

Drake Tax Essentials

This 14-hour course introduces tax return preparers to Drake Tax and its features used in daily practice.

Upon completion of this course, attendees will be able to:

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

Individual attendees fee is \$299. Register by midnight (Eastern Time) 30 days prior to the date of the class and receive 5% off.

AGENDA

Day 1 8 - 4	Getting Started	7:30 AM (Day 1) - Registration 12PM – 1PM - Lunch (lunch is not provided) Breaks will be provided during the day
	Installing the Software	
	Completing Setup	
	Navigating Drake	
	Pre-Season Tasks	
	Preparing Returns	
Day 2 8 - 4	Return Results	
	e-Filing	
	Tax Prep Tools	
	Reports	
	Software Tools	
	Help Resources	