected for e-file on the EF screen and they have no EF Messages.

| Indicator | EF eligibility |
|--|---|
| Green check mark  | Default product is eligible and has no EF Messages; other eligible products have been selected for e-file and have no EF messages |
| Red X  | Product not eligible for e-file due to EF Messages |
| Accepted | Product has already been transmitted and has received "A" acknowledgment. (Product appears on ESUM screen with "A" ack) |
| Suppressed | Occurs with any product included in the return that is ready for e-file (no EF Message) but a Do NOT send Federal, Do not send any states, Suppress federal/ state EF check box has been selected on the EF screen or at Setup > Options > EF tab |
| Not Selected | Occurs on any product included in the return that is ready for e-file (no EF Message) but has not been selected on the EF screen. |
| Not Available | Indicates that e-file is not available for a specific state product. Can be used in a federal product for forms that are part of the federal product but will not be e-filed with the return. (For instance, Form 5227 in the 1041 package. Even though you can complete the form in Drake, the 5227 will receive a "Not Available" indicator because the IRS accepts the 5227 in paper form only.) |

EF Messages

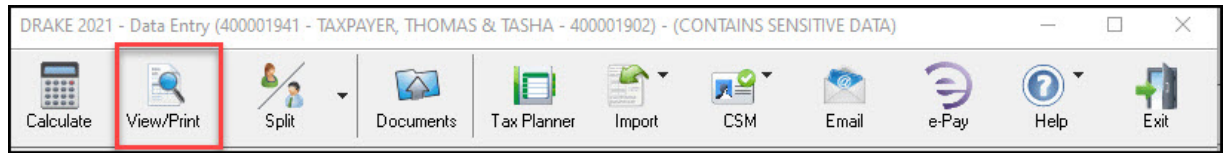
The **EF Messages** section in the **Calculation Results** window displays the individual items that are preventing the return from being e-filed. Often there is a link to the proper data entry screen, where corrections can be made.

Return Notes

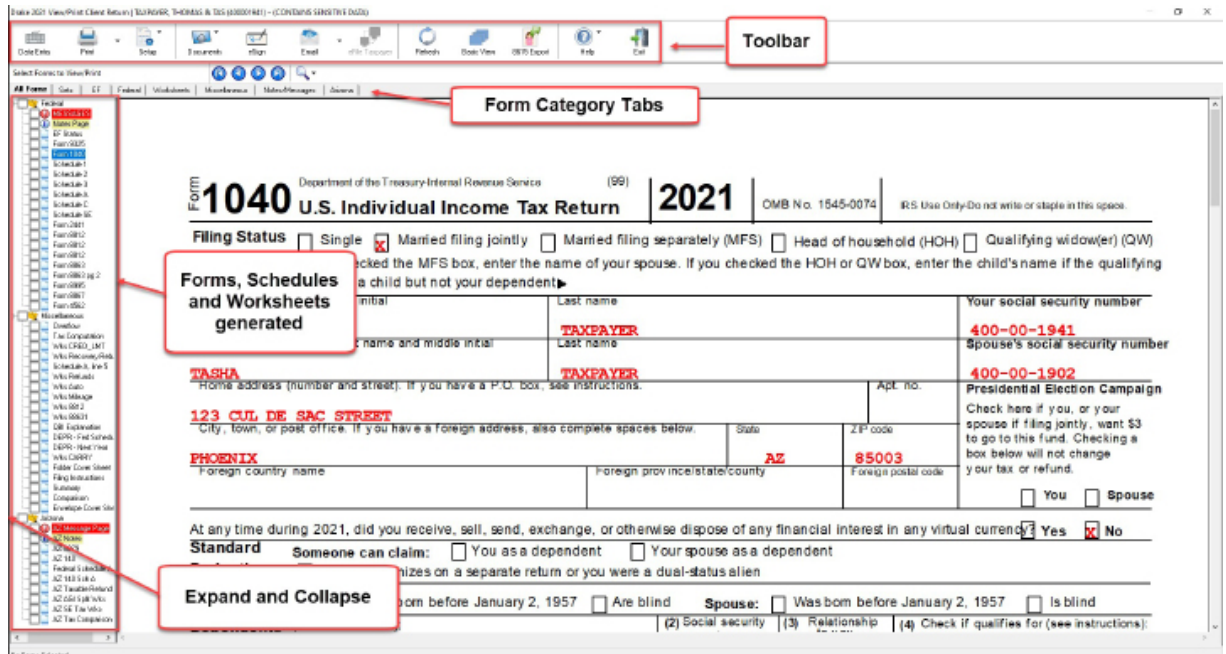
The **Return Notes** section in the **Calculation Results** window displays informational notes about the return. These notes provide details about the return, but they do not require that changes be made, and they do not prevent e-file. They also appear on the **NOTES** page in View mode.

Viewing and Printing a Return

To View a return from data entry, press CTRL + V or click **View** from the data entry toolbar.



Viewing a return displays all the forms generated for the return. You can toggle from data entry to View mode by pressing CTRL + V to jump to view mode, and then CTRL + E to go back to data entry.



Drake Tax Tips

Adjustment Fields

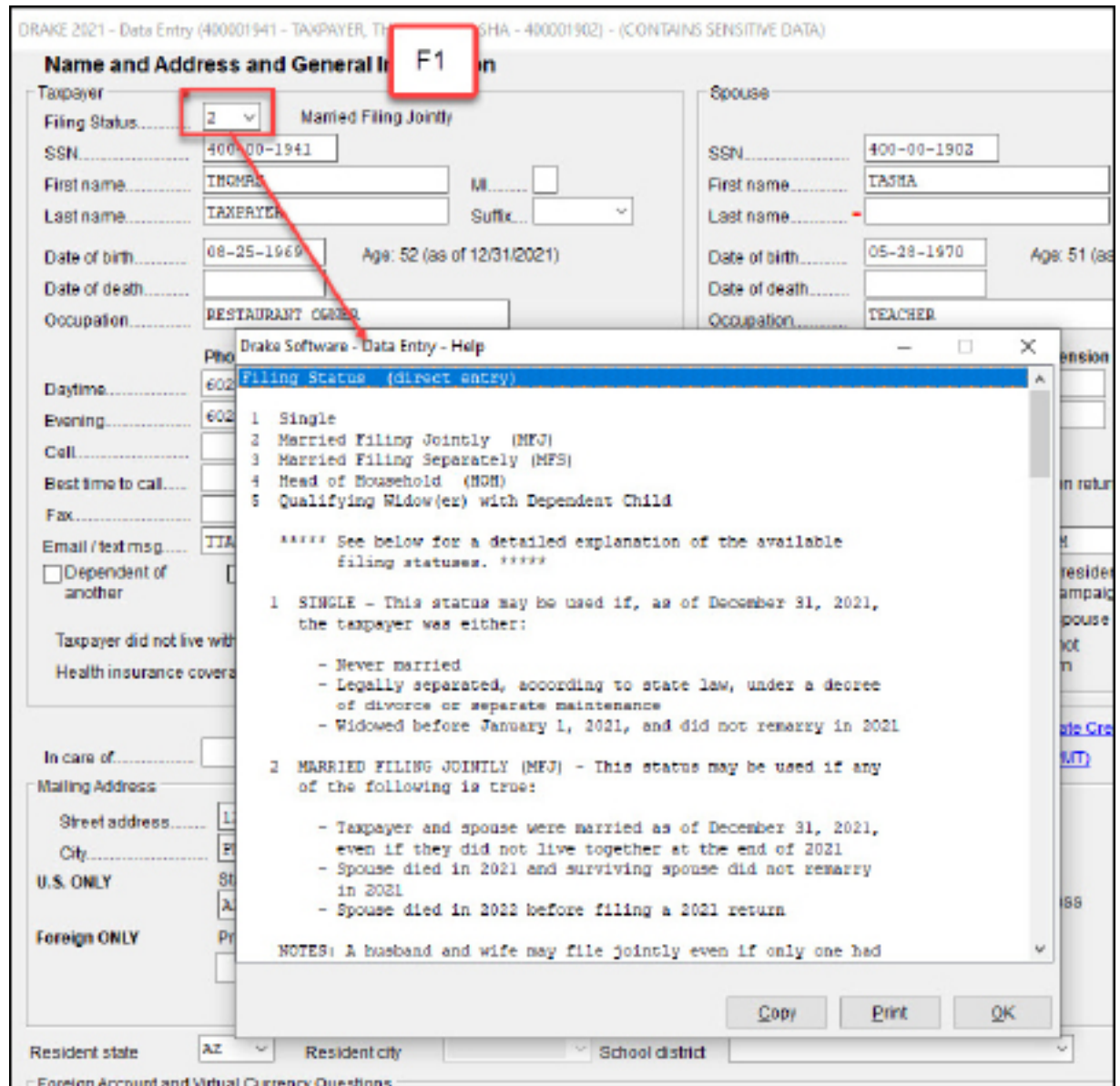
Fields that allow adjustments are preceded by a plus/minus sign (+/-) and display blue text by default. Data in these fields adjust program calculations by the amount entered. A positive number increases the calculated amount; a negative number decreases it.

The screenshot displays the 'Schedule A - Itemized Deductions' section of the Drake 2021 software. The window title is 'DRAKE 2021 - Data Entry (40001941 - TAXPAYER, THOMAS & TASHA - 40001902) - (CONTAINS SENSITIVE DATA)'. The interface includes a 'State Information' window showing 'AR HI IA KY PA NY Charitable NY-214 NY-249 WA VT WI'. The main form is divided into several sections: 'Medical and Dental', 'Taxes Paid', 'Interest Paid', 'Gifts to Charity', and 'Job Expenses and Most Other Misc Deductions'. A red callout box with a white background and a red border points to the '5b Real estate' field, which contains a plus sign and the number '3'. The text inside the callout box reads: 'Adds to, or subtracts from, supporting amounts from other entry'. Other fields with plus/minus signs include '5 Income taxes', '5a General sales tax', '5c Personal property taxes', '8c Points not reported on Form 1098', and '9 Investment interest'. The '5b Real estate' field is highlighted in red. The 'Job Expenses and Most Other Misc Deductions' section includes fields for 'Unreimbursed employee expenses' (with 'TEAM SHIRTS' and '500' entered), 'Union dues', 'Tax preparation fees' (with '200' entered), and 'Home Mortgage Interest'. The 'Overrides for state allocations for line 5e (First screen A ONLY)' section includes 'Real estate taxes' and 'Personal property taxes'.

Field Help

Field help provides information about a selected field. There are three ways to access field help:

- Click inside a field and press F1
- Click inside a field and press SHIFT+?
- Right-click in a field and select **Help > Help for this Field** from the right-click menu



EF Steps

The steps to e-filing are listed in the EF menu on the Drake **Home** Screen.

The screenshot shows the Drake 2021 Tax Software interface. The 'EF' menu is open, listing several options: 'Select Returns for EF' (Ctrl+S), 'Transmit/Receive' (Ctrl+T), 'Process Acks', 'Check Print', 'Check Register', 'Search EF Database', 'Copy EF Returns to Disk', and 'Copy EF Returns from Disk'. The 'EF' menu item is highlighted with a red box. The background shows the 'Personal Client Manager' window with a table of clients.

| Client Name | Type | Fili... | Started | State |
|-----------------------------------|------|---------|------------|--------|
| DOE, JOHN | 1040 | Single | 01/17/2022 | In Pro |
| COVID, CARRY-OVER & DISTRIBUTI... | 1040 | Joint | 01/10/2022 | In Pro |
| BERG, ICE | 1040 | Single | 01/20/2022 | In Pro |
| TAXPAYER, THOMAS & TASHA | 1040 | Joint | 03/18/2021 | New |



Presenter Bio - Ann Campbell CPA

Tax Software Trainer

Drake Software

Ann Campbell CPA joined Drake Software in 2021. She is a Certified Public Accountant licensed to practice in California and North Carolina. She has many years of experience as a tax preparer using Drake Software. Ann has also worked as a CFO and Controller in various industries. Ann was one of four finalists for Plastic News CFO of the Year 2019. She is a graduate of the Wharton School at the University of Pennsylvania.

Drake 101 - Data Entry

Course Fee: Free to register and view webinar. Drake customers pay \$15.00 and non-Drake customers pay \$19.00 for CPE - Pay only if you want to print a CPE certificate after the webinar.

Course Description: This is a basic course designed to familiarize Drake Software users with navigating data entry while preparing a tax return using Drake Tax. Upon completion of this course, the student will be able to:

- Create or open a return in Drake Tax.
- Perform data entry for a basic 1040 return.
- Calculate and view a tax return in Drake Tax.

How to Register: Sign in to DrakeETC.com and select **Webinars** from the menu on the left side of the web page. Select the webinar from the schedule displayed. Follow the prompts to register. Refer to the **FAQs** on the web page for detailed instructions and frequently asked questions.

CPE Facts:

| Affiliation | Format | CPE/Field of Study | Course ID # | Sponsor ID # |
|-------------------------------|----------------|--------------------------------------|--------------------|--------------|
| NASBA | Internet-Based | 1 — Computer Software & Applications | N/A | 103137 |
| CTEC** | N/A | 0- N/A | N/A | N/A |
| IRS | Online/Group | 1 — Federal Tax Law | FQTGU-T-00456-22-O | FQTGU |
| TX State Board of Accountancy | Internet-Based | 1 — Computer Software & Applications | 100368 | 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.

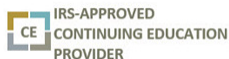
**CTEC does not allow credit to be awarded for courses that cover tax software topics.

Course Level: Basic

Last Revision: Winter 2022

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

Course Policies: Drake Software will grant a full refund if a refund request is received within at least 72 hours prior to the start of the webcast. Registrants who are “no-shows” for the live webcast will not qualify for a refund. Refund requests will *not* be granted by phone and must be sent to Education@DrakeSoftware.com



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



Drake Software is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org

Drake Software is registered with the Texas State Board of Public Accountancy as a CPE sponsor. This registration does not constitute an endorsement by the Board as to the quality of our CPE program.



Drake Software has been approved by the California Tax Education Council to offer the 2021 Update School, CTEC #3038-CE-0255, which provides 4 hours of federal tax update credit and 0 hours of state credit, and 3038-CE-0257, which provides 1 hour of federal tax credit and 0 hours towards the annual continuing education requirement imposed by the State of California. A listing of additional requirements to register as a tax preparer may be obtained by contacting CTEC at P.O. Box 2890, Sacramento, CA 95812-2890, toll-free by phone at (877) 850-2832, or on the Internet at www.ctec.org