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Creating the e-file

After completing this topic, you will be able to:

- Run e-file validation.
- Correct e-file and validation errors.
- Complete the EIC checklist (Form 8867).
- Review reminder notes.
- Review warning messages.
- Select a federal return type.
- Enter direct deposit information or split a refund.
- Confirm ERO information.
- Verify Form 8879 information.
- Save and exit the return.

Running e-file Validation

When you finish preparing the information in the return, you can prepare the return for e-file. To do so, use the following steps from the opened return:

1. Click e-File in the left navigation bar.

TaxSlayer Pro Online displays the e-file page, with any errors concerning the return:

Errors Concerning Your Federal Return

The following errors concerning your Federal return were found. Our records indicate the Health Insurance section is incomplete. Select Visit to correct this information.

You cannot file Form 8815, Exclusion of Interest from Series EE and I US Savings Bonds, without an amount in Interest on U.S. Savings Bonds and Treasury Obligations on at least one of your Form 1099-INT items (Schedule B). Please remove the Form 8815 entries from your return, or enter the appropriate amount in your Form 1099-INT item.

2. If TaxSlayer Pro Online displays an error on the return, read the error carefully and click Visit for that error.
3. Make corrections to the return to eliminate the error.
4. Click **e-File** again.
5. Click **Visit** for each e-file error until you correct all errors.

**TIP:** You **cannot** e-file the return until you correct all e-file errors.

### Reviewing Warnings and Notes

TaxSlayer Pro Online displays the following:

- Warnings in the return.
- Notes you added to the return.

---

**Warnings Concerning Your Federal Return**

The following warnings concerning your Federal return were found.

- There is no information entered for your state income and withholdings in your W-2.
  
  If you would like to enter this now, please go to Income >> Wages and Salaries >> Edit next to your W-2 and enter the state information in boxes 15 – 20.

  If you reside in AK, FL, NH, NV, SD, TN, TX, WA or WY, boxes 15-20 may be blank on your W-2. Please select Continue E-filing below.

- You have the following sticky notes in your account.
  
  *Example*
  
  - This is an example note.

---

6. To review any warnings, click **Federal Section** in the left navigation bar and make corrections to that section of the return.
7. To review your notes, click the appropriate section in the left navigation bar and make changes.
8. When you finish reviewing warnings and notes, click **Continue**.

**TIP:** You can still e-file the return with warnings, but review each warning to ensure that you completed the return accurately.

**NOTE:** TaxSlayer Pro Online lists any incomplete forms loaded from the selected taxpayer profile on this page. Review the list to ensure that you completed the return accurately.
Completing the Earned Income Credit Checklist

If the taxpayer qualifies for the Earned Income Credit (EIC), there are a series of questions on the EIC checklist that you need to complete. When you clear any electronic filing errors in the return, you can answer additional questions that were not calculated from Basic Information.

**TIP:** For information on preparing a tax return with EIC, see the *Preparing a Return* section.

To complete the additional EIC information, use the following steps:

1. Click e-File.

TaxSlayer Pro Online displays the **EIC Checklist**:

2. Carefully read and answer the questions in the **Qualifying Information** section. These questions confirm the taxpayer and spouse’s eligibility for EIC, including questions about the taxpayer’s residency status, whether the taxpayer or spouse is a qualifying child
of another person and how you, as the preparer, obtained the information used to complete the return.

3. Scroll to the **Records** section, as shown below:

   ![Records Section](image)

   4. In the **Records** section, carefully read and answer questions about the taxpayer’s records. Even though you are not required to maintain the records, verifying the information leads to a more accurate tax return.

   5. Scroll to the **Qualifying Children** section (if the taxpayer has qualifying children), as shown below:

   ![Qualifying Children Section](image)

   6. Answer the question concerning whether the child could be considered a qualifying child for another individual.
If you answer **Yes** to the question, TaxSlayer Pro Online displays additional questions to determine whether the child is this taxpayer’s qualifying child for EIC:

7. Answer the questions about the child’s relationship to the other person and the tiebreaker rules.
8. Scroll to the **Documents used to determine Residency** section, as shown below:

![Documents used to determine Residency](image)

9. Select the appropriate check box(es) to show what documents you used.
10. Click **Continue**.
Creating the e-file

TaxSlayer Pro Online displays the Form 8867 – EIC Checklist page, showing whether the taxpayer qualifies for EIC.

11. Review the information on the checklist.
12. Click Continue.
TaxSlayer Pro Online displays the **Miscellaneous Statement** page (if you want to document notes you took while obtaining information for EIC):

13. Type any notes in the statement.
14. Click **Continue**.

TaxSlayer Pro Online displays the **Miscellaneous Statement** summary page:
15. Click **Continue**.

**Selecting the Return Type**

TaxSlayer Pro Online displays the **E-File** page:

![E-File page](image)

First, complete the **Return Type** section. To complete this section, use the following steps:

1. From the **Federal Return Type** drop-down list, select which of the following the taxpayer wants to do:
   a. Electronically file the return and receive a paper check for the refund (**Electronic Mailed**)
   b. Electronically file the return and receive a direct deposit for the refund (**Direct Deposit**)
   c. Mail the return (**Paper Return**)

TaxSlayer Pro Online displays additional information depending on your selection.

**TIP:** TaxSlayer Pro Online defaults to electronically filing the return. You must select **Paper Return** if you want the taxpayer to mail the return to the IRS.
Entering Direct Deposit Information
If the taxpayer wants his or her refund directly deposited into a bank account, use the following steps from the E-File page:

1. Select Direct Deposit from the Federal Return Type drop-down list.
2. Click Taxpayer Bank Account Information.

TaxSlayer Pro Online displays the Taxpayer Bank Account Information section:

![Taxpayer Bank Account Information](image)

3. Type the name of the bank.

**TIP:** The Name of Bank box is scheduled to be removed for TaxSlayer Pro Online 2016; however, for training purposes, we will type a bank name.

4. Select whether the account is a checking account or savings account.
5. Type the routing transit and bank account numbers in the appropriate boxes. TaxSlayer Pro Online requires that you type these numbers twice for accuracy.
6. Click Next.

**TIP:** To ensure accuracy, you should enter the banking information from the taxpayer’s document.
Splitting the Refund
If the taxpayer wants his or her refund split between different banks, use Form 8888. Complete the appropriate information on the E-File page.

This feature will be enabled for TaxSlayer Pro Online 2016. A training video and guide will be available in Fall 2016.

Confirming ERO Information
In the Return Type section, TaxSlayer Pro Online displays the ERO Information section:

1. Review the ERO information for accuracy.
2. Click Next.

Confirming Form 8879 Information
TaxSlayer Pro Online displays the Tax Preparation and E-File Information section:
3. In the **Pin Numbers** section, review the taxpayer, spouse, and ERO PINs.
   a. TaxSlayer Pro Online automatically defaults the ERO PIN to 98765, as discussed in the *Configuring TaxSlayer Pro Online* lessons.
4. Complete any necessary information in the **State Return(s)** section.
   See the *Electronically Filing States* lesson in this section for more information.
5. Click **Next**.

**Third Party Designee Information**

TaxSlayer Pro Online does not populate the third party designee information. To enter another taxpayer as the third party designee, click **Third Party Designee Info** and complete the appropriate information.

**NOTE:** You cannot enter a volunteer preparer as the third party designee.
Answering Custom Questions

TaxSlayer Pro Online displays the **Questions** section:

6. Answer each question in this section by selecting the appropriate answer from the drop-down list.

**TIP**: If your site administrator marked a question as **Required**, you must answer the question to continue.

7. Click **Save**.
Consent to Use/Consent to Disclose

TaxSlayer Pro Online displays the Consent to Use and Consent to Disclose pages next, if your site is required to use these forms.

The following is a sample consent page:

Follow your site procedures when completing the Consent pages.

**TIP:** If your site has set up Consents, you must answer them before creating the e-file. If the taxpayer denies the consent, the return cannot be e-filed.

**NOTE:** The Consent forms will print with taxpayer and spouse signature lines.
Completing the Submission Page

TaxSlayer Pro Online displays the **Submission** page:

![Submission Page Screenshot]

**Print**

If you want to print the return now, use the following steps:

1. Select the print set you want from the drop-down list.
2. Click **Print Return**.
TaxSlayer Pro Online displays the return in a separate window as a PDF:

3. Click the **Print** icon at the top left to print the return.

**Electronic Signature (Optional)**

Make sure the taxpayer and spouse sign the appropriate documents to consent to the electronic filing of the federal and state returns (if applicable).

You can have the taxpayer sign the return using your mouse. To do so, use the following steps:

1. Click **Sign**.
TaxSlayer Pro Online displays the **Taxpayer Signature** page:

2. The taxpayer can use your mouse to sign the return in the signature box.
3. If the taxpayer needs to start over, click **Clear Signature** and allow the taxpayer to sign again.
4. When you and the taxpayer are satisfied with the signature, click **Save Signature**.

Follow the same steps to have the spouse (if applicable) sign the return.

**Reviewing Information**

Review the following sections on this page:

1. ERO Information
2. Client Information
3. Return Information
4. Form 8879
5. State Return Information
1. Do one of the following:
   a. If the return is complete and ready to be e-filed, select the **Mark Complete** check box above the **Form 8879** section.
   b. If another person needs to review the return before it can be marked complete, select the **Ready for Review** check box at the bottom of the page.

2. Click **Save and Exit Return**.
Electronically Filing a State

After completing this topic, you will be able to:

- Mark a state for e-file.
- File a credit only state return.
- Describe the difference in linked and unlinked state returns.

Marking a State for e-file

In order to electronically file a state return, you need to mark the state return for e-filing. To mark the state for e-file, use the following steps:

1. Click e-File in the left navigation bar.
2. Follow the steps discussed in the Creating the e-file lesson until you reach the E-File page, as shown below:

3. Click the State Return(s) section.
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TaxSlayer Pro Online displays the **State Return(s)** section:

![State Return(s) Section](image)

4. From the **Return Type** check box, select which of the following the taxpayer wants to do for the state return:
   - Electronically file the return and receive a paper check for the refund (**Electronic Mailed**)
   - Electronically file the return and receive a direct deposit for the refund (**Direct Deposit**)
   - Mail the return (**Paper Return**)

5. Complete the remaining information on this page as described.

**TIP:** TaxSlayer Pro Online displays state-specific e-file requirements in the **State Return(s)** section, as shown below:

![State Return(s) Section](image)
Sending a State Only Return

In some cases, the taxpayer only needs to electronically file a state return. You may need to do this if the taxpayer is not required to file a federal return or has already filed a federal return. To file only the state return, use the following steps:

1. Navigate to the **E-File** landing page, as shown below:

![E-File landing page](image)

2. Select the **Send State Only** check box.

TaxSlayer Pro Online displays the **Note** warning that the state return will be filed without a federal return:

![Note warning](image)

3. Click the **X** to close the box.

4. Select the **Federal Return Type**.

**NOTE**: You need to select from this drop-down list even if you are not electronically filing the federal return to designate the refund/payment options.

5. Complete the remainder of the information on the **E-File** and **Submission** pages.
Linking State Returns
The IRS allows preparers to send state returns two ways: linked and unlinked. If the state return is *linked* to the federal return, the IRS does not send it to the state until the federal return is accepted. TaxSlayer Pro Online sends state returns to the IRS as linked returns. This helps prevent state rejects and the need to amend state returns because you have to change information because of a federal reject.

If the state return is *unlinked*, the IRS forwards the return to the state even if the federal return has not yet been accepted. If you send a state return as unlinked, there is a possibility that you will later have to amend the state return because you had to change information for a federal reject. You also have a higher possibility for a state reject, because the IRS has not verified the federal information in the return.
Review Process
After completing this topic, you will be able to:

- Identify returns to review.
- View the status of reviewed returns.
- Mark a return complete.
- Mark a return as ready to e-file.

Identifying Returns to Review
If you are a return quality reviewer, you can quickly find returns that you need to review. To identify returns to review, use the following steps:

1. Open TaxSlayer Pro Online to the Welcome page.

TaxSlayer Pro Online displays the Welcome page:

![Welcome to VITA/TCE Practice Lab](image)

2. Click Select on the Review Returns line.
TaxSlayer Pro displays the **Review Returns** page, listing all returns tax preparers have marked for review:

![Review Returns Page]

3. To review a return, click **Select** on the line for that return.

TaxSlayer Pro Online displays the **Calculation Summary** page for the selected return:

![Calculation Summary Page]

**NOTE:** TaxSlayer Pro Online 2016 defaults to the 1040 View.
Viewing Reviewed Return Status

If you need to view the status of a reviewed return, go to the Office Client List page. For more detailed information, refer to the Searching for Taxpayers lesson. From the Welcome page, use the following steps:

1. Click Select on the Client Search line.

TaxSlayer Pro Online displays the Office Client List page:

2. From the Filter by Status drop-down list, select Review Approved.
TaxSlayer Pro Online displays a list of all returns marked **Review Approved**:

![Image of Office Client List](image)

3. From the **Tools** drop-down list, select **Client Status**.

**Marking a Return Complete**

When you finish reviewing a return, use the following steps:

1. From the left navigation bar, click **e-File**.
Creating the e-file

2. Review the information on this page.
3. Click Save.
4. Verify the information on the Submission page and scroll to the bottom of the page.
5. If you have approved the return and are ready to mark it complete, select the **Mark Complete** check box.
6. Click either the **Approved** or **Failed** in the **Review Status** section.
   a. If you mark the return failed, type an explanation in the text box.

**Marking a Return for e-file**

If you do not have permission to e-file returns or you do not want to e-file this return now, you can mark it for e-file later. You can use Return Tags to mark a return ready for e-file. Use the following steps from the **Submission** page:

1. Click **Set Return Tags** at the bottom of the page.

TaxSlayer Pro Online displays the **Return Tags** page:

2. Select the **READY TO TRANSMIT** check box.
3. Click **Save Changes**.
4. Click **Close**.
Submitting e-files
After completing this topic, you will be able to:

- Select e-files to submit.
- Add corrected rejects to submit.

Selecting e-files
When you are ready to e-file returns, you can select all returns that are ready to e-file. To do so, use the following steps:

1. Log in to TaxSlayer Pro Online with a user name that is assigned a security template that allows e-file submission.

TaxSlayer Pro Online displays the Welcome page:

2. Click Select on the Transmissions line.
TaxSlayer Pro Online displays the **Transmissions** page, listing all returns that have been marked completed:

<table>
<thead>
<tr>
<th>SSN</th>
<th>NAME</th>
<th>PHONE</th>
<th>PREPARER</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>114-00-1717</td>
<td>Taxpayer Example</td>
<td></td>
<td>Admin Preparer</td>
<td>Complete</td>
</tr>
</tbody>
</table>

3. Select the check box(es) for the returns you want to transmit.
4. If you want to select all returns, click **Check All**.
5. If you have rejected returns and need to resubmit them, click **Add Returns**.

TaxSlayer Pro Online displays the **Add Returns** page:

<table>
<thead>
<tr>
<th>SSN</th>
<th>NAME</th>
<th>PHONE</th>
<th>PREPARER</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>-4672</td>
<td>CYNDI</td>
<td>Donna</td>
<td></td>
<td>Rejected</td>
</tr>
<tr>
<td>-2051</td>
<td>KYLE</td>
<td>Krysta</td>
<td></td>
<td>Rejected</td>
</tr>
<tr>
<td>-4829</td>
<td>JAMES</td>
<td>Krysta</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-7016</td>
<td>KRISTAL</td>
<td>Krysta</td>
<td></td>
<td>Accepted</td>
</tr>
<tr>
<td>-3236</td>
<td>TWANIE</td>
<td>Krysta</td>
<td></td>
<td>Accepted</td>
</tr>
<tr>
<td>-9660</td>
<td>NATALIE</td>
<td>Krysta</td>
<td></td>
<td>Accepted</td>
</tr>
<tr>
<td>-5580</td>
<td>CHARLES</td>
<td>Krysta</td>
<td></td>
<td>Accepted</td>
</tr>
<tr>
<td>-0024</td>
<td>DARRELL</td>
<td>Krysta</td>
<td></td>
<td>Accepted</td>
</tr>
</tbody>
</table>
TaxSlayer Pro Online displays the **Tax Return Transmissions** page indicating the number of returns submitted:

![Tax Return Transmissions page](image)

9. Click **Back** to return to the site’s **Welcome** page.

TaxSlayer Pro Online changes the taxpayer’s status in Client Status to **Transmitted** after you submit the return, as shown below:

<table>
<thead>
<tr>
<th>400-00-0152</th>
<th>Mary Test</th>
<th>(706) 668-</th>
<th>Christopher</th>
<th>In Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>400-00-0560</td>
<td>John Taxpayer</td>
<td>(706) 651-</td>
<td>Christopher</td>
<td>Transmitted</td>
</tr>
<tr>
<td>400-00-1239</td>
<td>First Last</td>
<td>(706) 586-</td>
<td>Christopher</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

Refer to the **Managing Returns** lesson in the **Configuring TaxSlayer Pro Online** to review filtering by status.

All e-files you submit to the TaxSlayer Processing Center go through a secondary validation check. If the e-file does not pass this secondary validation, TaxSlayer issues an Electronic Filing Center reject. We will cover correcting EFC rejects in the **Working Rejects** lesson.

The TaxSlayer development team reviews all validation errors received during this secondary process to determine if programmatic changes can be made.
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Working with Acknowledgements
After completing this topic, you will be able to:

- Receive acknowledgements.
- Print an acknowledgement report.
- Review processing center rejects.

Receiving Acknowledgements
When you transmit returns, you usually receive an acknowledgement within one hour for federal returns and 24-48 hours for state returns. We recommend that you check for acknowledgements several times a day. To check for acknowledgements, use the following steps from the TaxSlayer Pro Online Welcome page:

1. Click Select on the Reports line.

TaxSlayer Pro Online displays the Office Reports landing page:

2. Click Select on either the IRS Acknowledgements or State Acknowledgements line. For this lesson, we cover IRS acknowledgements. You will use the same steps to work with state acknowledgements.
3. Review each acknowledged return.
   a. If the IRS accepted the return, TaxSlayer Pro Online displays Accepted and the date in the Status column.
   b. If the IRS rejected the return, TaxSlayer Pro Online displays Rejected, the date, and the reason for the rejection.
4. Print your acknowledgement report. Click Print PDF.
5. Click Open in the browser’s dialog box. This dialog box varies depending on what browser you use.

TaxSlayer Pro Online displays the acknowledgement report as a PDF.

6. When you finish reviewing acknowledgements and printing the report, click Back.
Reviewing Processing Center Rejects
When checking for acknowledgements, you also need to search for returns that TaxSlayer’s processing center may have rejected for validation errors. To do so, use the following steps from the Office Reports landing page:

1. Click Select on the Validation Errors line.

TaxSlayer Pro Online displays the Validation Errors page:

<table>
<thead>
<tr>
<th>Elin</th>
<th>SSN</th>
<th>Last Name</th>
<th>State</th>
<th>Error Message</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Morris</td>
<td>KY</td>
<td>03/10/2016</td>
<td>Direct Deposit Return does not contain Bank Account Information</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>KY - Part-year and Nonresident returns cannot do a direct debit.</td>
</tr>
</tbody>
</table>

2. Review each return rejected from the TaxSlayer Processing Center.
   a. If the TaxSlayer Processing Center rejected the return,
      TaxSlayer Pro Online displays the reason for the validation error in the Help column.

3. Print your Validation Errors report. Click Print PDF.
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