Wolters Kluwer
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CCH Axcess™

At the Center of the Firm in Motion

CCH Axcess Tax Electronic Filing

User Guide

December 2014

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Chapter 1 - Configuring Electronic Filing Default Settings

You can set default values for tax return electronic filing options. In CCH Axcess Tax, defaults are saved in the return configuration set.

Return Configuration Sets

Return configuration sets include options to save defaults for Tax electronic filing options. Your firm can assign a return configuration set as the default for an organizational unit using Firm > Tax > Return Defaults. Open Dashboard, click **Configuration** on the navigation panel, and click **Settings and defaults** under Firm to display the firm settings options.

To access electronic filing options in a return configuration set, do the following:

1. In Dashboard, click **Configuration** on the navigation panel, and then click **Return configuration sets** under Tax.
2. Double-click a return configuration set on the navigation panel.
3. Click the following on the navigation panel:
    - **Electronic Filing Options**. Displays electronic filing options that apply to all return types, such as Electronic Return Originator (ERO) and Electronic Filing Identification Number (EFIN) information.
    - **Electronic Filing Options > <return type>**. Displays electronic filing options that are specific to each return type.

Staff Profiles

In CCH Axcess Tax, signer identification information, including the electronic filing PIN number, is entered in the staff profile. Do the following to access signer options:

1. Open Dashboard, click **Configuration** on the navigation panel, and then click **Staff** under Staff Manager.
2. Open an existing or create a new staff profile.
3. Click **Tax** > **Signer** on the navigation panel to enter the Electronic Return Originator (ERO) PIN.

Note: You can override Return configuration set values in a tax return. See *Chapter 2 - Preparing a Return or Extension Form for Electronic Filing* on page 26 to view the tax return locations.

Security Groups

Staff must be assigned the functional right to upload returns in a security group.

1. Open Dashboard and **Security groups** on the Configuration window to open Staff Manager.
2. Double-click an item in the grid to open a security group.
3. Click **Functional rights** on the navigation panel.
4. Click the **Tax** tab.
5. Expand **Tax Preparation**.
6. Grant the staff the functional right to *EFS status - Upload and hold return for release*, *EFS status - Upload and release return to taxing authority*, or both.
7. Expand **Electronic Filing**.
8. Select the applicable Electronic Filing Status system access for the staff.
9. Do one of the following:
   - Click **Save** to save your changes and keep the window open for editing.
   - Click **Save & Close** to save your changes and close the Security Group Profile window.
   - Click **Cancel** to abandon your changes.

See *Assigning Staff Electronic Filing Access* on page 28 for more information about granting staff access to electronically file from CCH Axcess Tax.

Managing Return Configuration Set Electronic Filing Options

Tax allows you to reduce data entry time by configuring default electronic filing settings for Individual, Partnership, Corporation, S Corporation, Fiduciary, Exempt Organization, and Employee Benefit Plan returns in a return configuration set. You can override electronic filing options in the return configuration set using the General > Electronic Filing worksheet.

To set default electronic filing options, do the following:

1. Open Dashboard, click **Configuration** on the navigation panel, and then click **Return configuration sets** under Tax.
2. Double-click a return configuration set on the navigation panel.
3. Click **Electronic Filing Options > General** on the navigation panel.
4. Enter information for default electronic filing options in the various areas.

Component	Description
Electronic Filing Identification Number (EFIN)	Enter the Electronic Filing Identification Number registered by the IRS for electronically filing Individual, Partnership, Corporation, S Corporation, and Fiduciary returns. Note: If **Use signer location for signature block** is selected on the return configuration set Signature Block window, the EFIN from Tax Lists > Signer Locations is applied to the return.
Taxpayer/Spouse PIN program information (1040)	Select to randomly generate the taxpayer and spouse PIN.

Component	Description
Electronic filing options	Select to not update the government form Electronic Filing Status Report and the electronic filing export window with the latest electronic filing status sent from Electronic Filing Status (EFS). This option applies to tax years 2013 and higher.
Print and correspondence options	Select the following information: • Select **Print full/entire government copy of electronic return** to include forms that are electronically filed in return government copies. • Select **Suppress printing of all forms during export** to exclude forms and payment vouchers with printed government copies when electronic files are created. • Select **Do not print nonfileable message on signature forms** to exclude the non-fileable message, *This is not a Fileable Copy*, when printing signature forms. • Select **Suppress printing of extension letters during export** to exclude extension letters when electronically filing extension forms. • Select how to process due dates in electronic filing paragraphs.

Electronic Return Originator (ERO) information	• Enter the following information:
	    • ERO contact name
	    • Preparer email address
	    • ERO PIN
	• Select **Randomly generate the ERO PIN (1040 only)** to allow the system to randomly assign the ERO PIN for 1040 returns.
	• Select **Print the ERO name in the signature block of the 8879** to print the ERO name on Form 8879. The *Print signer signature* option on the return configuration set Signature Block window must also be selected. This option is applied to tax years 2011 and higher.
	Important: Changes to this option are not applied to returns for tax years prior to 2011.

Electronic Return Originator (ERO) overrides	Select to replace signature block information with ERO overrides. If you select this box, enter the following information: • ERO name • ERO address • ERO city • State • ERO Zip code • Country • ERO EIN

Component	Description
	◆ ERO SSN ◆ Alternate ERO ID no. (PTIN) ◆ ERO telephone number
Self-employed	Select to override self-employed information on the signature block.

5. Click **Save** to save your changes and continue working in the return configuration set, or click **Save and Close** to save your changes and close the return configuration set.Click **Save** to save your changes or **Cancel** to exit the window without saving.

Managing Return Configuration Set 1040/Individual Electronic Filing Options

The 1040/Individual window in the return configuration set displays electronic filing configuration options that apply to all Individual returns. You can override electronic filing options in the return configuration set using the General > Electronic Filing worksheet.

To configure 1040/Individual electronic filing options, do the following:

1. Open Dashboard, click **Configuration** on the navigation panel, and then click **Return configuration sets** under Tax.
2. Double-click a return configuration set on the navigation panel.
3. Click **Electronic Filing Options** > **1040/Individual** on the navigation panel.
4. Enter information for 1040/Individual filing options.

Component	Description
Electronically file return	Select to enable returns for electronic filing.
Electronically file extension	Select to enable extensions for electronic filing. This option is applied to tax years 2012 and higher. **Important**: The Electronically file return option is applied to both returns and extensions for tax years prior to 2012.
File all balance due returns electronically	Select to file balance due returns electronically.
File home state return electronically	Select to file home state s in the return electronically.
File all applicable states electronically	Select to file all state s in the return electronically.
Electronically file city return	Select to file cities in the return electronically. This option applies to tax years 2013 and higher.
Electronically file other returns	Select to electronically file the following returns: ◆ **1040**. LLC and property tax ◆ **1041**. New York 204LL and Wisconsin PW-1 ◆ **1120**. Alabama CPT and New York 204LL

Component	Description
	• **1120S**. Alabama CPT, New York 204LL, and Wisconsin PW1 • **1065**. Alabama PPT, New York 204LL, Pennsylvania RCT-101I, and Wisconsin PW1 This option applies to tax years 2013 and higher.
Electronically file federal elections with signatures required	Select to include federal elections requiring signatures with Individual electronic files.
Suppress printing of the taxpayer signature dates	Select to suppress printing of the taxpayer signature dates. This option is applied to tax years 2012 and higher. Important: Changes to this option are not applied to returns for tax years prior to 2012.
Always produce 8879-SO during export	Select to prepare Form 8879-SO, State-only e-file Signature Authorization, when exporting electronic files. This option applies to tax years 2013 and higher.
Electronically sign 8879 authorization form(s)	Select to electronically file Form 8879 with a digital signature for federal and qualifying states. When enabled, this option also includes information in the transmittal letter and filing instructions that a return has been sent for eSign. Notes: • This option applies to tax years 2013 and higher. • This option does not apply to amended or IT-204LL (New York) returns, to extensions, or to filing Report of Foreign Bank and Financial Accounts (FBAR).
Enable eSign if state returns do not qualify	Select to electronically file Form 8879 with a digital signature for federal and qualifying states when a state that does not qualify for eSign exists in the return. Note: This option applies to tax years 2014 and higher.
Transmittal/filing instructions paragraph	Select how to print the transmittal letter and filing instruction paragraph for returns filed electronically. Select one of the following: • Not applicable • Standard • Alternate • Suppress • No further action • No further action - return Form 8879
Electronic filing notification to client option	Select one of the following for clients to receive notifications when returns or extensions are accepted by a taxing authority: • Notify all clients by email • Notify all clients by postcard

<table>
<tr><th>Component</th><th>Description</th></tr>
<tr><td></td><td>

Notify clients by postcard only if the email address has not been input
Send no notification to tax clients

Notes:

Notifications are not sent for returns or extensions that are rejected by a taxing authority.
Notifications are not sent for MI or OH city returns or extensions. You can review a delivery receipt from the city taxing authorities in Electronic Filing Status by clicking the Accepted status link.
Email notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.

</td></tr>
<tr><td>Electronic filing notification to signer option</td><td>
Select one of the following for signers to receive notifications when returns or extensions are accepted by a taxing authority:

Notify all signers by email
Notify all signers by postcard
Send no notification to signer

This option is applied to tax years 2011 and higher.

Notes:

Notifications are not sent for returns or extensions that are rejected by a taxing authority.
Notifications are not sent for MI or OH city returns or extensions. You can review a delivery receipt from the city taxing authorities in Electronic Filing Status by clicking the Accepted status link.
Email notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.

</td></tr>
<tr><td>Electronic filing rejection notification to signer option</td><td>
Select one of the following options for the treatment of electronic filing rejection/stopped notifications:

Send no notifications
Send e-mail to signer
Send e-mail to alternate signer e-mail address
Send e-mail to both signer and alternate

Notes:

Signer details are entered on the Tax > Signer window in the staff profile.
This option applies to tax years 2013 and higher.

</td></tr>
<tr><td>Send notification to signer when</td><td>Select for signers to receive notifications when taxpayer signatures have not been received on Form 8879 within a designated time period. A</td></tr>
</table>

Component	Description
8879 has not been received	notification is sent when a date has not been entered in the Electronic Filing Status system *Signature Form - Received* column within the designated time period. The notification is sent to the signer's email address or, if entered, to the signer's alternate email address. Select the check box, and then accept the default number of days, or enter a different number. This option is applied to tax years 2012 and higher.
Send e-mail notification to e-mail address below in lieu of signer	If you selected to notify signers by email (the *electronic filing* option or the *8879 has not been received* option), you can enter an alternate email address to receive notifications in lieu of the signer's email address. **Important**: If you select to send email notifications to an alternate address, you must enter the email address; otherwise, notifications are not sent.
Select the type of notification to be received	If you selected to send electronic filing notifications to clients or signers, by default, Return is selected. You can change your selection from the following options: • Return • Extensions
Select the taxing authority you want to receive notifications for	If you selected to send electronic filing notifications to clients or signers, by default, Federal is selected. You can change your selection from the following options: • Federal • State/Cities • FBAR **Note**: The FBAR option applies to the following: • Returns filed to report foreign bank and financial account information • Tax years 2014 and higher

5. Click **Save** to save your changes and continue working in the return configuration set, or click **Save and Close** to save your changes and close the return configuration set.Click **Save** to save your changes or **Cancel** to exit the window without saving.

Managing Return Configuration Set 1065/Partnership Electronic Filing Options

The 1065/Partnership window in the return configuration set displays electronic filing configuration options that apply to all Partnership returns. You can override electronic filing options in the return configuration set using the General > Electronic Filing worksheet, unless noted differently in the component explanations under step 4.

To configure 1065/Partnership electronic filing options, do the following:

1. Open Dashboard, click **Configuration** on the navigation panel, and then click **Return configuration sets** under Tax.
2. Double-click a return configuration set on the navigation panel.
3. Click **Electronic Filing Options** > **1065/Partnership** on the navigation panel.
4. Enter information for 1065/Partnership filing options in the various areas.

Component	Description
Federal electronic filing method	Select one of the following: • Not applicable • Required returns only • All returns *Required returns only* applies to Partnership returns with more than 100 partners.
Electronically file return	Select to enable returns for electronic filing.
Electronically file extension	Select to enable extensions for electronic filing. This option is applied to tax years 2012 and higher. **Important**: The Federal electronic filing method setting is applied to both returns and extensions for tax years prior to 2012.
File all applicable states electronically	Select to file all states in the return electronically.
Electronically file city return	Select to file cities in the return electronically. This option applies to tax years 2013 and higher.
Electronically file other returns	Select to electronically file the following returns: • **1040**. LLC and property tax • **1041**. New York 204LL and Wisconsin PW-1 • **1120**. Alabama CPT and New York 204LL • **1120S**. Alabama CPT, New York 204LL, and Wisconsin PW1 • **1065**. Alabama PPT, New York 204LL, Pennsylvania RCT-101I, and Wisconsin PW1 This option applies to tax years 2013 and higher.

<table>
<tr><th>Component</th><th>Description</th></tr>
<tr><td>Electronically file composite return</td><td>Select to file the following composite returns electronically:
1120S. Alabama Composite, Massachusetts Composite, and Wisconsin 1CNS
1065. Alabama Composite, Massachusetts Composite, Mississippi Composite, and Wisconsin 1CNS
This option applies to tax years 2013 and higher.</td></tr>
<tr><td>Create California magnetic file</td><td>Select to create Partnership California K-1 magnetic media data files.
You can override this option on a per return basis using the Federal > General > Electronic Filing > Section 4 worksheet.</td></tr>
<tr><td>Create New Jersey NJ-1080-C diskette file</td><td>Select to create Partnership NJ-1080-C diskette files. Partnership Diskette Filing is applicable only to returns for which the Federal Partnership return is being electronically filed.
You can override this option on a per return basis using the Federal > General > Electronic Filing > Section 4 worksheet.</td></tr>
<tr><td>Create AR 1000CR magnetic file</td><td>Select to create the Arkansas partnership information (AR 1000CR) magnetic media export file.
You can override this option on a per return basis using the Federal > General > Electronic Filing > Section 4 worksheet.</td></tr>
<tr><td>Transmittal/filing instructions paragraph</td><td>Select one of the following:
Notify all clients by email (default)
Notify all clients by postcard
Notify all clients by postcard only if the email address has not been input
Send no notification to tax clients</td></tr>
<tr><td>Electronic filing notification to client option</td><td>Clients can receive notifications when returns or extensions are accepted by a taxing authority. Select one of the following:
Notify all clients by email
Notify all clients by postcard
Notify clients by postcard only if the email address has not been input
Send no notification to tax clients
Notes:
Notifications are not sent for returns or extensions that are rejected by a taxing authority.
Notifications are not sent for MI or OH city returns or extensions. You can review a delivery receipt from the city taxing authorities in Electronic Filing Status by clicking the Accepted status link.
Email notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.</td></tr>
</table>

Component	Description
Electronic filing notification to signer option	Beginning with the 2011 tax year, signers can receive notifications when returns or extensions are accepted by a taxing authority. Select one of the following: • Notify all signers by email • Notify all signers by postcard • Send no notification to signer Notes: • Notifications are not sent for returns or extensions that are rejected by a taxing authority. • Notifications are not sent for MI or OH city returns or extensions. You can review a delivery receipt from the city taxing authorities in Electronic Filing Status by clicking the *Accepted* status link. • Email notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.
Electronic filing rejection notification to signer option	Select one of the following options for the treatment of electronic filing rejection/stopped notifications: • Send no notifications • Send e-mail to signer • Send e-mail to alternate signer e-mail address • Send e-mail to both signer and alternate Notes: • Signer details are entered on the Tax > Signer window in the staff profile. • This option applies to tax years 2013 and higher.
Send notification to signer when 8879 has not been received	Select for signers to receive notifications when taxpayer signatures have not been received on Form 8879 within a designated time period. A notification is sent when a date has not been entered in the Electronic Filing Status system *Signature Form - Received* column within the designated time period. The notification is sent to the signer's email address or, if entered, to the signer's alternate email address. Select the check box, and then accept the default number of days, or enter a different number. This option is applied to tax years 2012 and higher.
Send e-mail notification to e-mail address below in lieu of signer	If you selected to notify signers by email (the *electronic filing* option or the *8879 has not been received* option), you can enter an alternate email address to receive notifications in lieu of the signer's email address. Important: If you select to send email notifications to an alternate address, you must enter the email address; otherwise, notifications are not sent.

Component	Description
Select the type of notification to be received	If you selected to send electronic filing notifications to clients or signers, by default, Return is selected. You can change your selection from the following options: • Return • Extensions
Select the taxing authority you want to receive notifications for	If you selected to send electronic filing notifications to clients or signers, by default, Federal is selected. You can change your selection from the following options: • Federal • State/Cities • FBAR Note: The FBAR option applies to the following: • Returns filed to report foreign bank and financial account information • Tax years 2014 and higher

5. Click **Save** to save your changes and continue working in the return configuration set, or click **Save and Close** to save your changes and close the return configuration set.Click **Save** to save your changes or **Cancel** to exit the window without saving.

Managing Return Configuration Set 1120/Corporation Electronic Filing Options

The 1120/Corporation window in the return configuration set displays electronic filing configuration options that apply to all Corporation returns. You can override electronic filing options in the return configuration set using the General > Electronic Filing worksheet.

To configure 1120/Corporation electronic filing options, do the following:

1. Open Dashboard, click **Configuration** on the navigation panel, and then click **Return configuration sets** under Tax.
2. Double-click a return configuration set on the navigation panel.
3. Click **Electronic Filing Options** > **1120/Corporation** on the navigation panel.
4. Enter information for 1120/Corporation filing options in the various areas.

Component	Description
Electronically file return	Select to enable returns for electronic filing.
Electronically file extension	Select to enable extensions for electronic filing. This option is applied to tax years 2012 and higher. Important: The Electronically file return option is applied to both returns and extensions for tax years prior to 2012.
File all balance due returns electronically	Select to file balance due returns electronically.

<table>
<tr><th>Component</th><th>Description</th></tr>
<tr><td>File all applicable states electronically</td><td>Select to file all states in the return electronically.</td></tr>
<tr><td>Electronically file city return</td><td>Select to file cities in the return electronically.
This option applies to tax years 2013 and higher.</td></tr>
<tr><td>Electronically file other returns</td><td>Select to electronically file the following returns:
1040. LLC and property tax
1041. New York 204LL and Wisconsin PW-1
1120. Alabama CPT and New York 204LL
1120S. Alabama CPT, New York 204LL, and Wisconsin PW1
1065. Alabama PPT, New York 204LL, Pennsylvania RCT-101I, and Wisconsin PW1
This option applies to tax years 2013 and higher.</td></tr>
<tr><td>Transmittal/filing instructions paragraphs</td><td>Select how to print the transmittal letter and filing instruction paragraph for returns filed electronically. Select one of the following:
Not applicable
Standard
Alternate
Suppress
No further action
No further action - return Form 8879-C</td></tr>
<tr><td>Electronic filing notification to client option</td><td>Beginning with the 2011 tax year, clients can receive notifications when returns or extensions are accepted by a taxing authority. Select one of the following:
Notify all clients by email
Notify all clients by postcard
Notify clients by postcard only if the email address has not been input
Send no notification to tax clients
Notes:
Notifications are not sent for returns or extensions that are rejected by a taxing authority.
Notifications are not sent for MI or OH city returns or extensions. You can review a delivery receipt from the city taxing authorities in Electronic Filing Status by clicking the Accepted status link.
Email notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.</td></tr>
</table>

<table>
<tr><th>Component</th><th>Description</th></tr>
<tr><td>Electronic filing notification to signer option</td><td>Beginning with the 2011 tax year, signers can receive notifications when returns or extensions are accepted by a taxing authority. Select one of the following:
Notify all signers by email
Notify all signers by postcard
Send no notification to signer
Notes:
Notifications are not sent for returns or extensions that are rejected by a taxing authority.
Notifications are not sent for MI or OH city returns or extensions. You can review a delivery receipt from the city taxing authorities in Electronic Filing Status by clicking the Accepted status link.
Email notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.</td></tr>
<tr><td>Electronic filing rejection notification to signer option</td><td>Select one of the following options for the treatment of electronic filing rejection/stopped notifications:
Send no notifications
Send e-mail to signer
Send e-mail to alternate signer e-mail address
Send e-mail to both signer and alternate
Notes:
Signer details are entered on the Tax > Signer window in the staff profile.
This option applies to tax years 2013 and higher.</td></tr>
<tr><td>Send notification to signer when 8879 has not been received</td><td>Select for signers to receive notifications when taxpayer signatures have not been received on Form 8879 within a designated time period. A notification is sent when a date has not been entered in the Electronic Filing Status system Signature Form - Received column within the designated time period.
The notification is sent to the signer's email address or, if entered, to the signer's alternate email address.
Select the check box, and then accept the default number of days, or enter a different number.
This option is applied to tax years 2012 and higher.</td></tr>
<tr><td>Send e-mail notification to e-mail address below in lieu of signer</td><td>If you selected to notify signers by email (the electronic filing option or the 8879 has not been received option), you can enter an alternate email address to receive notifications in lieu of the signer's email address.
Important: If you select to send email notifications to an alternate address, you must enter the email address; otherwise, notifications are not sent.</td></tr>
</table>

Component	Description
Select the type of notification to be received	If you selected to send electronic filing notifications to clients or signers, by default, Return is selected. You can change your selection from the following options: • Return • Extensions
Select the taxing authority you want to receive notifications for	If you selected to send electronic filing notifications to clients or signers, by default, Federal is selected. You can change your selection from the following options: • Federal • State/Cities • FBAR Note: The FBAR option applies to the following: • Returns filed to report foreign bank and financial account information • Tax years 2014 and higher

5. Click **Save** to save your changes and continue working in the return configuration set, or click **Save and Close** to save your changes and close the return configuration set.Click **Save** to save your changes or **Cancel** to exit the window without saving.

Managing Return Configuration Set 1120S/S Corporation Electronic Filing Options

The 1120S/S Corporation window in the return configuration set displays electronic filing configuration options that apply to all S Corporation returns. You can override electronic filing options in the return configuration set using the General > Electronic Filing worksheet.

To configure 1120S/S Corporation electronic filing options, do the following:

1. Open Dashboard, click **Configuration** on the navigation panel, and then click **Return configuration sets** under Tax.
2. Double-click a return configuration set on the navigation panel.
3. Click **Electronic Filing Options** > **1120S/S Corporation** on the navigation panel.
4. Enter information for 1120S/S Corporation filing options in the various areas.

Component	Description
Electronically file return	Select to enable returns for electronic filing.
Electronically file extension	Select to enable extensions for electronic filing. This option is applied to tax years 2012 and higher. Important: The Electronically file return option is applied to both returns and extensions for tax years prior to 2012.
File all balance due returns electronically	Select to file balance due returns electronically.

Component	Description
File all applicable states electronically	Select to file all state s in the return electronically.
Electronically file city return	Select to file cities in the return electronically. This option applies to tax years 2013 and higher.
Electronically file composite return	Select to file the following composite returns electronically: • **1120S**. Alabama Composite, Massachusetts Composite, and Wisconsin 1CNS • **1065**. Alabama Composite, Massachusetts Composite, Mississippi Composite, and Wisconsin 1CNS This option applies to tax years 2013 and higher.
Electronically file other returns	Select to electronically file the following returns: • **1040**. LLC and property tax • **1041**. New York 204LL and Wisconsin PW-1 • **1120**. Alabama CPT and New York 204LL • **1120S**. Alabama CPT, New York 204LL, and Wisconsin PW1 • **1065**. Alabama PPT, New York 204LL, Pennsylvania RCT-101I, and Wisconsin PW1 This option applies to tax years 2013 and higher.
Create New Jersey NJ-1080-C diskette file	Select to create NJ-1080-C diskette files. S Corporate Diskette Filing is applicable only to returns for which the Federal return is being electronically filed. **Note**: You can override this option on a per return basis using the Federal > General > Electronic Filing > Section 4 worksheet.
Create AR 1000CR magnetic file	Select to create the Arkansas (AR 1000CR) magnetic media export file. **Note**: You can override this option on a per return basis using the Federal > General > Electronic Filing > Section 4 worksheet.
Transmittal/filing instructions paragraphs	Select how to print the transmittal letter and filing instruction paragraph for returns filed electronically. Select one of the following: • Not applicable • Standard • Alternate • Suppress • No further action • No further action - return Form 8879-S
Electronic filing notification to client option	Beginning with the 2011 tax year, clients can receive notifications when returns or extensions are accepted by a taxing authority. Select one of the following: • Notify all clients by email • Notify all clients by postcard

Component	Description
	• Notify clients by postcard only if the email address has not been input • Send no notification to tax clients **Notes**: • Notifications are not sent for returns or extensions that are rejected by a taxing authority. • Notifications are not sent for MI or OH city returns or extensions. You can review a delivery receipt from the city taxing authorities in Electronic Filing Status by clicking the *Accepted* status link. • Email notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.
Electronic filing notification to signer option	Beginning with the 2011 tax year, signers can receive notifications when returns or extensions are accepted by a taxing authority. Select one of the following: • Notify all signers by email • Notify all signers by postcard • Send no notification to signer **Notes**: • Notifications are not sent for returns or extensions that are rejected by a taxing authority. • Notifications are not sent for MI or OH city returns or extensions. You can review a delivery receipt from the city taxing authorities in Electronic Filing Status by clicking the *Accepted* status link. • Email notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.
Electronic filing rejection notification to signer option	Select one of the following options for the treatment of electronic filing rejection/stopped notifications: • Send no notifications • Send e-mail to signer • Send e-mail to alternate signer e-mail address • Send e-mail to both signer and alternate **Notes**: • Signer details are entered on the Tax > Signer window in the staff profile. • This option applies to tax years 2013 and higher.

Component	Description
Send notification to signer when 8879 has not been received	Select for signers to receive notifications when taxpayer signatures have not been received on Form 8879 within a designated time period. A notification is sent when a date has not been entered in the Electronic Filing Status system *Signature Form - Received* column within the designated time period. The notification is sent to the signer's email address or, if entered, to the signer's alternate email address. Select the check box, and then accept the default number of days, or enter a different number. This option is applied to tax years 2012 and higher.
Send e-mail notification to e-mail address below in lieu of signer	If you selected to notify signers by email (the *electronic filing* option or the *8879 has not been received* option), you can enter an alternate email address to receive notifications in lieu of the signer's email address. **Important**: If you select to send email notifications to an alternate address, you must enter the email address; otherwise, notifications are not sent.
Select the type of notification to be received	If you selected to send electronic filing notifications to clients or signers, by default, Return is selected. You can change your selection from the following options: • Return • Extensions
Select the taxing authority you want to receive notifications for	If you selected to send electronic filing notifications to clients or signers, by default, Federal is selected. You can change your selection from the following options: • Federal • State/Cities • FBAR **Note**: The FBAR option applies to the following: • Returns filed to report foreign bank and financial account information • Tax years 2014 and higher

5. Click **Save** to save your changes and continue working in the return configuration set, or click **Save and Close** to save your changes and close the return configuration set.Click **Save** to save your changes or **Cancel** to exit the window without saving.

Managing Return Configuration Set 1041/Fiduciary Electronic Filing Options

The 1041/Fiduciary window in the return configuration set displays electronic filing configuration options that apply to Fiduciary returns. You can override electronic filing options in the return configuration set using the General > Electronic Filing worksheet.

To configure 1041/Fiduciary electronic filing options, do the following:

1. Open Dashboard, click **Configuration** on the navigation panel, and then click **Return configuration sets** under Tax.
2. Double-click a return configuration set on the navigation panel.
3. Click **Electronic Filing Options** > **1041/Fiduciary** on the navigation panel.
4. Enter information for 1041/Fiduciary filing options in the various areas

Component	Description
Electronically file return	Select to enable returns for electronic filing.
Electronically file extension	Select to enable extensions for electronic filing. This option is applied to tax years 2012 and higher. **Important**: The Electronically file return option is applied to both returns and extensions for tax years prior to 2012.
File all balance due returns electronically	Select to file balance due returns electronically.
File all applicable states electronically	Select to file all states in the return electronically.
Electronically file other returns	Select to electronically file the following returns: • **1040**. LLC and property tax • **1041**. New York 204LL and Wisconsin PW-1 • **1120**. Alabama CPT and New York 204LL • **1120S**. Alabama CPT, New York 204LL, and Wisconsin PW1 • **1065**. Alabama PPT, New York 204LL, Pennsylvania RCT-101I, and Wisconsin PW1 This option applies to tax years 2013 and higher.
Transmittal/filing instructions paragraph	Select how to print the transmittal letter and filing instruction paragraph for returns filed electronically. Select one of the following: • Not applicable • Standard • Alternate • Suppress • No further action • No further action - send Form 8879-F

Component	Description
Electronic filing notification to client option	Beginning with the 2011 tax year, clients can receive notifications when returns or extensions are accepted by a taxing authority. Select one of the following: • Notify all clients by email • Notify all clients by postcard • Notify clients by postcard only if the email address has not been input • Send no notification to tax clients Notes: • Notifications are not sent for returns or extensions that are rejected by a taxing authority. • Notifications are not sent for MI or OH city returns or extensions. You can review a delivery receipt from the city taxing authorities in Electronic Filing Status by clicking the *Accepted* status link. • Email notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.
Electronic filing notification to signer option	Beginning with the 2011 tax year, signers can receive notifications when returns or extensions are accepted by a taxing authority. Select one of the following: • Notify all signers by email • Notify all signers by postcard • Send no notification to signer Notes: • Notifications are not sent for returns or extensions that are rejected by a taxing authority. • Notifications are not sent for MI or OH city returns or extensions. You can review a delivery receipt from the city taxing authorities in Electronic Filing Status by clicking the *Accepted* status link. • Email notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.
Electronic filing rejection notification to signer option	Select one of the following options for the treatment of electronic filing rejection/stopped notifications: • Send no notifications • Send e-mail to signer • Send e-mail to alternate signer e-mail address • Send e-mail to both signer and alternate Notes: • Signer details are entered on the Tax > Signer window in the

<table>
<tr><th>Component</th><th>Description</th></tr>
<tr><td></td><td>staff profile.
This option applies to tax years 2013 and higher.</td></tr>
<tr><td>Send notification to signer when 8879 has not been received</td><td>Select for signers to receive notifications when taxpayer signatures have not been received on Form 8879 within a designated time period. A notification is sent when a date has not been entered in the Electronic Filing Status system Signature Form - Received column within the designated time period.
The notification is sent to the signer's email address or, if entered, to the signer's alternate email address.
Select the check box, and then accept the default number of days, or enter a different number.
This option is applied to tax years 2012 and higher.</td></tr>
<tr><td>Send e-mail notification to e-mail address below in lieu of signer</td><td>If you selected to notify signers by email (the electronic filing option or the 8879 has not been received option), you can enter an alternate email address to receive notifications in lieu of the signer's email address.
Important: If you select to send email notifications to an alternate address, you must enter the email address; otherwise, notifications are not sent.</td></tr>
<tr><td>Select the type of notification to be received</td><td>If you selected to send electronic filing notifications to clients or signers, by default, Return is selected. You can change your selection from the following options:
Return
Extensions</td></tr>
<tr><td>Select the taxing authority you want to receive notifications for</td><td>If you selected to send electronic filing notifications to clients or signers, by default, Federal is selected. You can change your selection from the following options:
Federal
State/Cities
FBAR
Note: The FBAR option applies to the following:
Returns filed to report foreign bank and financial account information
Tax years 2014 and higher</td></tr>
</table>

5. Click **Save** to save your changes and continue working in the return configuration set, or click **Save and Close** to save your changes and close the return configuration set.Click **Save** to save your changes or **Cancel** to exit the window without saving.

Managing Return Configuration Set 5500/Employee Benefit Plan Electronic Filing Options

The 5500/Employee Benefit Plan window in the return configuration set displays electronic filing configuration options that apply to all Employee Benefit Plan returns. You can override electronic filing options in the return configuration set using the General > Electronic Filing worksheet.

To configure 5500/Employee Benefit Plan electronic filing options, do the following:

1. Open Dashboard, click **Configuration** on the navigation panel, and then click **Return configuration sets** under Tax.
2. Double-click a return configuration set on the navigation panel.
3. Click **Electronic Filing Options** > **5500/Employee Benefit Plan** on the navigation panel.
4. Enter information for 5500/Employee Benefit Plan filing options in the various areas.

Component	Description
Electronically file return	Select to enable return for electronic filing.
Transmittal/filing instructions paragraph	Select how to print the transmittal letter and filing instruction paragraph for returns filed electronically. Select one of the following: • Not applicable • Standard • Alternate • Suppress • No further action
Electronic filing notification to client option	Beginning with the 2011 tax year, clients can receive notifications when returns or extensions are accepted by a taxing authority. Select one of the following: • Notify all clients by email • Notify all clients by postcard • Notify clients by postcard only if the email address has not been input • Send no notification to tax clients **Notes**: • Notifications are not sent for returns or extensions that are rejected by a taxing authority. • Notifications are not sent for MI or OH city returns or extensions. You can review a delivery receipt from the city taxing authorities in Electronic Filing Status by clicking the *Accepted* status link. • Email notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.

Component	Description
Electronic filing notification to signer option	Beginning with the 2011 tax year, signers can receive notifications when returns or extensions are accepted by a taxing authority. Select one of the following: • Notify all signers by email • Notify all signers by postcard • Send no notification to signer Notes: • Notifications are not sent for returns or extensions that are rejected by a taxing authority. • Notifications are not sent for MI or OH city returns or extensions. You can review a delivery receipt from the city taxing authorities in Electronic Filing Status by clicking the *Accepted* status link. • Email notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.
Electronic filing rejection notification to signer option	Select one of the following options for the treatment of electronic filing rejection/stopped notifications: • Send no notifications • Send e-mail to signer • Send e-mail to alternate signer e-mail address • Send e-mail to both signer and alternate Notes: • Signer details are entered on the Tax > Signer window in the staff profile. • This option applies to tax years 2013 and higher.
Send e-mail notification to e-mail address below in lieu of signer	If you selected to notify all signers by email, you can enter an alternate email address to receive notifications in lieu of the signer's email address. Important: If you select to send email notifications to an alternate address, you must enter the email address; otherwise, notifications are not sent.
Select the type of notification to be received	If you selected to send electronic filing notifications to clients or signers, by default, Return is selected. You can change your selection from the following options: • Return • Extensions
Select the taxing authority you want to receive notifications for	If you selected to send electronic filing notifications to clients or signers, by default, Federal is selected. You can change your selection from the following options: • Federal • States/Cities

5. Click **Save** to save your changes and continue working in the return configuration set, or click **Save and Close** to save your changes and close the return configuration set.Click **Save** to save your changes or **Cancel** to exit the window without saving.

Managing Return Configuration Set 990/Exempt Electronic Filing Options

The 990/Exempt window in the return configuration set displays electronic filing configuration options that apply to all Exempt returns. You can override electronic filing options in the return configuration set using the General > Electronic Filing worksheet.

To configure 990/Exempt electronic filing options, do the following:

1. Open Dashboard, click **Configuration** on the navigation panel, and then click **Return configuration sets** under Tax.
2. Double-click a return configuration set on the navigation panel.
3. Click **Electronic Filing Options** > **990/Exempt** on the navigation panel.
4. Enter information for 990/Exempt filing options in the various areas.

Component	Description
Electronically file return	Select to enable returns for electronic filing.
Electronically file extension	Select to enable extensions for electronic filing. This option is applied to tax years 2012 and higher. **Important**: The Electronically file return option is applied to both returns and extensions for tax years prior to 2012.
File all balance due returns electronically	Select to file all balance due returns electronically.
File all applicable states electronically	Select to file all state s in the return electronically.
Transmittal/filing instructions paragraph	Select how to print the transmittal letter and filing instruction paragraph for returns filed electronically. Select one of the following: • Not applicable • Standard • Alternate • Suppress • No further action • No further action - send 8879-EO
Electronic filing notification to client option	Beginning with the 2011 tax year, clients can receive notifications when returns or extensions are accepted by a taxing authority. Select one of the following: • Notify all clients by email • Notify all clients by postcard • Notify clients by postcard only if the email address has not been input • Send no notification to tax clients

Component	Description
	Notes: • Notifications are not sent for returns or extensions that are rejected by a taxing authority. • Notifications are not sent for MI or OH city returns or extensions. You can review a delivery receipt from the city taxing authorities in Electronic Filing Status by clicking the *Accepted* status link. • Email notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.
Electronic filing notification to signer option	Beginning with the 2011 tax year, signers can receive notifications when returns or extensions are accepted by a taxing authority. Select one of the following: • Notify all signers by email • Notify all signers by postcard • Send no notification to signer **Notes**: • Notifications are not sent for returns or extensions that are rejected by a taxing authority. • Notifications are not sent for MI or OH city returns or extensions. You can review a delivery receipt from the city taxing authorities in Electronic Filing Status by clicking the *Accepted* status link. • Email notifications are free of charge, but postcard notifications are priced according to the latest Pricing Catalog for each taxing authority in the return.
Electronic filing rejection notification to signer option	Select one of the following options for the treatment of electronic filing rejection/stopped notifications: • Send no notifications • Send e-mail to signer • Send e-mail to alternate signer email address • Send e-mail to both signer and alternate **Notes**: • Signer details are entered on the Tax > Signer window in the staff profile. • This option applies to tax years 2013 and higher.
Send e-mail notification to e-mail address below in lieu of signer	If you selected to notify all signers by email, you can enter an alternate email address to receive notifications in lieu of the signer's email address. **Important**: If you select to send email notifications to an alternate address, you must enter the email address; otherwise, notifications are not sent.

<table>
<tr><th>Component</th><th>Description</th></tr>
<tr><td>Select the type of notification to be received</td><td>If you selected to send electronic filing notifications to clients or signers, by default, Return is selected. You can change your selection from the following options:
Return
Extensions</td></tr>
<tr><td>Select the taxing authority you want to receive notifications for</td><td>If you selected to send electronic filing notifications to clients or signers, by default, Federal is selected. You can change your selection from the following options:
Federal
State/Cities
FBAR
Note: The FBAR option applies to the following:
Returns filed to report foreign bank and financial account information
Tax years 2014 and higher</td></tr>
</table>

5. Click **Save** to save your changes and continue working in the return configuration set, or click **Save and Close** to save your changes and close the return configuration set.Click **Save** to save your changes or **Cancel** to exit the window without saving.

Chapter 2

Chapter 2 - Preparing a Return or Extension Form for Electronic Filing

Before a return or extension form can be electronically filed, it must be designated and qualified for *e-filing* in CCH Axcess Tax.

Designating Returns or Extension Forms

Use the following forms to designate a tax return or extension form for electronic filing, or to override the electronic filing settings from the return configuration set. Form and field-level Help is available for instructions on completing each form.

Return Type	Worksheet
1040 Individual	General > Electronic Filing
1065 Partnership, 1120 Corporation, 1102S S Corporation, 1041 Fiduciary	General > Electronic Filing
5500 Employee Benefit Plan (not applicable for extensions)	General > Electronic Filing
990 Exempt Organization	General > Electronic Filing

Verifying PDF Attachments

Some return types require PDF attachments when electronically filing. Open the Federal > General > Electronic Filing worksheet and verify if the required, optional, or both PDF attachments are present in the worksheet sections relating to PDF Attachments.

Return Type	Worksheet Section (General > Electronic Filing)
1040 Individual	Section 8 - PDF Attachment
1065 Partnership	Section 5 - PDF Attachment - Required Section 6 - PDF Attachment - Optional

Return Type	Worksheet Section (General > Electronic Filing)
1120 Corporation, 1102S S Corporation	Section 6 - PDF Attachment - Required Section 7 - PDF Attachment - Optional
1041 Fiduciary	Section 6 - PDF Attachment - Optional
990 Exempt Organization	Section 6 - PDF Attachments - Specific Forms Section 7 - All Other PDF Attachments
5500 Employee Benefit Plan (not applicable for extensions)	Section 2 - PDF Attachment

See *Attaching PDF Files to Returns for Electronic Filing* on page 31 for more instructions.

Designating State Returns for Magnetic Media Electronic Filing

Use the following worksheets to designate a state tax return for electronic filing. Form and field-level Help are available with instructions on completing each worksheet.

State/Return Type	Worksheet
Arkansas / Partnership	Federal > General > Electronic Filing > Section 4
Arkansas / S Corporation	Federal > General > Electronic Filing > Section 4
California / Partnership	Federal > General > Electronic Filing > Section 4
New Jersey / Partnership	Federal > General > Electronic Filing > Section 4
New Jersey / S Corporation	Federal > General > Electronic Filing > Section 4

Qualifying Returns or Extension Forms

The Diagnostics report is an interactive report in CCH Axcess Tax that lists the descriptions of errors and warnings that could affect the accuracy of a prepared tax return. Electronic filing data should be qualified using the Diagnostic report. If a return or extension form does not qualify, the reason is identified in the report. Diagnostics are cleared from the report after errors or warnings are corrected, the return is calculated, and the report is regenerated.

You can also review or print the Diagnostics report by selecting the Preparer Reports print option in Tax.

Assigning Staff Electronic Filing Access

Before you can use the Electronic Filing Status system, you must be given licensing/product access (users are assigned a user license, as well as given read-only access) and functional rights. Functional rights for the Electronic Filing Status system include releasing returns, deleting returns from the status system, changing the status of returns, and stopping transmission of returns.

You can also assign these functional rights to a group. The main advantage of using groups is that when any user is assigned to a group they automatically inherit that group's rights. For many firms, groups can provide a time-saving alternative for assigning functional rights. Staff members are not restricted to the functional rights inherited from their designated group. They can be individually assigned additional rights.

Note: You must be an administrator to assign Electronic Filing access.

To assign staff electronic filing access, do the following:

1. Open Dashboard and **Security groups** on the Configuration window to open Staff Manager.
2. Double-click an item in the grid to open a security group.
3. Click **Functional rights** on the navigation panel.
4. Click the **Tax** tab.
5. Expand **Tax Preparation**.
6. Grant the staff the functional right to *EFS status - Upload and hold return for release*, *EFS status - Upload and release return to taxing authority*, or both.
7. Expand **Electronic Filing**.
8. Select the applicable Electronic Filing Status system access for the staff. You can grant the functional right for the following Electronic Filing Status system permissions:
    - Access Electronic Filing Status
    - Access Electronic Filing Status > Exported returns
    - Release returns to taxing authority
    - Delete returns and change status of returns to paper filed
    - Stop returns from being transmitted
9. Click **Assigned staff** on the navigation panel.
10. Verify the correct staff are either selected to be included or meet the organizational unit and position attributes that are selected at the top of the window.
11. Do one of the following:
    - Click **Save** to save your changes and keep the window open for editing.
    - Click **Save & Close** to save your changes and close the Security Group Profile window.
    - Click **Cancel** to abandon your changes.

For more information, click the Help links at the top of the Security Group Profile window.

Basic Rules for Electronic Filing

Review the following basic rules for electronic filing:

- Returns must be designated and qualified before they can be electronically filed. See *Chapter 2 - Preparing a Return or Extension Form for Electronic Filing* on page 26 for more information.
- Personal Identification Numbers (PIN) are required by the IRS. Enter the taxpayer's and, if appropriate, spouse's five digit PIN and the ERO PIN on the General > Electronic Filing worksheet.
- All return information must be submitted electronically to be *e-filed*. You cannot use Individual Forms 19, 20, or 21 to include manual forms or schedules.

Dates Available to *e-file*

Electronic filing is available for the following 2014 returns:

	Dates Available to *e-file*
Individual	▪ Returns filed after January 21, 2015 ▪ Form 4868 until April 15, 2015 ▪ Form 2350 until June 15, 2015
Partnership	Returns filed after January 5, 2015
Corporation	Returns filed after January 5, 2015
S Corporation	Returns filed after January 5, 2015
Fiduciary	Returns filed after January 5, 2015
Employee Benefit Plan	Returns filed after forms release
Exempt Organization	Returns filed after January 5, 2015

Points to Remember

Individual Returns

- The Electronic Filing Status system will not allow you to *e-file* a state only return after transmitting the federal return, unless an entry is made on the General > Electronic Filing worksheet, indicating to not transmit the Federal return.
- When you have *e-filed* a return, you can choose to notify your Individual clients by email, by postcard, or by postcard only if the email address has not been input. The option is set in Dashboard > Configuration > Return configuration sets > Electronic Filing Options > 1040/Individual.

Note: Postcard notifications are priced according to the latest Pricing Catalog. A postcard for each taxing authority is mailed, for example, if you have a return for federal and four states, five postcards will be sent and charged for.

Partnership Returns

- The general partner and signature authorization are required on Form 8879-PE. For extensions, enter **Print Form 7004** on the Other > Extensions worksheet. Form 8879-PE must be signed on or before the day of the electronic transmission. (See IRS Publication 4163 for complete details on signatures required on Form 8879-PE.)
- For California Partnership returns where magnetic media is being used to file K-1 data, the K-1 data file is not included with the Federal return when it is filed electronically. The data file is created separately and placed in the Wfx32\Magnetic directory. You must copy the K-1 data file from the Wfx32\Magnetic directory to diskette, print California Form 3604, and submit the diskette and form to the taxing authority. California Form 3604 is not printed with the tax return, but can be printed using File > Print This Form.
- When you have *e-filed* a return, you can choose to notify your Partnership clients by email, by postcard, or by postcard only if the email address has not been input. The option is set in Dashboard > Configuration > Return configuration sets > Electronic Filing Options > 1065/Partnership.

  Note: Postcard notifications are priced according to the latest Pricing Catalog. A postcard for each taxing authority is mailed, for example, if you have a return for federal and four states, five postcards will be sent and charged for.

- The New Jersey Division of Taxation requires Participant and Nonparticipant Directory information (Form NJ-1080-C) to be filed on diskette when there are 25 or more participants.

  The NJ-1080-C data file is stored in the X:\Wfx32\NJ1080C\20YY where X is the drive where Tax is installed, and YY is the tax year of the return. The client ID consists of the file name with an extension of *.NJP for Partnership returns and *.NJS for S Corporation. For filing purposes, you can use Windows Explorer to copy the file to diskette.

  Note: The NJ-1080-C files are not deleted from the Wfx32\NJ1080C\20YY directory automatically by the system. You must manually delete the files when they are no longer needed.

Fiduciary Returns

As of tax year 2014, MeF is the only allowable format to transmit Fiduciary returns electronically.

Employee Benefit Plan Returns

The filing signer's Signature PIN and ID number are required on the General > Electronic Filing worksheet, under Signature Information. The filing signer(s) must obtain their credentials (PIN and ID number) by registering with the DOL at http://www.efast.dol.gov. They must have an EFAST2 PIN and ID, even if they already have a PIN and ID for EFAST. These credentials may not be shared with anyone, including the CPA/preparer. The client may enter this information remotely.

Note: Postcard notifications are priced according to the latest Pricing Catalog.

Form 4868

You are not required to mail the IRS, unless a balance due is being paid by check. The Taxpayer's PIN is only needed when an automatic withdrawal of payment is requested.

Attaching PDF Files to Returns for Electronic Filing

Some return types require PDF attachments when electronically filing. Before attaching PDF files to a return, verify the files adhere to the following guidelines:

- The PDF file must be available on the machine that will export the return for electronic filing.
- The PDF must not be password-protected.
- The total size of all PDF files attached to one electronic return submission cannot exceed 1 GB (1 GB is approximately 5,000 pages).
- Multiple PDF files may be submitted, but no one PDF file can exceed 60 MB (approximately 500 pages).
- A separate file must be created for each form type included as PDF (for example, one file for Forms 926, one file for Forms 982).
- If any one form type exceeds the 500-page limit, multiple PDF files should be created for the same form (for example, if a corporation is required to file 600 Forms 926, there should be two PDF files - each fewer than 500 pages).
- All PDF files must have a unique name.

Allowable Forms within the PDF Format

For guidelines regarding forms that may be attached to the XML portion of the electronic return as a PDF file, refer to information and links from the following IRS Web site:

Modernized e-File (MeF) User Guides & Publications

Attaching the PDF File

Do the following to attach one or more PDFs to a return:

1. Review the IRS and DOL requirements for required PDF attachments.
2. Open the return to be exported for electronic filing.
3. Open the Federal > General > Electronic Filing worksheet.
4. Open the worksheet section related to PDF attachments.
5. Double-click the **Code** field and select the applicable code from the list. If you are attaching a required PDF, the attachment is automatically entered in the Attachment Name field. If the PDF is optional, enter the IRS or DOL attachment name.
6. Double-click the field for the attachment location or path, browse to, and select the PDF file.
7. Select additional information in the PDF attachment section that is applicable, such as FS and State codes. Specific information for states that use the FS and State boxes is included in the states' instructions.

Returns Ineligible for Electronic Filing

The following sections include common reasons a tax return is excluded from electronic filing. For additional information, refer to your Tax Instruction guide.

Ineligible Individual Returns

This section lists common reasons a tax return is excluded from electronic filing. For additional information, refer to your Tax Instruction guide or visit www.IRS.gov.

The IRS excludes certain returns from electronic filing:

- Amended or corrected returns (only one electronic return for the current tax year can be filed for any taxpayer)
- Returns with a power of attorney currently in effect for the refund to be sent to a third party and if Form 1310, Part 1, Boxes A and B, are present
- Returns with a taxpayer Social Security Number not within the following ranges:
    - 001-01-0001 – 665-99-9999
    - 667-01-0001 – 899-99-9999
- Returns including Form 2441, with the taxpayer or spouse showing no earned income
- Returns with an entry on Form 4255 for the tax from property ceasing to be at risk
- Returns with an overpaid windfall tax amount
- Returns that require special consideration or procedures for completion, such as returns for taxpayers who have received waivers from the IRS
- Form 1040NR cannot be electronically filed

Tax has the following additional limitation: Manually calculated forms and schedules disqualify a return. All the information must be accessible to the computer to transmit a correct return to the IRS.

Ineligible Partnership Returns

This section lists the most common reasons a Partnership tax return is excluded from electronic filing. For additional information, refer to your Tax Instruction Guide or IRS Publications 4163 and 4164.

- Returns with tax years ending prior to December 31, 2011
- Returns granted approved waivers from electronic filing

Tax has the following additional limitation: Manually calculated forms and schedules disqualify a return. All the information must be accessible to the computer to transmit a correct return to the IRS.

Ineligible Corporation/S Corporation Returns

The most common reasons a Corporation or S Corporation tax return is excluded from electronic filing are listed below. For a complete list of ineligible returns, refer to your Tax Instruction Guide or IRS Publication 4163.

- Returns covering multiple tax periods
- Prompt assessment
- Bank Holding Company Tax Act
- Returns with tax periods ending prior to December 31, 2011
- 1120-L and 1120-PC standalone returns or Parent returns cannot be e-filed

Ineligible Fiduciary Returns

The most common reasons a Fiduciary tax return is excluded from electronic filing are listed below. For a complete list of ineligible returns, refer to your Tax Instruction Guide or IRS Publication 1437.

- Returns for part-year residents of a state, or cities associated with that state
- Returns reporting liabilities for nonresident tax for cities associated with the particular state
- Returns for decedents with Social Security Numbers NOT within the following ranges:
    - 001-01-0001 - 699-99-9999
    - 700-01-0001 - 733-99-9999
    - 750-01-0001 - 763-99-9999
    - 764-01-0001 - 899-99-9999
- Returns with any dollar amount greater than $99,999,999,999
- Returns with refund amounts equal to or greater than $1,000,000

Ineligible Employee Benefit Plan Returns

The most common reasons a Employee Benefit Plan tax return is excluded from electronic filing are listed below. For additional information, refer to your Tax Instruction Guide or the DOL Web site.

- Form 5500 EZ, Form SSA, and Form 5558
- Filings partially filed electronically and partially on paper
- Filings for which sections of the form are filed at different times rather than filed at the same time
- Unsigned filings; that is, filings submitted without including the PIN and Signer ID as an electronic signature

Tax has the following additional limitation: You cannot attach files such as Word documents, Excel spreadsheets or basic text files to your electronic file. PDFs are the only attachments allowed.

Ineligible Exempt Organization Returns

The most common reasons an Exempt Organization tax return is excluded from electronic filing are listed below. For additional information, please refer to your Tax Instruction Guide or IRS Publication 4163.

- Filings from organizations not recognized as exempt (such as an application pending)
- Filings showing a name change
- Filings showing a change in accounting period

- Filings using a non-U.S. return address (this applies only to Form 990-PF)
- Filings with non-IRS forms attached or non-numbered attachments
- Filings from organizations and government agencies that are excluded from the filing requirement
- Filings from short period returns (except for short period final returns)
- Filings from private foundations in 60 month terminations

Chapter 3

Chapter 3 - Exporting Returns and Extensions to Electronic Filing Status

Electronic filing data can be exported from Tax to the Electronic Filing Status system for all return types except Estate & Gift. The data can then be released from the Electronic Filing Status system to the appropriate taxing authorities. You must have the appropriate permission rights to electronically file returns.

Once you designate and qualify a return or extension form for electronic filing and complete data entry, you can export an electronic file to the Electronic Filing Status (EFS) system. An export of a tax return overwrites a previously exported file for that return.

See *Chapter 2 - Preparing a Return or Extension Form for Electronic Filing* on page 26 for information about designating and qualifying returns.

During the export process, you have two methods of obtaining the taxpayer signature:

- **Paper Signature**. Print the return signature forms to send to the taxpayer for a paper signature.
- **Digital Signature**. Send the return to eSign for a digital signature. See *Send for eSign* below for more information about this option.

Print Signature Forms for Paper Signature

1. Enter defaults for electronic filing in the return configuration set, if needed. See *Managing Return Configuration Set Electronic Filing Options* on page 2 for more information.
2. Open the return to be exported or the return containing the extension form to be exported.
3. If there have been changes to the return since the last calculation, select **Calc > Return** on the Home tab, and then review the Diagnostics report to qualify the return or extension form for electronic filing.
4. Do one of the following:
   - Click **EFS** in the Export group on the Import/Export tab.
   - Click **Export** in the EFS group on the Review tab.

   Note: The federal unit must qualify to access the menu options.

5. Select one of the following options from the menu:
   - Returns
   - Extensions
   - Specialized State Extension

- Specialized State Estimate > Quarter
- New York IT-204-LL
- Report of Foreign Bank/Financial Accounts

  Note: Report of Foreign Bank/Financial Accounts exports Form 114. This option applies to tax years 2013 and higher.

6. Select the return units to file electronically. Qualified units are selected by default. Disqualified or unapproved return units are unavailable for selection. The units that were previously filed electronically were refreshed with the current EFS statuses when you opened the return.

   Note: For tax years 2013 and higher, you can click **Review electronic filing direct deposit/debit report** to review deposit and debit details.

7. Click **Next**.

   Note: If you are exporting magnetic media files for the following states, the system provides you the export file path:

   - **Arkansas**. C:\Users\<*your user name*>\Documents\WK\Return Print Files\AR10000CR\<*tax year*>
   - **California**. C:\Users\<*your user name*>\Documents\WK\Return Print Files\Magnetic
   - **New Jersey**. C:\Users\<*your user name*>\Documents\WK\Return Print Files\NJ1080C\<*tax year*>

8. Click one of the following to upload the return to the Electronic Filing Status system:
   - **Upload and hold**. Uploads the selected return to EFS and holds the return for manual release to the taxing authority.
   - **Upload and release**. Uploads the return to EFS and releases the return to the taxing authority automatically.

   If no PDF files are attached to the return, skip to step 10.

   If PDF files are attached to the return (required for Corporation, S Corporation, Partnership, or Exempt Organization returns), a list of PDF file names, modified dates, categories (*Required* or *Optional*), and associated forms displays. PDF files are attached using the General > Electronic Filing > PDF Attachments worksheet.
9. Click the **PDF** icon in the View column to review the PDF attachments, if needed.
10. Click **Export** to continue the export process.
11. When the upload is complete, click **Finish**.
    - For New Jersey magnetic media, you are prompted to open Batch Manager to download the magnetic media file.
    - If signature forms have been prepared, after the export package successfully uploads, the ELF Authorization Forms window displays, allowing you to print the required signature forms.

Send for eSign

For 1040/Individual 2013 and higher returns, you can upload the return and request a digital signature for Form 8879. Returns sent for eSign can be tracked and are billed through the EFS system.

This option is only available if your firm is licensed for eSign, eSign account information is configured in Firm Setup, and for the following conditions:

- The option to electronically sign Form 8879 on the Electronic Filing Options > 1040/Individual window in the return configuration set or the corresponding return option is selected.
- The return units are 2013 tax year or higher 1040 federal and, if applicable, 1040 qualifying states.
- The return is not amended, IT-204LL (New York), an extension, or a filing of Foreign Bank and Financial Accounts (FBAR).
- *Create an electronic data file to be transmitted with third party software* is not enabled on the General > Electronic Filing > Electronic Filing Options worksheet.
- Diagnostics are cleared for missing or invalid information.
  - Taxpayer name
  - Taxpayer email address
  - Taxpayer SSN
  - Spouse name (if filing jointly)
  - Spouse email address (if filing jointly, the spouse email address must be distinct from the taxpayer email address)
  - Spouse SSN (if filing jointly)
  - Taxpayer address
  - Firm name from the signature block, ERO, or return override information
  - ERO email address, signer's email address, or return override information

1. Enter defaults for electronic filing in the return configuration set, if needed. See *Managing Return Configuration Set Electronic Filing Options* on page 2 for more information.
2. Open the return to be exported.
3. If there have been changes to the return since the last calculation, select **Calc > Return** on the Home tab, and then review the Diagnostics report to qualify the return or extension form for electronic filing.
4. Do one of the following:
   - Select **EFS > Returns** in the Export group on the Import/Export tab.
   - Click **Export > Returns** in the EFS group on the Review tab.

   Note: The federal unit must qualify to access the menu options.

5. Select the return units to file electronically. The federal unit must be selected when sending for eSign. You can select states that support eSign in addition to the federal unit. Qualified units are selected by default. Disqualified or unapproved return units are

unavailable for selection. The units that were previously filed electronically were refreshed with the current EFS statuses when you opened the return.

Note: For tax years 2013 and higher, you can click **Review electronic filing direct deposit/debit report** to review deposit and debit details.

6. Click **Send for eSign** to upload the return and request a digital signature for Form 8879.
7. Click **Publish eSign copy to Portal** if you have the standalone version of Portal installed and would like the signed documents to be uploaded from eSign to Portal. If the client is not linked to Portal, you are prompted to select or create the portal.
8. Click **Next**. The Send 8879 for eSign window displays.
9. Verify the return information and click **Start** to create a PDF consisting of Form 8879, the client copy of the return, and any requested filing instructions. The print set assigned to the return's organizational unit is used; however, Form 8879 prints first, regardless of the print set print order.
10. Click **Upload and hold** to upload the eSign PDF to the Electronic Filing Status system.

    Note: The *Upload and release* option is not available when sending returns to eSign.

    If no PDF files are attached to the return, skip to step 11.

    If PDF files are attached to the return (required for Corporation, S Corporation, Partnership, or Exempt Organization returns), a list of PDF file names, modified dates, categories (*Required* or *Optional*), and associated forms displays. PDF files are attached using the General > Electronic Filing > PDF Attachments worksheet.

    Note: PDF files display for tax years 2013 and higher.

11. Click the **PDF** icon in the View column to review the PDF attachments, if needed.
12. Click **Export** to continue the export process.
13. Click **Export** to continue the export process.
14. When the upload is complete, click **Finish**.

    Note: If the upload to EFS is unsuccessful, you will have the options to cancel your eSign request.

Notes:

- After the IRS-formatted file is uploaded, fileable Forms 8453 or 8879 can also be printed until the return is recalculated.
- If an electronic return is recalculated, a non-fileable message appears on the respective Forms 8453 or 8879 until you upload a new electronic return file.

Chapter 4

Chapter 4 - Getting Started with Electronic Filing Status

Electronic Filing Status allows you to expand your professional services, file more accurate returns, and get faster refunds for your clients.

The Electronic Filing Status system provides the following options, and much more:

- Export returns from Tax to the Electronic Filing Status system
- Release returns over the Internet directly to taxing authorities
- Enhanced status reports and support links
- Launch the status system through Tax to check a return's status
- Convenient 24/7 access to the Electronic Filing Status system
- Send email reminders to clients who have not returned a completed Signature Form

Important: If you are using Internet Explorer version 7 or higher, add the following sites as trusted sites on your Internet options: https://tc.tcsso.cchgroup.com and https://efile.prosystemfx.com.

Note: You must have a minimum resolution of 1024x768 to view the Electronic Filing Status system properly.

ELF QuickLook

Please see ELF QuickLook for a complete list of the Federal and State returns that can be electronically filed.

1. Click **Quick Look**. The Customer Support Web site opens.
2. Enter your **E-Mail Address** and **Password**.
3. Click **Sign In**. The Electronic Filing Quick Look window displays.
4. Click **Download** next to Elf Quick Look to open the PDF.

Searching for Returns

Search for returns using one of the following methods:

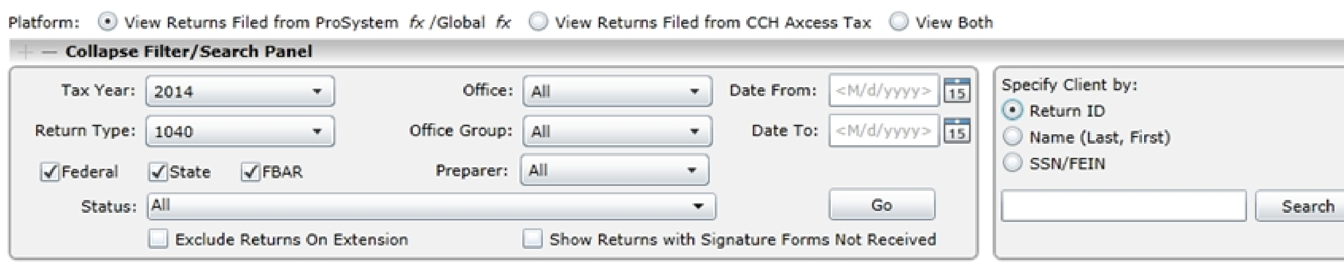
Searching for Multiple Clients

1. Select the **Tax Year** and **Return Type**.
2. Select any additional filtering criteria from the drop-down lists or options provided.
3. Click **Go**.

Searching for a Single Client

Use the *Specify Client by* section, and do the following:

1. Select a search method: Return ID, Name (Last, First), or SSN/FEIN (all digits are required; hyphens are optional).
2. Enter the search term in the text box.
3. Click **Search**.



Icons Used in the Search Results List

Icon	Description
	**Password protected return**. To view the return history, you will be required to enter the password to view all return history fields.
	**PDF attachment**. This displays if a PDF file is attached to the return, and the return is a Corporation, S Corporation, Partnership, or Exempt Organization.
	**Not Accepted**. This return is either in a rejected or stopped status. For an FBAR return, this indicates that further action is required for the return to remain timely filed. See *Viewing the Rejected Returns Report* on page 55 for more information.
	**Alert**. This indicates that an alert has been applied to this return. For returns in accepted status, the alert contains details provided by the taxing authority (IRS and/or State applicable). For returns in another status, the alert may contain details provided by CCH. See *Viewing the Alert Report* on page 56 for more information.
	**Stop Return**. Within the Change Status page, the return may be stopped.
	**Delete Return**. Within the Change Status page, the return may be deleted.

Icon	Description
	Paper Filed Return. Within the Change Status page, the return may be flagged as Paper Filed.
	N/A. Within the Change Status page, the Paper Filed flag is not applicable for the return.

Return Type Identifiers Used in the Search Results List

Icon	Return Type
X	Amended
	eSign Selected
e$t	Estimated Payment
F	Final
FX	Final Amended
FS	Final Superseded
SY	Short Year
SYX	Short Year Amended
SYS	Short Year Superseded
	CCH Axcess Tax
S	Superseded
	Multi-state with non-regular return or extension type(s)

Notes:

- If you are using Internet Explorer version 7 or higher, add the following sites as trusted sites on your Internet options: https://tc.tcsso.cchgroup.com and https://efile.prosystemfx.com.
- There are several reasons a return may not appear in the list:
  - The return was not successfully exported for electronic filing.
  - The return was deleted.
  - The return was selected for eSign, and the 'Signature Form-Received' date column is still blank (this applies to the Release Return(s) page only).

- If there is more than one page of returns, use the navigation arrows at the bottom of the page to go to the additional pages.
- Extension type returns display in the grid with a different row color.
- At times, the text equivalent of an icon will appear instead of the icon, as follows:
  - (x) - Amended
  - (f) - Final
  - (fx) - Final Amended
  - (fs) - Final Superseded
  - (sy) - Short-Year
  - (syx) - Short-Year Amended
  - (sys) - Short-Year Superseded
  - (s) - Superseded
  - (i) - Multi-state with non-regular return or extension type(s)
- The product descriptions are as follows:
  - **1040**. Individual
  - **1065**. Partnership
  - **1120**. Corporation
  - **1120S**. S-Corporation
  - **1041**. Fiduciary
  - **990**. Exempt
  - **5500**. Employee Benefit Plan
  - **4868/2350**. Individual Extensions
  - **7004P**. Partnership Extensions
  - **7004F**. Fiduciary Extensions
  - **7004C**. Corporation Extensions
  - **7004S**. S-Corporation Extensions
  - **8868**. Exempt Extensions

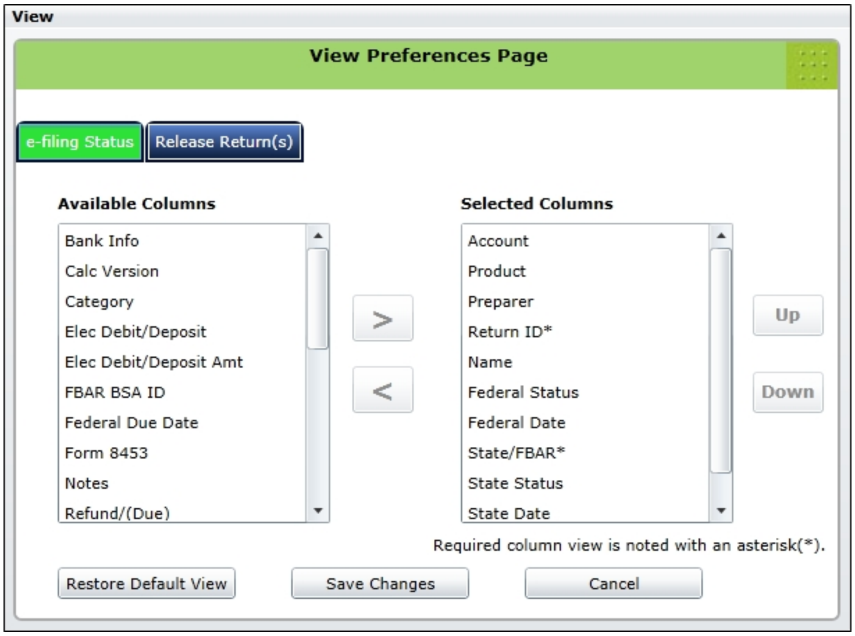
Customizing Columns for the Search Results View

You can customize and save your column preferences for the Search Results View on the e-filing Status or the Release Returns(s) tabs.

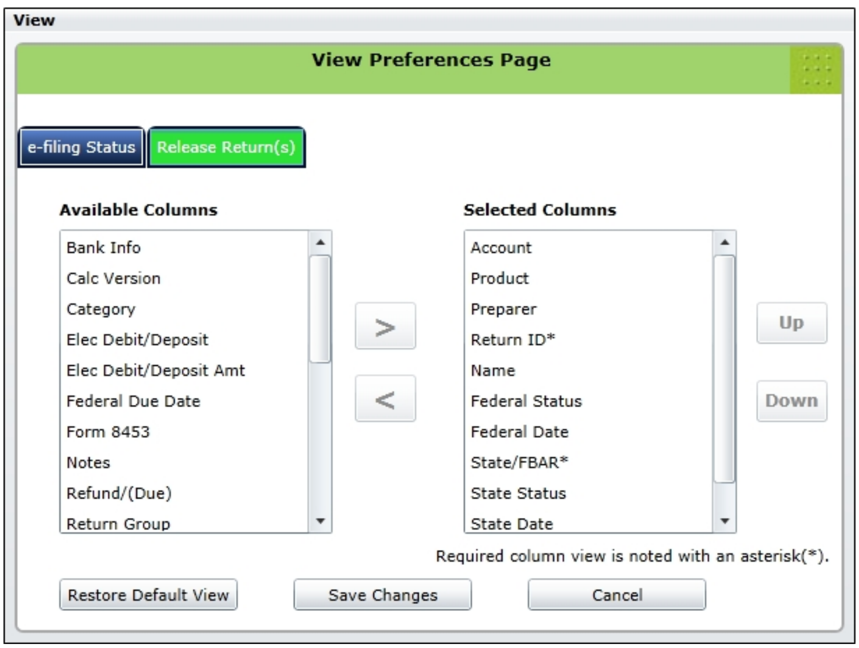
To customize the columns on the Search Results View, do the following.

1. Click **View** on the ProSystem *fx* Electronic Filing Status screen navigation menu. The View Preferences window displays.

2. Select desired page to apply preferences to.
   a. e-filing Status tab



   b. Release Return(s) tab



3. Do any of the following:
   - Add a column. Select a column for your view from the Available Columns list and click the **right-arrow**. The following columns can be added to the custom view:
     - Bank Info
     - Calc Version
     - Category

    - Elec Debit/Deposit
    - Elec Debit/Deposit Amt
    - FBAR BSA ID
    - Federal Due Date
    - Form 8453
    - Notes
    - Refund/(Due)
    - Return Group
    - Signature Form - Received
    - Spouse Name
    - State Bank Info
    - State Category
    - State Elec Debit/Deposit
    - State Elec Debit/Deposit Amt
    - State Refund/(Due)
    - State Submission ID
    - Submission ID
    - Telephone Number
    - Year End
- **Order Columns**. Select a column in the Selected Columns list and click the **up** or **down arrow**.
- **Remove a column**. Select a column in the Selected Columns list and click the **left arrow**.
- **Restore Default View**. Click **Restore Default View** to display the system's default settings.
    - Account
    - Product
    - Preparer
    - Return ID
    - Name
    - Federal Status
    - Federal Date
    - State/FBAR
    - State Status
    - State Date

4. Click **Save Changes** to retain your customized view.

Column Descriptions

- **Category** and **State Category**. Provide additional information for the type of return.
- **FBAR BSA ID**. This column is available for the e-filing Status tab only.
- **Form 8453**. For Individual returns only. From the e-filing Status tab, when you click **Forms Attached** in this column, the attachments/documents to be mailed display.

- **Notes**. Read-only from the Release Return(s) tab. From the e-filing Status tab, do the following to enter a form-free note:
  a. Click the Notes icon and do either of the following:
     - **Add a note**. Enter text in the Notes pane and click **OK**.
     - **Delete a note**. Click **Clear**.
  b. Click **Save** at the top of the grid to save the Note.
- **Refund/(Due)** and **State Refund/(Due)**. Provide a refund amount or amount due.
- **Return Group**. Return Group and Office Group are synonymous.
- **Return ID**. Required.
- **Signature Form - Received**. Read-only from the Release Return(s) tab. From the e-filing Status tab, this column allows you to enter the date the signed paper form is received from the taxpayer. Click **Save** at the top of the grid to save the date, which displays in black font. Upon completion of electronic signature(s) for a return requesting eSign, the *Signature Form-Received* column is automatically updated in real time with the electronic signature date, which displays in blue font.

  Note: If the return is selected for eSign, and the 'Signature Form-Received' date column is blank, the return will not display in a Filter/Search on the Release Return(s) page.

- **State/FBAR**. State and Foreign Bank Account Reports. This column is required.

Printing or Exporting the Search Results List

Use this option to print a report reflecting the current list of returns and their status at the time of printing.

To print the search results list, do the following:

1. Log in to the Electronic Filing Status system.
2. Perform a search as described in *Searching for Returns* on page 40.
3. Do one of the following:
   - Click **Print** to print the results list. The column headings will only print on the first page.
   - Click **Export** to export the results list to an XML Spreadsheet 2003 file.

Notes:

- The icons and return type identifiers listed in *Searching for Returns* on page 40 are not included in the printed document or the export.
- Depending on the number of columns there are on the *e-Filing Status* tab and the *Release Return(s)* tab, printing the search results list may result in some of the columns printing outside the page range. Current printing in portrait or landscape works when the column 'default view' is selected. Otherwise, at this time, you may need to balance the amount that is selected to show in the print.

Viewing, Printing, or Exporting a Return History

Use this option to view and either print or export a return history including a detailed report for all activity done on the client's return. The following information for a return may display:

- Product
- Category (Federal; not displayed for Regular Return or Extension Types)
- Name
- IRS Center
- e-Postmark
- FEIN (Business returns only)
- Plan Number (5500 returns only)
- Type of Notification sent
- Bank Info (when applicable)
- Fiscal Year Begin Date (when applicable)
- Fiscal Year End Date (when applicable)
- IRS Message (when applicable)
- Date of Activity
- Type of Activity
- Submission ID
- Refund/(Due)
- Updated by

Note: Depending upon your access rights, some of the information may be unavailable.

To view the return history, do the following:

1. Log in to the Electronic Filing Status system.
2. Perform a search as described in *Searching for Returns* on page 40.
3. Click the return ID for which you want to view the history.
4. If the return is password protected, click **Enter Password** to view all return history fields. Enter the password and click **OK**.
5. Do one of the following:
    - Click **Print** to print the return history.
    - Click **Export** to export the return history to an XML Spreadsheet 2003 file.
    - Click the **X** in the upper right corner of the window to return to the Electronic Filing Status system.

Batch Printing or Exporting Return Histories

You can print all return histories on a page using the Batch Print Return Histories command. The return histories will include the same information listed in *Viewing, Printing, or Exporting a Return History* on page 46.

Note: Depending upon your access rights, some of the information may be unavailable.

To view the return history, do the following:

1. Log in to the Electronic Filing Status system. To print multiple return histories at once, you must be on the e-filing Status tab.
2. Perform a search as described in *Searching for Returns* on page 40.
3. Click **Batch Print History** or **Batch Export History** at the bottom left of the screen.

   Note: Password protected returns will not display sensitive information in the Return Histories list unless the password was provided when looking at the individual return history.

4. Do one of the following:
   - Click **Print** to print the return histories.
   - Click **Export** to export the return histories to an XML Spreadsheet 2003 file.
   - Click **X** in the upper right corner of the window to return to the Electronic Filing Status system.

Changing the Status of a Return or Deleting a Return

Use this procedure to stop a return from being transmitted to the taxing authorities, or to delete a return from the Electronic Filing Status system.

Note: If a return has a current status of **Transmitted** or **Ready to Transmit**, transmission of the return cannot be halted.

1. Log in to the Electronic Filing Status system. The ProSystem *fx* Electronic Filing Status screen displays.
2. Click the **Change Status** tab. Returns with any status other than *Accepted by Taxing Authorities* display.
3. Perform a search as described in *Searching for Returns* on page 40.
4. Locate the file you want to stop transmission of or to delete, and do one of the following:
   - Click **Stop** to stop both the federal and state returns from being transmitted to the taxing authority.
   - Click **Paper** if you will mail the return instead of filing electronically. (This option is available for rejected returns only.)
     a. Select each taxing authority return to be paper filed.
     b. Click **Paper File**.
   - Click **Delete** to delete the selected return from the Electronic Filing Status system. Use the delete option to remove a return that you are certain will never be

released for transmission to the IRS or DOL. (This option is not available for returns with a status of Accepted or Transmitted.)

5. Click **Yes** on the confirmation window.

Notes:

- If there is more than one page of returns, use the navigation arrows at the bottom of the page to go to the additional pages.
  - **First and previous pages**. The **bar and left arrow** displays the first page of results. The **single left arrow** displays the previous page.
  - **Next and last pages**. The **single right arrow** displays next page. The **bar and right arrow** displays the last page of results.
- The options available will depend on your assigned rights.
- If a return is deleted in error, it cannot be retrieved. It must be re-calculated and re-exported to recreate the electronic file.
- You can customize the columns on the Search Results View. See *Customizing Columns for the Search Results View* on page 42.

Sending Signature Form e-mail Reminders

Use this tab to send an e-mail to clients who have not returned a completed Signature Form for the rows selected.

An email reminder is sent if the following criteria are met:

- A return has a status of Ready to Release by Customer.
- The Signature Form – Received column is blank.
- The Taxpayer email address is available.

To send reminders:

1. Log in to the Electronic Filing Status system.
2. Select the **Reminder(s)** tab.
3. Perform a search as described in Searching for Returns.

   The *Show Returns with Signature Forms Not Received* option is selected by default.

   The grid is populated with returns that have not received a Signature Form back from the client.
4. Select the rows that contain the returns you want to send a reminder for using one of the following methods:
   - Select the check box next to the return.
   - Click **Select All Displayed** to choose all of the returns displayed on the page.
   - Click **De-Select All Displayed** to de-select all of the returns displayed on the page.

   Note: If there is more than one page of returns, you can select returns from multiple pages. Use the navigation arrows at the bottom of the page to go to additional pages. The selections you made on the previous page are maintained.

The bar and left arrow displays the first page of results; the single left arrow displays the previous page.

The single right arrow displays the next page; the bar and right arrow displays the last page of results.

5. Click **Send Reminder** to preview a list of reminders to be sent.

   The Reminder Summary Page displays the selected reminders and allows you to confirm the selections. All reminders are selected.

6. Select reminders using one of the following methods:
   - De-select the check box next to the reminder if a reminder should not be sent.
   - Click **Select All Displayed** to choose all of the reminders displayed on the page.
   - Click **De-Select All Displayed** to de-select all of the reminders displayed on the page.
7. To print or export a report reflecting the current reminders, do of the following:
   - Click **Print** to print the list.
   - Click **Export** to export the list to an XLS file.
8. Click **Send Selected Reminder(s)**.

   The Reminder Results page displays, showing the number of reminders successfully sent and the number of reminders selected but not sent.

9. Click **Close** to close the window.

Releasing a Return for Electronic Filing

Use this procedure to release a return for electronic filing. You must first export and upload the return from CCH Axcess Tax to the Electronic Filing Status system. See *Chapter 3 - Exporting Returns and Extensions to Electronic Filing Status* on page 35 for more information.

To release returns to the taxing authority, if you did not choose the option Upload and release to tax authority when creating the electronic file, do the following:

1. Log in to the Electronic Filing Status system. The ProSystem *fx* Electronic Filing Status screen displays.
2. Click the **Release Returns** tab. Only returns with a current status of *Ready to Release by Customer* will be listed on this tab.
3. Perform a search as described in *Searching for Returns* on page 40.

   Note: If a return does not appear in the list, it was not successfully exported for electronic filing, it has been deleted, or it has a status other than *Ready to Transmit*.

4. Select returns to release using one of the following methods:
   - Select the check box next to return.
   - Click **Select All Displayed** to choose all of the returns displayed on the page.
   - Click **De-Select All Displayed** to de-select all of the returns displayed on the page.

Note: If there is more than one page of returns, use the navigation arrows at the bottom of the page to go to the additional pages.

- **First and previous pages**. The **bar and left arrow** displays the first page of results. The **single left arrow** displays the previous page.
- **Next and last pages**. The **single right arrow** displays next page. The **bar and right arrow** displays the last page of results.

5. Click **Release to Taxing Authorities** to immediately send the returns to CCH for transmission to the IRS or DOL.
6. Click **Release Selected Returns** on the confirmation window. The selected returns will be released to the taxing authorities.
7. Select the e-filing Status tab to view the status of your *e-filed* returns. See *Checking Return e-filing Status* on page 51 for more information.

Notes:

- Electronic Filing Status transmissions to the IRS or DOL occur 24x7, minus scheduled IRS maintenance windows.
- Transmissions will commence when the IRS is ready to accept tax return data. For specific start-up dates for Exempt, Fiduciary, Individual, Partnership, Corporation, and S Corporation returns, please refer to updates at www.IRS.gov or from P*fx* News.
- The DOL anticipates Employee Benefit Plan return processing will begin sometime after January 1, 2015.

Chapter 5

Chapter 5 - After Transmitting the Return

After you have transmitted your return, you need to do the following:

- Check the Return's *e-filing* Status
- Check Status Codes
- View the Rejected Returns Report
- View the Alert Report

Checking Return *e-filing* Status

You can review the status of electronically filed returns in Electronic Filing Status (EFS), and in CCH Axcess Tax, Return Manager and Batch Manager. The progress of electronically filed returns is sent from the EFS to Return Manager and Batch Manager. You can also review the status of your electronically filed returns from your mobile device using e-File Status.

- **Electronic Filing Status system**. The Web-based EFS system allows you to view and check the status of all your electronically filed returns. Diagnostic and support tips in the EFS system explain any rejection codes in clear terms.

  To view the *e-filing* status for a return, perform a search as described in *Searching for Returns* on page 40. Review the *e-filing* status in the grid, located below the Filter/Search Panel. See *Status Codes* on page 52 for more information.
- **CCH Axcess Tax Return Manager**. You can display e-file status in the Return Manager grid in the following ways:
  - **Quick Search filters**. Add filters to Quick Search on the navigation panel to search for returns with an electronic filing status for one or more of the following: federal, state, and city returns, and federal extension. If your previously selected view contains columns for e-file status, the status for each return is displayed in the grid. The system retains added filters, so they can be used the next time you log in.
  - **Most Recently Used view**. Click this view on the navigation panel to display returns with a federal and state e-file statuses in the grid.
  - **Current Year e-file Status view**. Click this view on the navigation panel to display federal, state, and city returns, and federal extension e-file statuses in the grid.
  - **Federal e-file Status and Federal Extension Status columns**. Add these columns to any custom view to display federal return and extension e-file statuses in the grid.

- **CCH Axcess Tax Batch Manager**. Filter the CCH Axcess Tax Electronic Filing grid by the e-File Extensions and Specialized State job types to display the progress of return extensions and estimates that are electronically filed. The current status displays in the Job Status column.
- **Mobile e-File Status**. To find information about this application, and to see a complete list of CCH Mobile applications, go to the mobile page on our Web site, and then click **Software**.

Notes:

- If there is more than one page of returns, use the navigation arrows at the bottom of the page to go to the additional pages.
  - **First and previous pages**. The **bar and left arrow** displays the first page of results. The **single left arrow** displays the previous page.
  - **Next and last pages**. The **single right arrow** displays next page. The **bar and right arrow** displays the last page of results.
- You can also view e-filing status from Notifications that are created in CCH Axcess Workstream to inform you when the electronic filing status of returns linked to a project have changed.
- The EFS Filter/Search Panel may be collapsed to allow presentation of more rows, per page. A collapsed Filter/Search Panel may be expanded to make the panel once again visible.

Status Codes

The following status codes are available within the Electronic Filing Status system:

Category: Not Released

- **Ready to Release by Customer**. The return is ready to be released to the IRS or DOL.
- **Upload Failed, please re-process**. The file upload process failed to complete and the return must be re-processed.
- **Upload Canceled**. The file upload process has been canceled and the return will not be uploaded to the CCH server.
- **Upload Started**. The file has been queued for upload to the CCH server.

Category: Released

- **Released for Transmission - Validation in Progress**. The return has been released by the tax preparer and is ready to be transmitted to the IRS or DOL. Check back to find out if the return receives an *Accepted* status.
- **Ready to Transmit - Validation Complete**. The return has been released by the tax preparer and is ready to be transmitted to the IRS or DOL.
- **Transmitted**. The return has been transmitted but no acknowledgments have been received from the IRS or DOL.
- **Holding for Transmission - No Action Required by Customer**. (Individual returns only) The return was held for Legislature extensions.

Category: Not Accepted

Sub-Category: Rejected

- **Rejected**. The IRS or DOL has rejected the return for processing. See *Viewing the Rejected Returns Report* on page 55 for more information. You need to make any necessary corrections, recalculate, re-upload, and resend the return.
- **Rejected by Federal, State Not Submitted**. The return was rejected at the federal level, with no state level return being submitted.
- **Amendment Required - Timely filed**. The Foreign Bank Account Report (FBAR) has been accepted as timely filed with the Department of the Treasury; however, additional information MUST be provided by the preparer to the Department of the Treasury within 30 days in order for the return to remain timely filed.

Sub-Category: Stopped - Action Required

- **Paper Filing Required**. If a return was rejected, you can change the status of the return to Paper Filed from the Change Status window or within the Rejection Report. This section allows you to indicate which taxing authority returns you will paper file.
- **Stopped by Customer**. If you stopped transmission of a return on the Change Status tab, the Stopped by Customer status will display. See *Changing the Status of a Return or Deleting a Return* on page 47 for more information. You may also receive this status for one of the following reasons: if the state record is too large, because of a multi-state extension, a state schema version change, or an incomplete transmission.
- **Stopped for IRS Schema Change**. The return was stopped by CCH because IRS pre-defined rules have changed. You need to recalculate the return on the newest version and re-upload the return.
- **Stopped by Support at Customer Request**. The return was stopped by CCH because a client was not able to do so.
- **Stopped: Recalc and Resubmit State-Only**. The return was stopped because of a calculation problem. Recalculate the return and submit it as a state-only record.
- **State Record is too Large, Resend as Federal Only**. Processing was stopped due to the excessive size of the state record. Return should be sent to federal only.
- **Stopped for State Schema Change**. Processing of the return was stopped for a change to the state schema.
- **Stopped: Please Recalculate on Latest Release**. The return was stopped and must be re-processed on the latest release.
- **Transmission incomplete, please re-process**. Transmission of the return failed to complete. Re-process the return.
- **Duplicate or Incorrect SSN, Correct and Resubmit**. The return was stopped due to either a duplicate or incorrect social security number. Correct the SSN and then resubmit the return.
- **Incorrect EIN, Correct and Resubmit**. The return was stopped due to either a duplicate or incorrect employer identification number. Correct the EIN and then resubmit the return.
- **Missing and Incorrect EFIN, Correct and Resubmit**. The return was stopped due to either a duplicate or incorrect EFIN. Correct the number and then resubmit the return.

- **Return Canceled - Upload of Updated Return Failed from Tax**. The pervious upload of a return was not released and a subsequent attempt to upload the same return has failed.
- **Disqualified or Not Yet Available for Filing**. This return was exported with a disqualified or not approved State. Please resubmit as State only, when ready to electronically file. This status is also available under category: Paper filed/Not *e-filed*.

Sub-Category: Stopped - CCH Reviewing.

You have received this status because of one of the following circumstances:

- **Stopped for CCH review**.
- **Byte Count Error**. The return was stopped for review by CCH because of an incorrect byte count. You need to recalculate, re-export, re-upload, and resubmit the return.
- **Blank Form Error, PDF Error, Schema Validation Error, Missing State Information, Missing or Incorrect ProSystem *fx* Account Number, Previous Upload in Process**.

Category: Accepted

- **Accepted**. The return has been accepted by the IRS or DOL for processing.
- **Conditional Acceptance**. (Individual returns only; certain states) When a state issues a conditional acceptance, it allows the state additional time to do further processing to see if they need any additional information. The state will sometimes send out letters or notifications to ask taxpayers for additional information. Once that additional information is supplied on paper by the preparer/taxpayer, the state is able to officially accept the return and issue a new acceptance acknowledgment.
- **State Notification - Additional Info Required**. (Individual returns only; certain states) For states that issue a notification of missing information, such as Forms W-2, 1099 and 8453, the return will not be processed by the state until the missing information is received.
- **Imperfect Return - Fix for Next Year**. (Individual returns only) The IRS will accept a previously rejected return that has been rejected for Reject Code 501 or 504 (rejections for the dependent Social Security Number) if the General > Electronic Filing worksheet is marked. This alerts the IRS when they are processing the return the second time that the taxpayer knows the SSN is incorrect, but wants to file electronically anyway. The IRS will accept these returns, but they will display a status code of *Imperfect Return*. These returns will go through additional checks at the IRS and the IRS may disallow the EIC credit or dependent exemption for the dependent whose SSN is in question. The returns with this status will take additional processing time at the IRS, meaning the refund for the taxpayer could be delayed up to 4 to 6 weeks.
- **Return Delivery Receipt**. For certain Michigan and Ohio cities, a receipt of delivery of the return to the city is received. This is not an official e-file acknowledgement. An alert will be provided, containing a link to contact information for obtaining an official city acknowledgement.

  For additional information, refer to the following Knowledge Base articles:

  - **Michigan Cities**. http://support.cch.com/answerdoc.aspx?id=sw37653
  - **Ohio Cities**. http://support.cch.com/answerdoc.aspx?id=sw37654

Category: Paper Filed/Not *e-filed*

- **Paper Filed by Customer**. This return must be paper filed.
- **Status Set to Paper Filed, as Customer Request**. This return has had its status set to a paper filing, per the customer's request.
- **Extension Stopped - Return Already Accepted**. The return has been accepted, but the extension has not been sent.
- **Return Canceled at Customer Request**. The return has been canceled and the return will not be uploaded to the CCH server.
- **Disqualified or Not Yet Available for Filing**. This return was exported with a disqualified or not approved State. Please resubmit as State only, when ready to electronically file. This status is also available under category: Not Accepted > Stopped - Action Required.

Viewing the Rejected Returns Report

To view the Reject Report for a return, do the following:

1. Log in to the Electronic Filing Status system. The ProSystem *fx* Electronic Filing Status screen displays.
2. Perform a search as described in *Searching for Returns* on page 40.
3. Click the link in the row of the return next to the Not Accepted indicator. If there are multiple states, click the *Multi* link, and then click the link in the window. The Reject Report window displays.
4. Do one of the following:
    - Click **Print** to print the Reject Report.
    - Click **Export** to export the Reject Report to an XML Spreadsheet 2003 file.
    - Click **Change status to paper filed** to mail the return instead of filing electronically, when applicable.

    Note: If the return is password protected, click **Enter Password** to view all fields. Enter the password and click **OK**.

After you have determined the reason for the rejection and fixed the return, recalculate and resubmit the return electronically or by paper.

You are responsible for tracking and resolving rejected returns and for resubmitting the return electronically or by paper. If a rejection is related to a transmission problem, the system will retransmit the data until acceptance is achieved.

Note: Failure to take action on a notification could result in the state return being rejected.

View the following topics for information on ineligible returns. For a complete listing of ineligible return conditions, refer to http://www.irs.gov.

Individual

Partnership

Corporation/S Corporation

Fiduciary

Employee Benefit Plan

Exempt Organization

Viewing the Alert Report

To view the Alert Report for a return, do the following:

1. Log in to the Electronic Filing Status system. The ProSystem *fx* Electronic Filing Status screen displays.
2. Perform a search as described in *Searching for Returns* on page 40.
3. Click the link in the row of the return next to the **Alert** indicator. If there are multiple states, click the *Multi* link, and then click the link in the window. The Alert Report window displays.
4. Do one of the following:
    - Click **Print** to print the report.
    - Click **Export** to export the report to an XML Spreadsheet 2003 file.

    Note: If the return is password protected, click **Enter Password** to view all fields. Enter the password and click **OK**.

For a complete listing of ineligible return conditions, refer to http://www.irs.gov.

Notes:

- Failure to take action on a notification could result in the state return being rejected.
- An alert may also be contained within the Reject Report.

Viewing the Schema Validation Error Report

To view the Schema Validation Error Report for a return, do the following:

1. Log in to the Electronic Filing Status system. The ProSystem *fx* Electronic Filing Status screen displays.
2. Perform a search as described in *Searching for Returns* on page 40.
3. Click the **Schema Validation Error** link in the row of the return. If there are multiple states, click the *Multi* link, and then click the **Schema Validation Error** link in the window. The Schema Validation Error Report window displays.

4. Do one of the following:
    - Click **Print** to print the report.
    - Click **Export** to export the report to an XML Spreadsheet 2003 file.
    - Click the **X** in the upper-right corner of the window to return to the Electronic Filing Status system.

Notes:

- After you have determined the reason for the schema validation error and fixed the return, recalculate and resubmit the return electronically or by paper.
- You are responsible for tracking and resolving schema validation error returns and for resubmitting the return electronically or by paper.

Electronic Filing Acknowledgment Status

Employee Benefit Plan

The EFAST2 system, on behalf of the DOL, provides an acknowledgement for processable filings as soon as they are received and the acknowledgement is sent back to the software provider. The status of a filing is available within 20 minutes of submission of the filing. Filers must make corrections electronically by submitting an amended filing. Please refer to online FAQs 35 through 41 at http://www.dol.gov/ebsa/faqs/faq-EFAST2.html. The EFAST2 Guide for Filers and Service Providers also contains information regarding submissions to the EFAST2 system. The guide is available from the Forms, Instructions, and Publications page on the efast.dol.gov Web site.

All Other Tax Products

IRS acceptance of the transmission indicates that the electronic filing process was successful and, in all probability, will proceed as expected. An IRS acceptance acknowledgment is usually issued from 24 to 48 hours after sending the return.

Notifications

For returns accepted by the IRS and DOL, CCH Axcess Tax allow you to choose to *Notify all clients by e-mail,* to *Notify all clients by postcard,* or to *Notify clients by postcard only if the e-mail address has not been input.*

You also have the option to *Send e-mail notification to preparer in lieu of clients.* If you select to notify clients by email, this check box becomes active. If selected, Electronic Filing notification will be emailed to the preparer instead of the client.

Email notifications are free of charge. Since email provides more space than a postcard, emailed notifications for Individual clients contain more information from Form 9325, such as how to check on the status of the refund, the date the return was accepted by the IRS, and the IRS service center to which the return was transmitted. Therefore, your clients will have fewer questions for you concerning their *e-filed* returns. Postcard notifications are priced according to the latest Pricing Catalog. A postcard for each taxing authority is mailed, for example, if you have a return for federal and four states, five postcards will be sent and charged for.

Mailing Forms to the IRS

Within three business days after an Individual return is accepted by the IRS, you must batch any required Forms 8453 and submit them to the appropriate electronic filing IRS service center. To avoid facing penalties and/or suspension from the electronic filing program, make sure you comply with the following IRS requirements:

- Maintain copies of all Forms 8453 you submit. The IRS suggests, though it is not required, that you also keep copies of all appropriate attachments.
- Ensure that all Forms 8453 are fully and correctly completed.
- Ensure that all appropriate attachments are included.
- Ship the forms within three business days after acceptance to:

  Internal Revenue Service
  Attn: Shipping and Receiving, 0254
  Receipt and Control Branch
  Austin, TX 73344-0254

Note: The Employee Benefit Plan return is entirely paperless for Forms 5500 and 5500-SF; therefore, you are not required to mail any forms.

Receiving Refunds for Individual Returns

Certain liability conditions may cause a refund amount to be offset after the Individual return has been accepted. The IRS acknowledgment will contain information if any of the following conditions exist:

- Delinquent Federal tax
- Delinquent state tax
- Delinquent student loan
- Delinquent child support
- Back payments owed to other states and/or Federal agencies

Data related to outstanding debts will be displayed under return history in Electronic Filing Status.

You should tell taxpayers how to follow up on returns and refunds by pointing out the Where's My Refund feature on IRS.gov. If taxpayers do not have access to the Internet, then you should provide taxpayers with the IRS Tele-Tax return information number, (800) 829-4477. Either of these options gives the date of depositing or mailing of their refund.

Before checking on refunds, taxpayers should wait at least three weeks from the time the IRS acknowledges acceptance of the return data. Because the IRS updates refund information each weekend, taxpayers should be advised to check only once a week to avoid checking with no possibility of success.

To check on refunds, taxpayers need to enter the first Social Security Number shown on their tax return, the filing status and the exact amount of the refund in whole dollars.

If taxpayers do not receive their direct deposit within one week (or refund check within 30 days) of the date given, they may call the Refund Hotline number at (800) 829-1954, which has information about taxpayers' refunds (when it becomes available).

Because of disclosure laws, the IRS cannot provide information through CCH Axcess Tax regarding refund delays or reasons the refund cannot be honored as a direct deposit. Likewise, the IRS cannot provide this information to the practitioner unless a current power of attorney is on file at the IRS. The client will need to contact the IRS for detailed information regarding offsets and delays.

Individual Balance Due Returns

For balance due returns filed electronically, Form 1040-V, Payment Voucher, must accompany the payment, which prints upon export if paying by check. The mailing address for *e-filed* returns is, in most cases, different than paper returns. Refer to the instructions for Form 1040-V or the transmittal letter and filing instructions generated by CCH Axcess Tax, which reference the correct mailing address.

Electronic Funds Withdrawal is available to pay a balance due for *e-filed* returns. Basic Data worksheet > Direct Deposit/Electronic Funds Withdrawal section (BNK-1) is used to make the necessary entries to use Electronic Funds Withdrawal.

Invoice Abbreviations

You will see the following abbreviations on your invoice for items electronically filed.

Abbreviations for Types of Return

Abbreviation	For Type of Return
AME	Amended
EXT	Extension
FAM	Final - Amended
FIN	Final
FSU	Final - Superseded
REG	Regular
SUP	Superseded
SYA	Short-Year – Amended
SYR	Short-Year
SYS	Short-Year – Superseded

Abbreviations for Categories of Returns

Abbreviation	For Category of Return
AEXT	Additional Extension
BIRI	1040 Business Income and Receipts Tax
BPTI	1040 Initial Privilege Tax
BPTX	Initial Privilege Tax
C568	CA 568
CLOS	Closing Certificate
COMB	Combined
COMP	Composite
CONR	Composite-Non Resident
CONS	Consolidated
CTAC	CT-3-A/C
CTAX	Corporate Income Tax
DISE	Disregarded Entities
FBAR	Foreign Bank Account Report
FRAN	Franchise
FRPY	Franchise Prior Year
FSCL	Fiscal
INFO	Information Return
LLCP	LLC-LLP Payment
N210	NYC 210
NJ10	NJ Part-100
NPTI	1040 Net Profits Tax
NPTX	Net Profits Tax
PASS	Pass-Through Entity
PPTI	1040 Business Privilege Tax
PPTX	Business Privilege Tax

Abbreviation	For Category of Return
PRIO	Prior Year
PROP	Property Tax
RCT1	1040 RCT-101
SPOU	Spouse Return
SPPY	Spouse Prior Year
T104	TX Franchise
T170	TN FAE170
T173	TN FAE173
T1PY	TX Prior Year
T1NY	TX Next Year Extension
TECH	Technical Termination
TXRP	Tax Report
VOU1	Voucher-Payment 1
VOU2	Voucher-Payment 2
VOU3	Voucher-Payment 3
VOU4	Voucher-Payment 4
VOUC	Voucher-Filing Fee
1127	NYC-1127
112S	NYC-1127 Spouse
2350	2350
9TEX	990-T Extension
9TAE	990-T Additional Extension
47EX	4720 Extension
47AE	4720 Additional Extension

Sample Abbreviations with Descriptions

Sample Abbreviation	Sample Description
REG	Regular type of return
AME	Amended type of return
REG LLCP	Regular type, LLC-LLP Payment category
AME COMP	Amended type, Composite category
REG ANDOVER	Regular type, for the City of Andover

Chapter 6

Chapter 6 - Common Questions

Click any of the following questions to view the answer.

Acknowledgments

- I released a return for transmission to the IRS and transmitted it yesterday and have not received an acknowledgment. When can I expect to receive it?

Form 8453 Questions

- I reprocessed a rejected return and received a new Form 8453. I had already submitted the original form to the IRS. What do I do?

General Questions

- Who is the Electronic Return Originator (ERO)?
- How do I become an authorized e-file provider?
- I have a correction to make to the return. Can I call the change to the IRS or DOL?
- I printed the paper copy of my return and Form 8453 (8879-PE, 8879-B, 8453-PE, 8453-B, 8453-F, 8879-F, 8879-C, 8879-S, 8879-EO) was included, but why does it have "This is not a Fileable Copy" across the form?
- I have processed a return and it is ready to file, except I did not select electronic filing. How do I add electronic filing to the return?

Rejection Questions

- Some of my returns were rejected and I have to rerun them for corrections. When I reprocess, I will receive a new Form 8453, Form 8879-PE, or Form 8453-F. Does the taxpayer have to sign the new form?
- I have received my EFIN from the IRS for filing Individual, Partnership, Corporation, and S Corporation returns and have verified that it is the correct EFIN, but my returns are rejecting because of an invalid EFIN. Why is this happening?
- My Individual return rejected on April 15. Is it considered a late filed return?

Client Signature

Question: Some of my returns were rejected and I have to rerun them for corrections. When I reprocess, I will receive a new Form 8453, 8879, 8879-C, 8879-S, 8879-PE, 8879-B, 8453-PE, 8453-B, or 8453-F. Does the taxpayer have to sign the new form?

Answer: Probably not. Since most rejected returns can be corrected with a nonsubstantive change, you can mail the original Form 8453 to the IRS. If the change to the return was substantial, according to IRS Publication rules, the taxpayer must sign a new form.

Corrections to Return Accepted by IRS

Question: I have received an acknowledgment indicating my return has been accepted, but I have a correction to make to the return. Can I call the change to the IRS or DOL?

Answer: No. Once the return has been accepted by the IRS or DOL for processing, you cannot change the electronic return. You must file an amended return. Some amended returns cannot be electronically filed. See the IRS Web site or DOL Web site for complete information on which amended returns you can file.

If you are filing a Corporation or S Corporation return, you can also file a superseding return, which is a subsequent return filed within the filing period.

Note: The IRS recommends that you do not file the amended return until the taxpayer has received the refund; otherwise, it could slow the refund turnaround time.

How to Add EF to a Previously Processed Return

Question: I have processed a return and it is ready to file, except that I did not select electronic filing. How do I add electronic filing to a return that has already been processed?

Answer: To add electronic filing for a return, reprocess it with the General > Electronic Filing worksheet, designating electronic filing for the return included.

How to Reprocess

Question: I reprocessed a rejected return and received a new Form 8453. I had already submitted the original form to the IRS. What do I do?

Answer: Do not mail Form 8453 for any tax system to the IRS unless you are certain that the return has been accepted for processing by the IRS.

If you have already mailed Form 8453 and have a rejected return, you must contact the IRS. In most cases you can write a letter explaining that you inadvertently sent the wrong form to the IRS. If you continue to submit Form 8453 on rejected returns, the IRS will probably contact you.

Non-receipt of IRS Acknowledgment

Question: I released a return for transmission to the IRS and transmitted it yesterday and have not received an acknowledgment. When can I expect to receive it?

Answer: Check the Electronic Filing Status system. If the return status is still showing the *Ready to Release* status, it did not get released or transmitted. It takes 24 to 48 hours to receive an acknowledgment from the IRS. If this answer does not fit your situation, call the Electronic Filing Support staff at 1-800-739-9998, option 3.

Not a Fileable Copy

Question: I printed the paper copy of my return and Form 8453 (8879-PE, 8879-B, 8453-PE, 8453-B, 8453-F, 8879-F, 8879-C, 8879-S, 8879-EO) was included, but why does it have *This is not a Fileable Copy* across the form?

Answer: The form that you receive with the return is for your review only. When you select export the return to the Electronic Filing Status system, the electronic version of the return is created and a fileable copy will print. This copy is the one you file with the IRS.

After creating the electronic version of the return, you can print the form pertinent to the type of return you are filing electronically using the Selective Pages print option and selecting Form 8453. If the return is recalculated, the non-fileable message reappears on Form 8453, 8879-PE, 8879-B, 8453-PE, 8453-B, 8453-F, 8879-F, 8879-C, 8879-S, and 8879-EO until the electronic return is again created.

Rejection Received April 15

Question: My Individual return rejected on April 15. Is it considered a late filed return?

Answer: Individual returns transmitted and rejected on April 15 have until midnight on April 20 to be accepted, meaning that you have five days to correct a rejected return and release it for retransmission to the IRS. If the return has not been accepted by April 20, you should file a paper return. Include a note to the IRS with the paper return explaining that the return was filed by April 15, but rejected.

Return Rejected Due to Invalid EFIN

Question: I have received my EFIN from the IRS for filing Individual, Partnership, Corporation, and S Corporation returns and have verified that it is the correct EFIN, but my returns are rejecting because of an invalid EFIN. Why is this happening?

Answer: IRS approval is a two-step process. When the IRS receives your application to participate in electronic filing, they will send you a letter with your EFIN included. Then, at a later date, they will send you a second letter indicating whether or not you have been approved to participate in electronic filing. If you have not received the second letter, then you have not been approved and cannot submit returns to the IRS until you are.

If you received the second letter indicating you have been approved and your returns are still rejecting, you should contact the IRS before authorizing any more returns for transmission.

Note: Verify that the correct EFIN has been entered in the following locations. It is also possible that you originally signed up for only Individual *e-file* and need to add business *e-file* processing. Select the option to electronically file for each return type listed under Electronic Filing Options in each return configuration set that will be processing returns for electronic filing.

E-file Provider Authorization

Question: How do I become an authorized e-file provider?

Answer: Effective October 1, 2012, the IRS no longer accepts Form 8633, *Application to Participate in the IRS e-file Program*. You must submit an online application to become an IRS e-file provider. Modifications to existing account information must be completed using e-Services on the IRS Web site. See the IRS Web site for information.

Submitting a New Form 8633

Question: Do I have to submit a new Form 8633, Application to File Electronic Returns, every year?

Answer: No. If you filed a Form 8633 for a previous tax year, you are not required to file another one this year. You need to file another Form 8633 if the information on your previous application has changed, or you need to add business *e-filing* to the list of returns selected.

Changes include a change in the contact person or telephone number on the application, or a change in the company's structure, such as the address. The IRS may periodically require a new Form 8633 even if you have no changes to your old application. They will let you know when a new application is necessary.

Who is the Electronic Return Originator

Question: Who is the Electronic Return Originator (ERO)?

Answer: The person or firm that collects the actual return from the taxpayer or firm for the purpose of electronically filing with the IRS is considered to be the ERO. Officially, the ERO is the person whose name appears on Form 8633 as a person authorized to sign for your firm.