

Print Instructions

Assuming the return you want to print is open:

1. Click on “Print Return” icon
2. Follow A. or B. below to choose the appropriate print packages

A. E-File Returns: check 2 boxes

1. Signature Pages (for RSVP VITA Office) (Prints one 8879 Practitioner Pin Form to be signed. See detail sheet “Tax Return Packet Procedure.”)
2. File Copy (Prints Taxpayer Federal & State Copies for clients’ File)

B. Mail-in Return (Mailed by client): Check 4 boxes

1. Signature Pages
2. File Copy (Prints Taxpayer Federal & State Copies for clients’ File.)
3. Taxpayer Federal Copy to be Mailed (Must be signed and mailed by client.)
4. Taxpayer State Copy to be Mailed (Must be signed and mailed by client.)

File Copy: complete federal and state returns for clients’ records. Ask them to bring next year & save at least 5 years.