

TY 2009 TaxWise Preparer Reminder Notes

Note: Page references refer to the *2009 Volunteer Resource Guide, Pub. 4012* (the spiral bound book).

- Tags:**
- indicates a notation you should hand write into your copy of the Resource Guide.
 - indicates a printed note in the Resource Guide that you should ‘highlight’.

See other textbook and local write-ups for ITINs, education credits, and other special instructions.

Stage	Tag	Instruction
Laptop Power-on	•	<ol style="list-style-type: none"> 1. Open laptop and turn power on 2. 1st Screen: At User name prompt: volunteer (not case sensitive) Password: Me4utax/ (case sensitive, include “/”) 3. 2nd Screen: Press Ctrl-Alt-Delete as directed 4. 3rd Screen: User Name: volunteer (not case sensitive) Password: Me4utax/ (case sensitive, include “/”) <p>When Windows startup completes, you can open TaxWise.</p>
1. Log In Screen (p. 1-5)	• •	<p>TaxWise User name: ORANGE</p> <p>Password: vita2009</p> <p>Click on Individual – 1040, then click OK</p> <p>NOTE: On Wednesdays, the SIDNs need to change to the correct location on both the Main Information Form and on the Form 8879: Pittsboro: Siler City: See p.4 of these notes for complete setup instructions.</p>
2. To start a new return (p. 1-5)	•	<p>Click on Start New Return in Return List, if shown, otherwise click Start a New Return .</p> <ol style="list-style-type: none"> 1. Enter taxpayer SSN 2. Tab to next field, and enter SSN again 3. TaxWise automatically assigns the file name. It cannot be overridden. 4. Make a note of the taxpayer’s name and SSN, and the file name in the computer log so you will be able to back up the return at the end of the shift.
3. Sequence (p. 1-7 to 1-12, 2-1 ff.)	•• ••	<p>Complete Main Information Screen first.</p> <p>Complete 1040 Page 1 and 2, line-by-line.</p> <p>Use F9, right-click-link, or icon to access source forms when required.</p> <p>For dividends & interest, always link to ‘last’ worksheet level to make entries.</p> <p>Verify all information on all customer tax forms entered accurately.</p> <p>Verify all required entries are made. (Clear the red; do NOT override.)</p>
4. 1040 Line 7 ,W2 (p. 2-3)	•• ••	<p>If boxes 3,4,5 & 6 do not match customer’s W2, Check applicable Line 13 box to remove calculations from lines 3,4,5, & 6.</p> <p>Make entries <u>exactly</u> as shown on client W-2.</p> <p>Override any lines that do not match the W-2 amount.</p>

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5. 1040 Line 12 1099 Misc (p. 2-8)	●●	If self-employment income, must do Schedule CE-Z and SE forms ●● Must meet rules in Sched C-EZ, Part I. ●● Link to 1099 Misc Form from C-EZ , Part II, Line 1. ●● Manually enter any mileage calculation or use scratch pad. Should have entry on 1040 line 27 for one half self-employment tax and Line 58 for Self Employment Tax.
6. 1040 Line 16a All Gov't retirees' 1099R Boxes (p. 2-10)	●	Go to NC Form D400, See F1 notes On 1099R: ● If NC state/local "Bailey" or Fed "Bailey": Check Box 2 ● If NC state/local "non-Bailey", or Fed "non-Bailey": Check Box 1 ● If other state , state/local Gov.: Check Box 1 ● If private (non-government) pension: No boxes checked ● Bailey =NC or Fed. vested by 8/12/89 ● (Note: vested after 8/12/89 is non-Bailey) ● Box 7 code definitions on back of 1099R
7. 1040 Line 40, Sched. A State and Local Taxes (p. 4-2)	●	See Sales Tax worksheet instructions For a few customers with low state income tax deduction, optimize NC ● Sales tax vs. State Income Tax Sched A, Line 5b: Link to Sales Tax Worksheet
8. 1040 Line 40, Sched. A Charitable Contributions (p. 2-2, 4-4)	●	● Even if not itemizing for Federal Return, complete Federal Schedule A gifts to Charity for use on NC return. ● Use Form D-400TC, Part 4 to get state tax credit for charitable contributions. Link D400, Part 4, Line 20 to Schedule A
9. 1040 Line 51 Retirement Savings Tax Credit (p.5-1, 5-5)	●●	Check to see if client contributed to 401K or IRA. ●● If so, Link to Form 8880
10. 1040 Line 52 Child & Dep. Care (p.5-1, 5-2)	●●	●● Make sure the DC column is checked on the Main Information Sheet for each child for which dependent care is claimed
11. 1040 Line 65 Est. Tax Payments (p.6-1)	●●	●● Link to worksheet to enter payments
12. 1040 Line 66 Sched EIC Wksht (p.6-3)		On Sched EIC, Qualifying Child Line 7, answer questions ONLY if child was born BEFORE 1988. Otherwise, <u>leave unanswered.</u>
13. 1040 Line 73 (p.13-6)		Some clients may still have old CCB or SunTrust Checks with old routing number. <u>The correct SunTrust Routing Number is: 061000104.</u>

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14. Diagnostics (p. 13-1)		<p>Be sure all red marks are cleared from forms tree. Run Diagnostics for ALL returns, not just e-filed returns.</p> <ul style="list-style-type: none"> •• Click on “magnifying glass” or click on Tools>Run Diagnostic • Click on error or “next entry” to go to entry that needs correction <p>Always print final diagnostic. Be sure a valid DCN appears at the top of the printed 8879. If filing electronically, REMEMBER TO CLICK “E-File” button on the Diagnostic screen.</p>
15. Printing Return		<p>Click on Print Return Practitioner PIN preset at 98765. Taxpayer PIN preset at 27516. Print:</p> <ul style="list-style-type: none"> • E-filed: 2-8879, 1 File copy. Retain signed 8879s, Fed&State W-2 copies, and any 1099s showing taxes withheld • Mailed: 1 File copy, 1 Fed Mail, 1 State Mail <p>To print single form: Open form on screen, click Print Form button.</p>
16. End of Day Saving to USB Flash Drive		<p>Open ORANGE user page. Click on Tools, Backup to Disk Use Regular Backup if FIRST file on “new” disk/flash drive. Caution: Using Regular Backup will erase existing files on disk/flash drive.</p> <p>Use Advanced Backup if ADDING files to disk/flash drive. Click ok for options screen. Double click on ORANGE to get file list. Highlight or check files to copy. Click ok. Suggestion: to verify that the returns are on the disk/flash drive, use Tools, Restore from Disk, look at floppy A-Drive or flash drive. After verifying all files are on the device, click Cancel. Write (in pencil) all file names on floppy disk if using floppy disk. Make a copy of the day’s computer log and return to the Lead Preparer with the backup medium.</p>

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DEFAULTS AND SPECIAL INSTRUCTIONS

Set-up/Default Info. Main Information Page (p. 1-7)	<u>Pittsboro</u>	<u>Siler City</u>
Preparers Name	Kathy Porter	
SIDN	S23-01-4252	S23-01-6932
EIN	56-6000327	
Firm Name	Orange County RSVP	
Address	2551 Homestead Rd	
Phone	919-968-2054	
TW Registration Code	AJPC-22S3-2244-A222-N8CQ	
EFIN	568839	
DCN	5X001 (X=Computer #)	6X001
To Delete Entire Return	<p>USE WITH CARE: There is no “Are you sure? Confirmation!”</p> <ol style="list-style-type: none"> 1. Open ORANGE user page 2. Click on Tools, then Utilities 3. On the Utilities screen, Click on File, then TaxWise Explorer 4. On the TaxWise Explorer screen, highlight the file 5. Choose Action, then Delete Files 6. Click on Delete button. 	
Amended Returns	<p>TW preserves the old return. When you try to open 1040X on an existing return you will see the following dialog box:</p> <div data-bbox="560 1312 1299 1722" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Confirm X </div> <div style="padding: 5px;"> (5) You have chosen to add an amendment form to this return. TaxWise saves the current version of this return in a read-only format before it adds the amendment form to it. You can open the read-only version of the return by clicking the File menu and choosing Return Versions. Would you like to continue and add the amendment form? <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </div> </div> </div> <p>Click Yes and fill in the 1040X form.</p>	