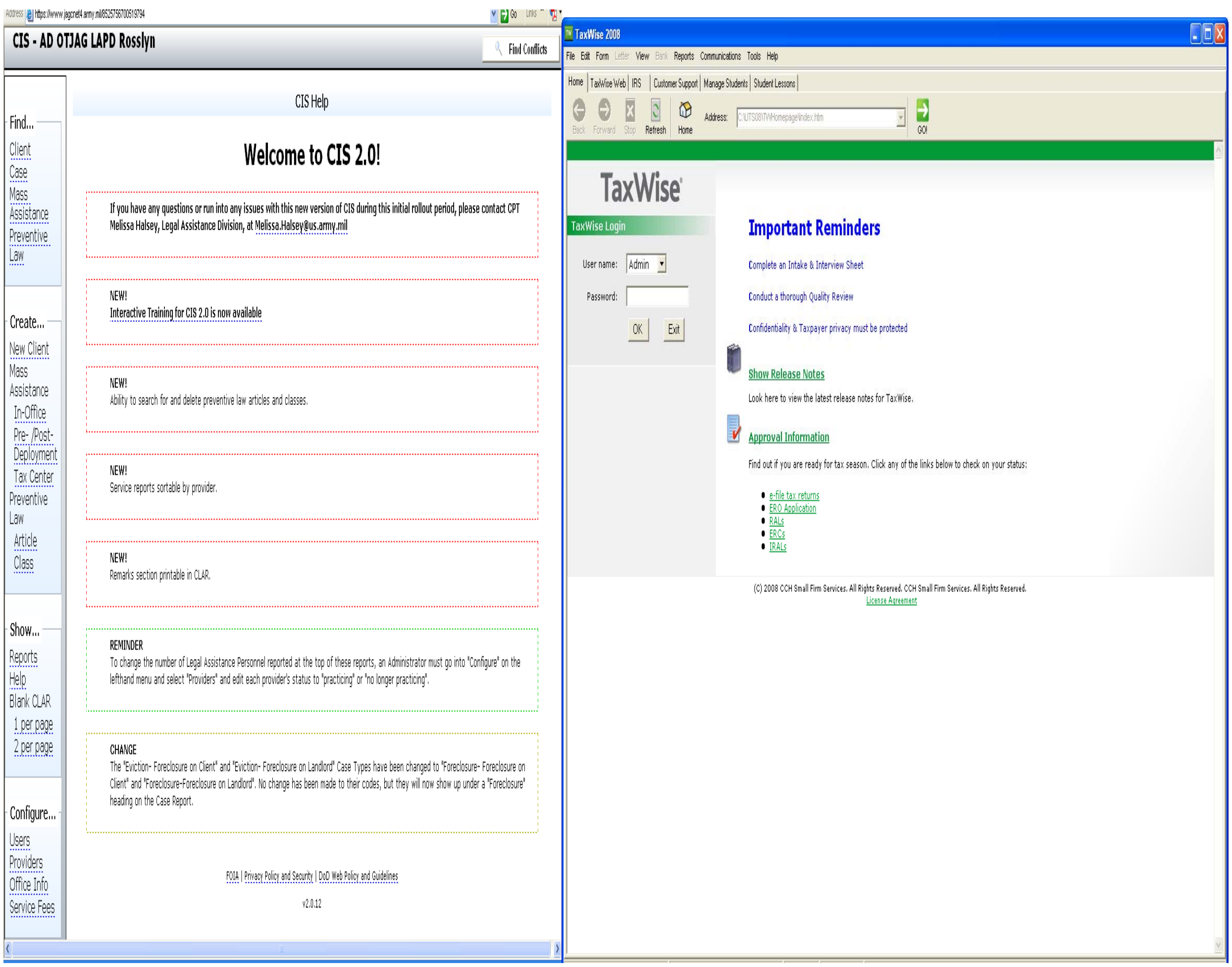
Tax Office Statistics

TaxWise Desktop

Purpose: To assist legal assistance offices in setting up TaxWise Software to gather statistical information for input into the Tax After Action Report (TAAR). The TAAR will be generated by the Client Information System (CIS).



I. Tax After Action Report

On 31 March 2008, The Deputy Judge Advocate General designated the Client Information System (CIS) software program as the sole Legal Assistance data collection source. The Tax After Action Report (TAAR) consists of entries made into the Mass Assistance Tax Center portion of your installation's CIS program. The TAAR is due 1 June of every year for CONUS Tax Offices and 1 July of every year for OCONUS Tax Offices. Every tax site that receives the TaxWise Software **must** submit a report.

II. TaxWise Online Setup

CCH, the vendor of TaxWise Online, will mail you a CD-Rom, a User Manual, and a Confirmation Slip.

The **Confirmation Slip** will contain valuable information that is essential in the operation of the software and **will need to be maintained**. The essential information contained on the Confirmation Slip will be:

- Your Electronic Filing Identification Number (EFIN).
- Your Client Identification Number, which will be a six digit number that you will need to enter each time you use the system and each time you communicate telephonically with TaxWise representatives.
- Your Registration Code (**Reg Code**), which is a 20 digit alpha-numeric code you will need to enter after you have completed the Setup Options.

III. Admin Duties

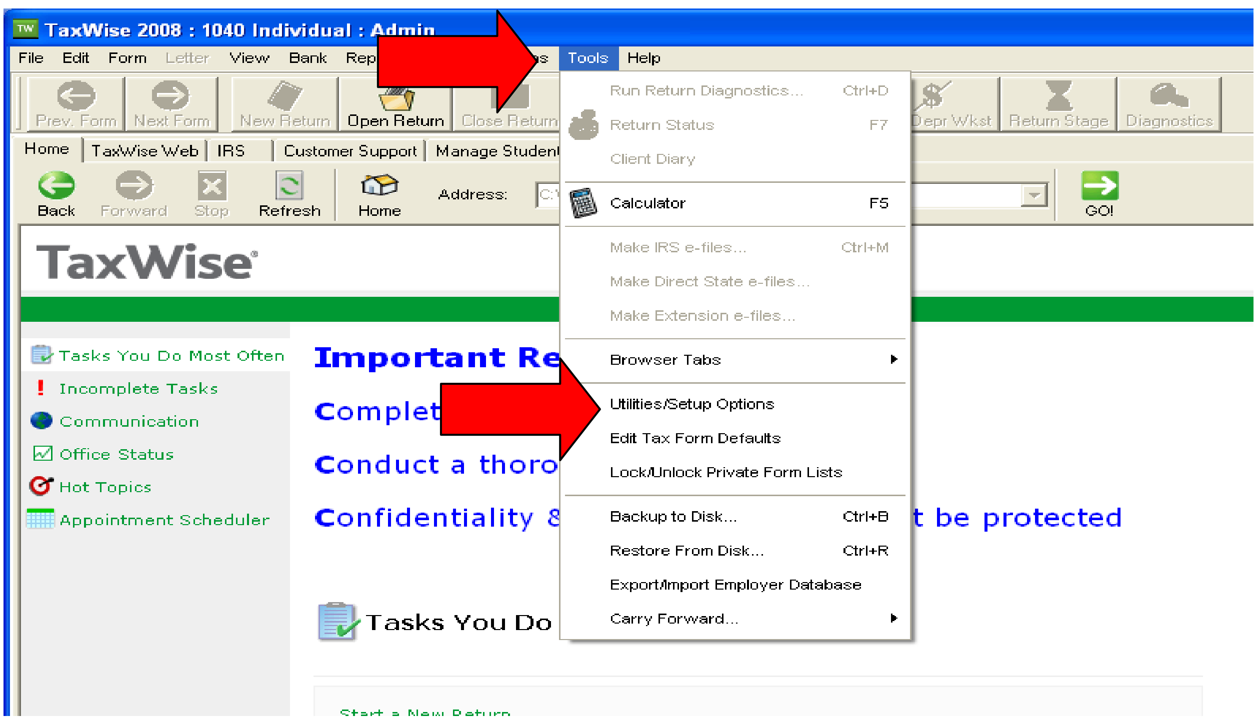
Upon receipt of the TaxWise Software, the Tax Center Manager needs to appoint an Administrator on the TaxWise system. The Administrator, known on the system as **Admin**, can perform tasks that no other user can. These tasks include:

- Using Security Manager to create and add user's names and groups to TaxWise. **It is the Admin that assign names and initial passwords too all users of TaxWise.**

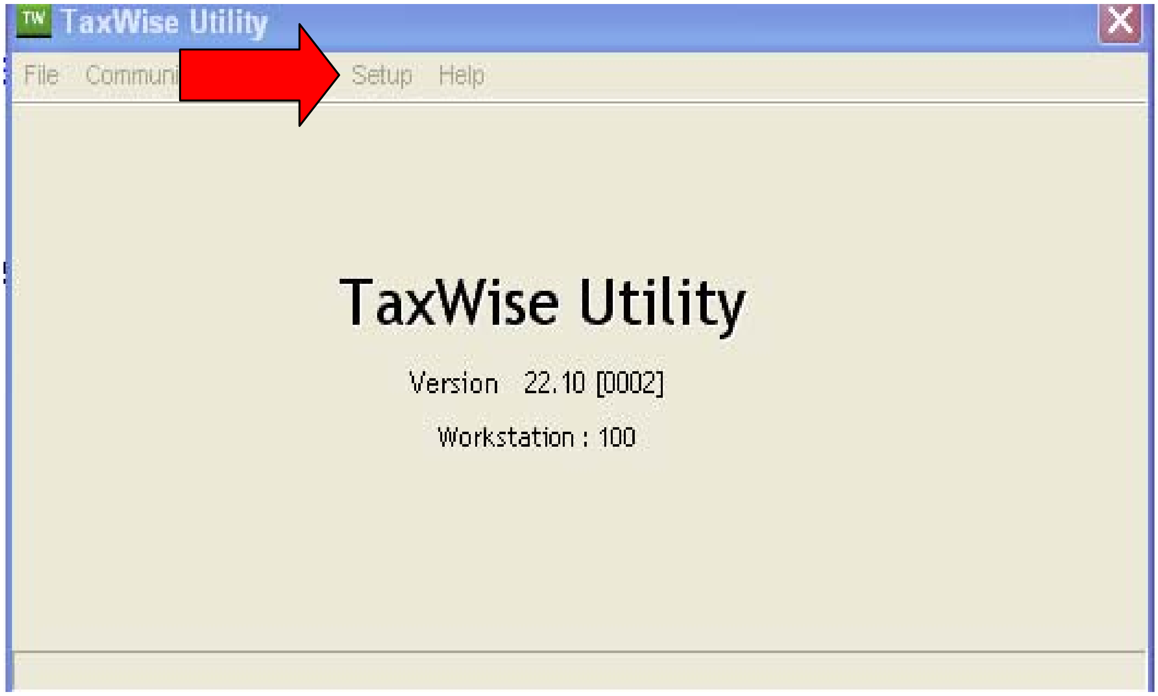
- Creating and Editing Tax Form Defaults that will generate the CIS input information.
- Set up tax form and print defaults that will be used by all users.
- Open, edit, print, create and submit e-files under any user name.
- Delete or move tax returns under any user name.
- Restrict access to tasks in TaxWise for other users (***i.e. restrict who can transmit e-files***).
- Create a **Price List** for all forms prepared. The Price List will generate CIS input information.

IV: TaxWise Desktop - Setup Options

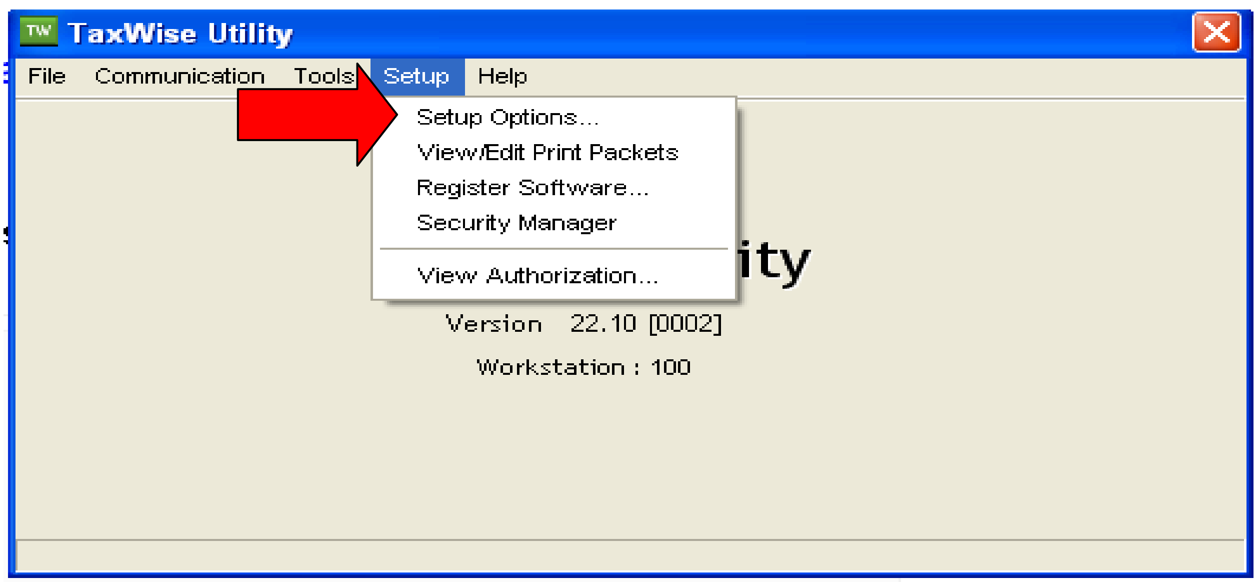
In TaxWise Desktop, this process begins when you first install the software. Upon software installation, the Admin must register the software, and then go through the Setup Options process. This is done by clicking **Tools** and then clicking the **Utilities/Setup Options**.



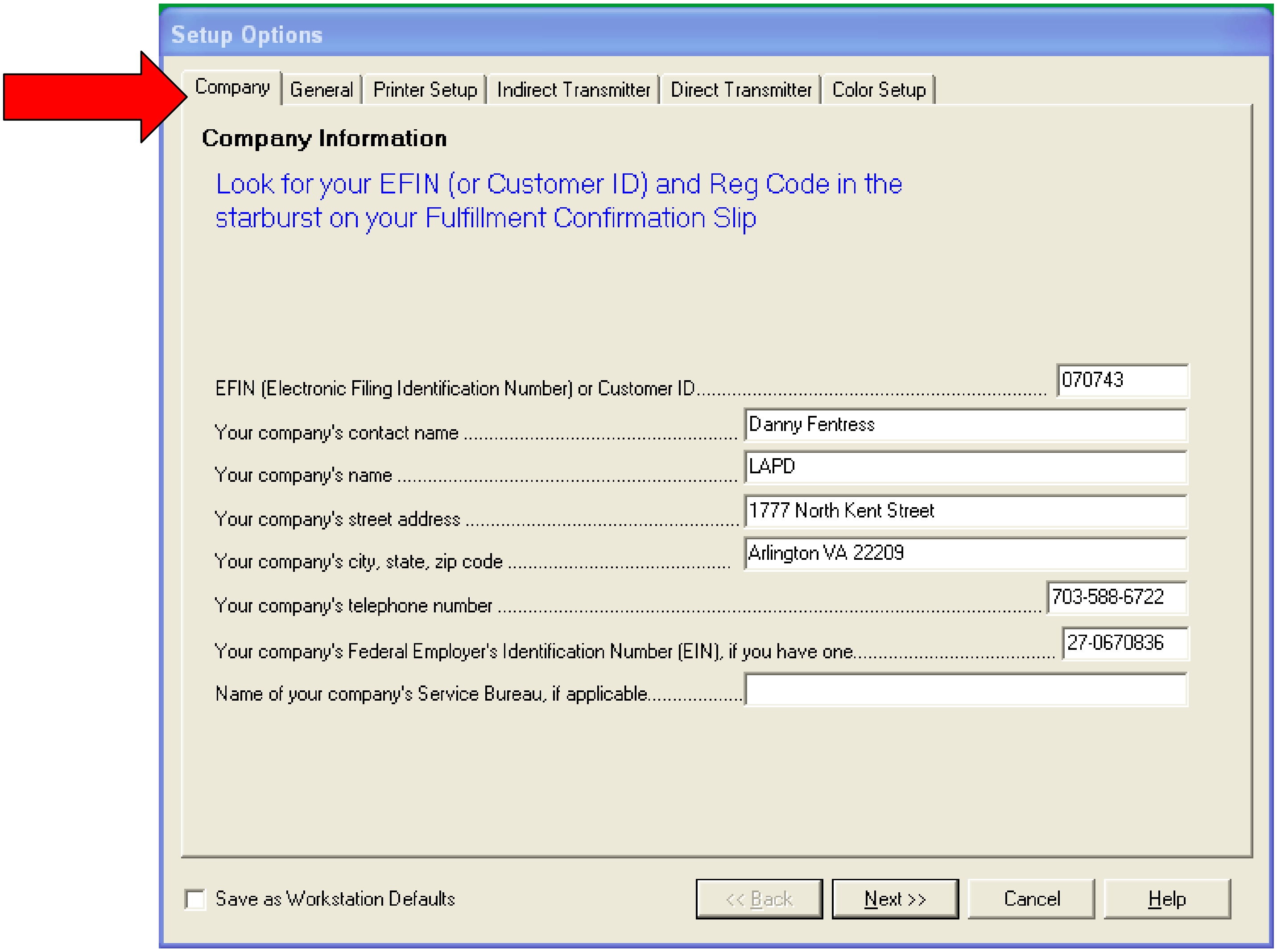
This will bring you to the **TaxWise Utility** screen show below.   While at the TaxWise Utility screen, click on **Setup**.



TaxWise will then display the below screen. Click on **Setup Options**.



You will see the Setup Options screen shown below.



The Setup Options function is a five step process for military tax centers that requires the Admin to set up the tax center.list:

- The first Setup Options Tab is called **Company**. This section requires the tax centers electronic filing identification number (EFIN), the center's name, point of contact, address and telephone number.

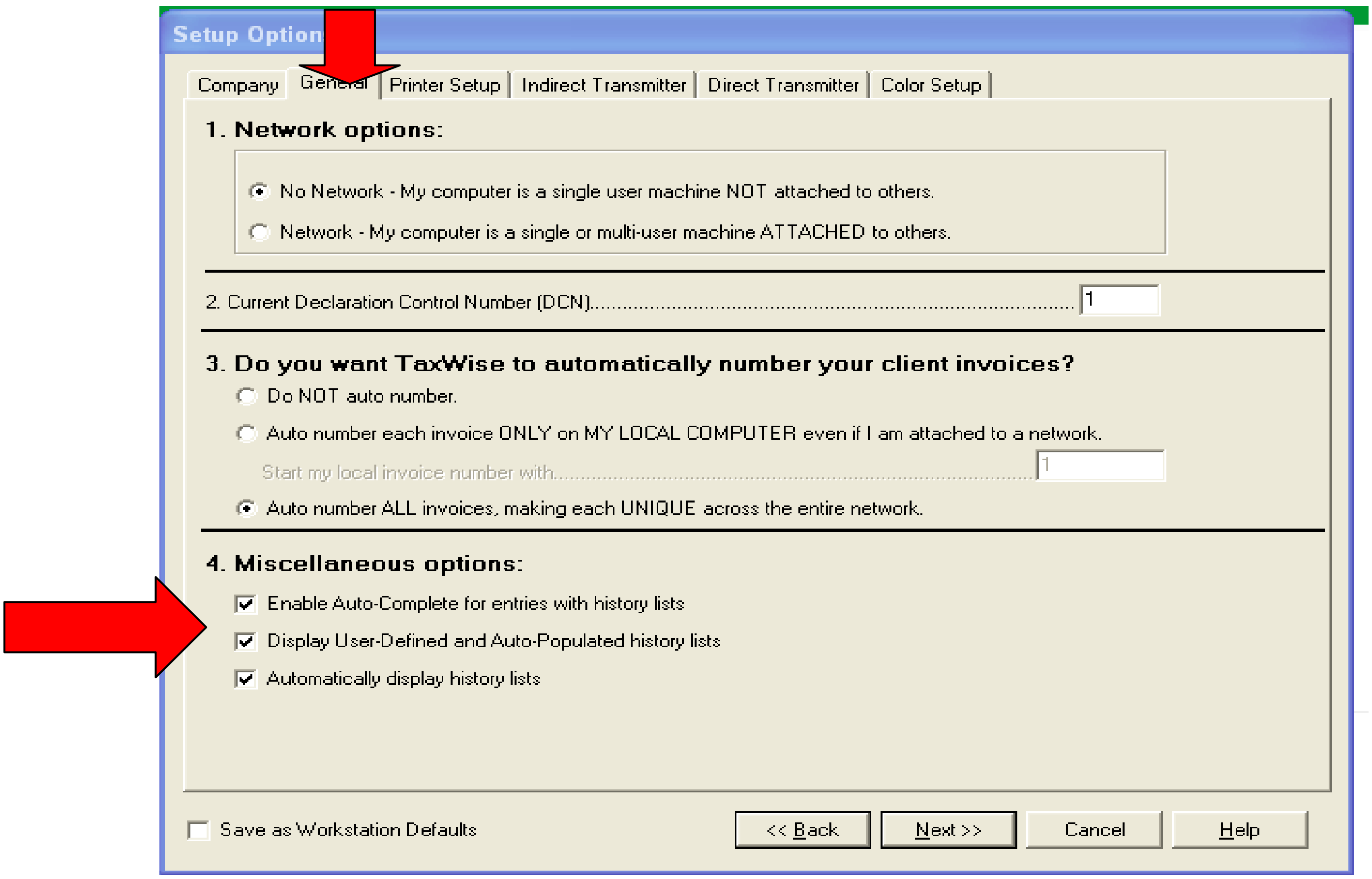
- The second Setup Options Tab is called **General.** In this section you identify;

  a. Block 1 to determine if TaxWise is operating on a stand alone computer or on a Network.

  b. Block 2 is to start the count for the Declaration Control Numbers for all taxes prepared.

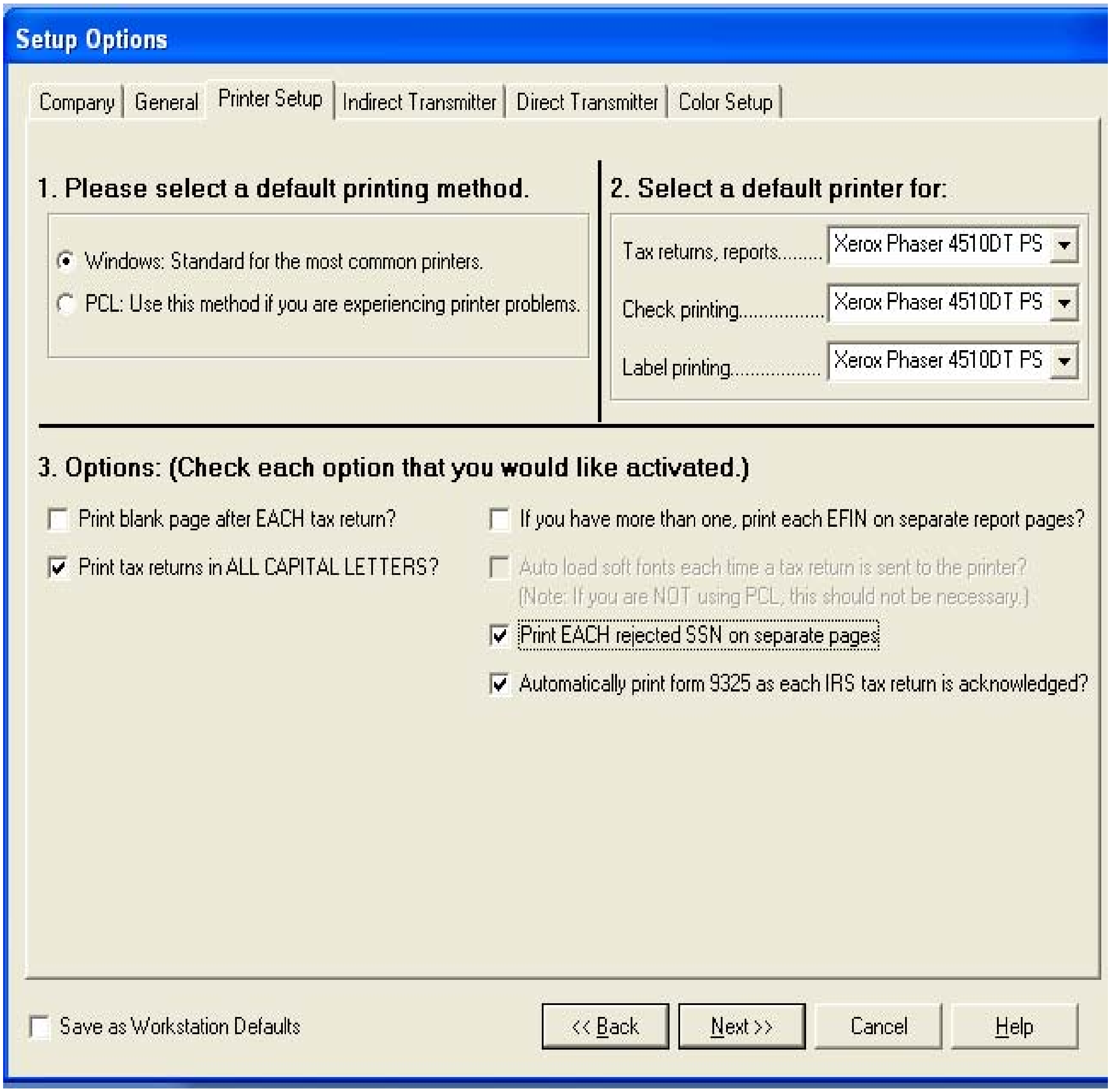
  c. Block 3 of this tab is used by TaxWise to automatically print an invoice with each return. This is a must and works in conjunction with loading the Price Sheet (which will be discussed later in the manual); and

  d. Block 4 is for Miscellaneous options. It is in this portion of the setup that we inform the software to use and limit the Preparer's Use Fields.

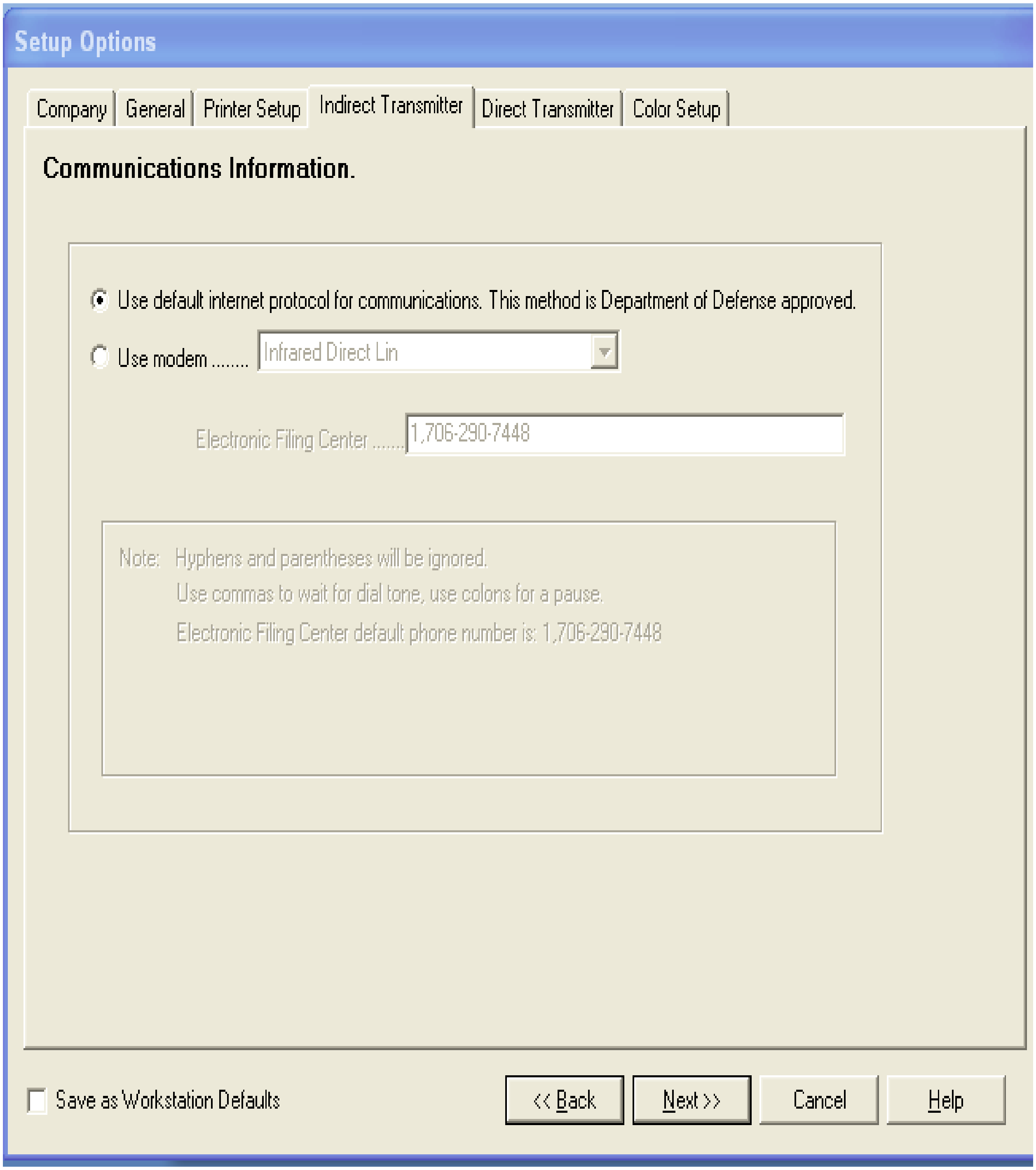


To enable and restrict entries in the Preparer's Use Fields, all selections in Miscellaneous options must be checked.

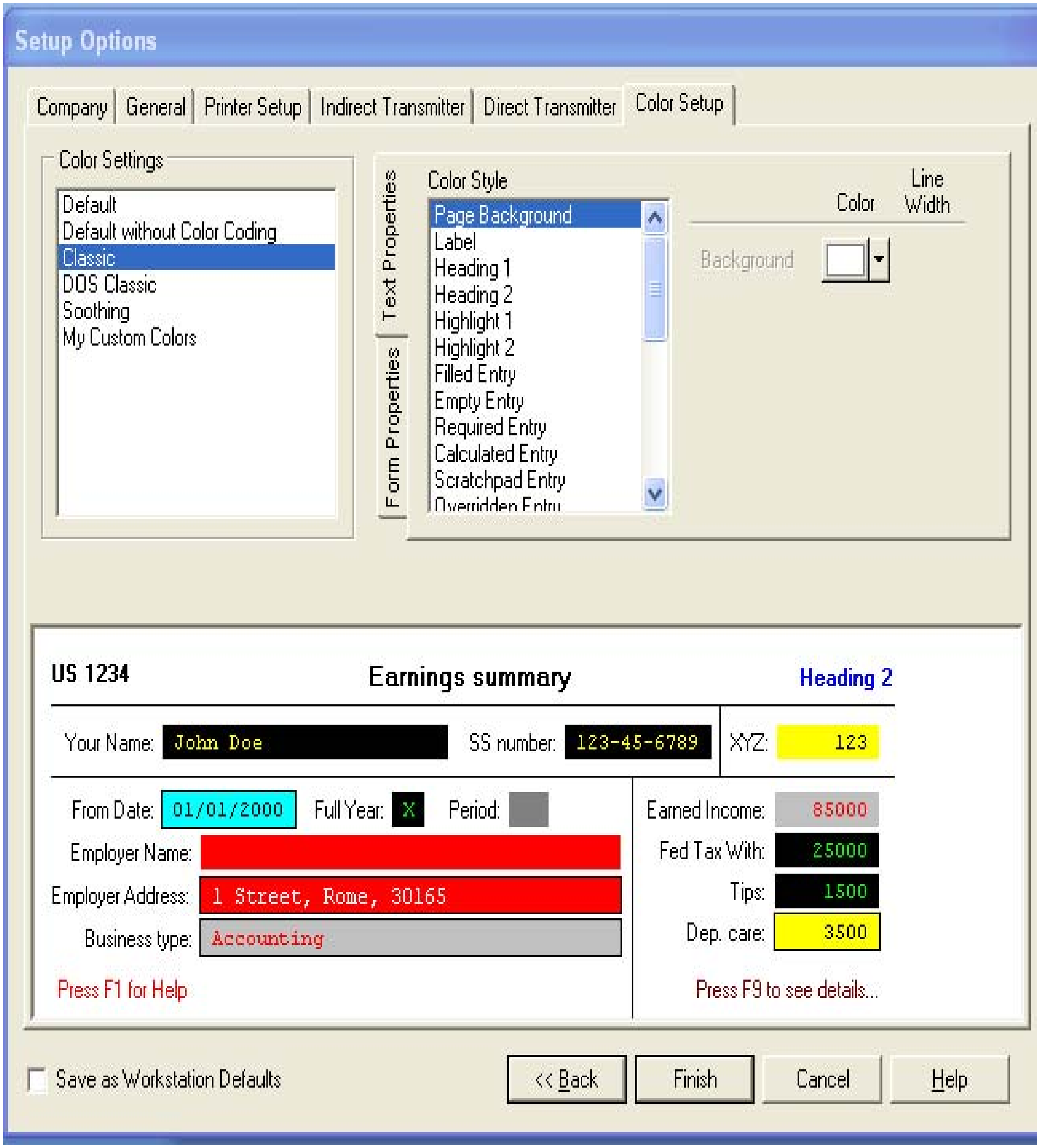
Other choices in the Setup Options features are **Printer Setup,** where you name your printer.



All Army Tax Centers are **Indirect Transmitters**. That means, Army Tax Centers transmit returns to TaxWise, who then sends the return to the Internal Revenue Service Center. In the tab named Indirect Transmitter, TaxWise has a choice specifically designed for Army and other Department of Defense Tax Centers. **Disregard the Direct Transmitter Tab**.

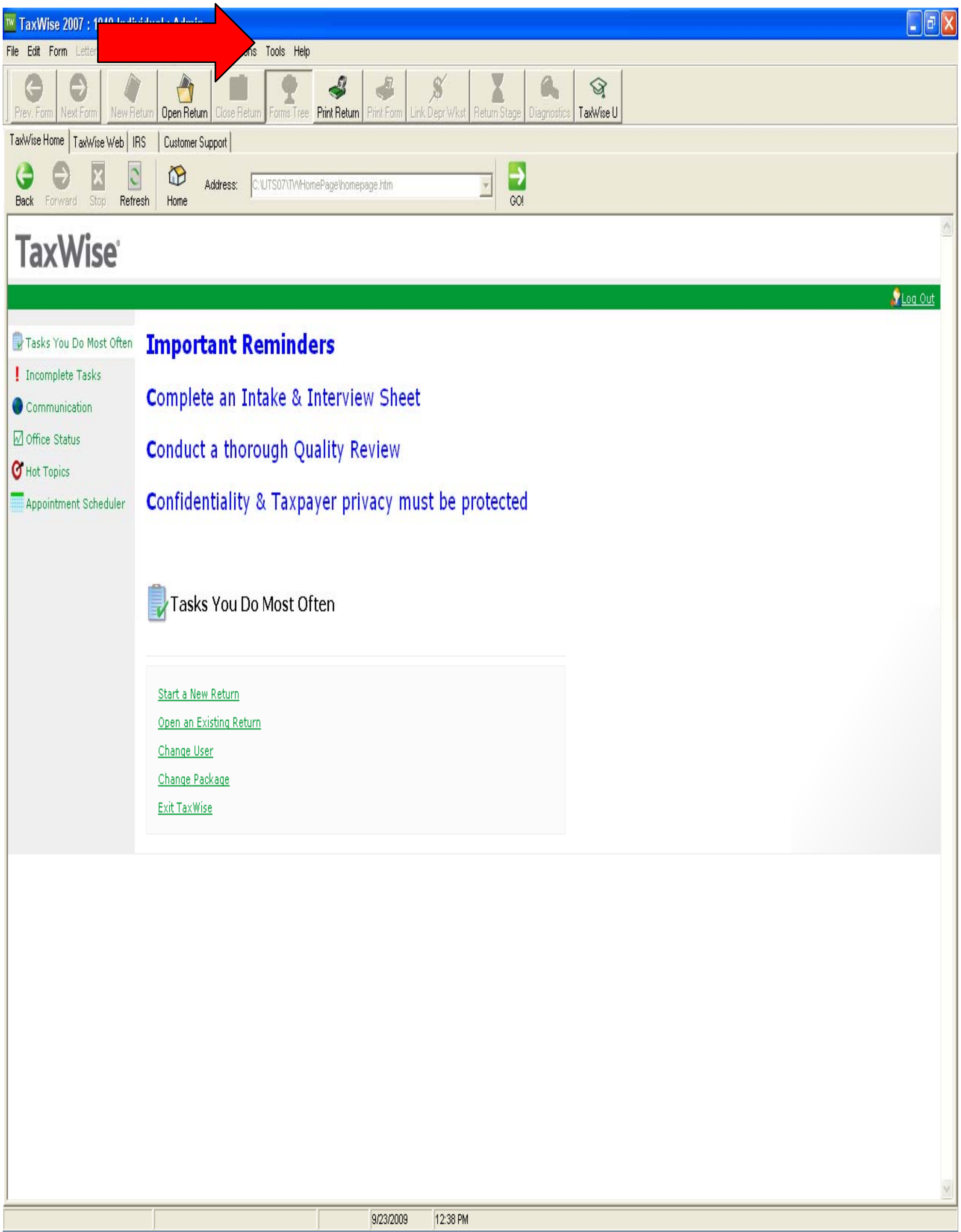


The last Setup Option Tab is the Color Setup. Simply choose the desired color and click on the Finish button.

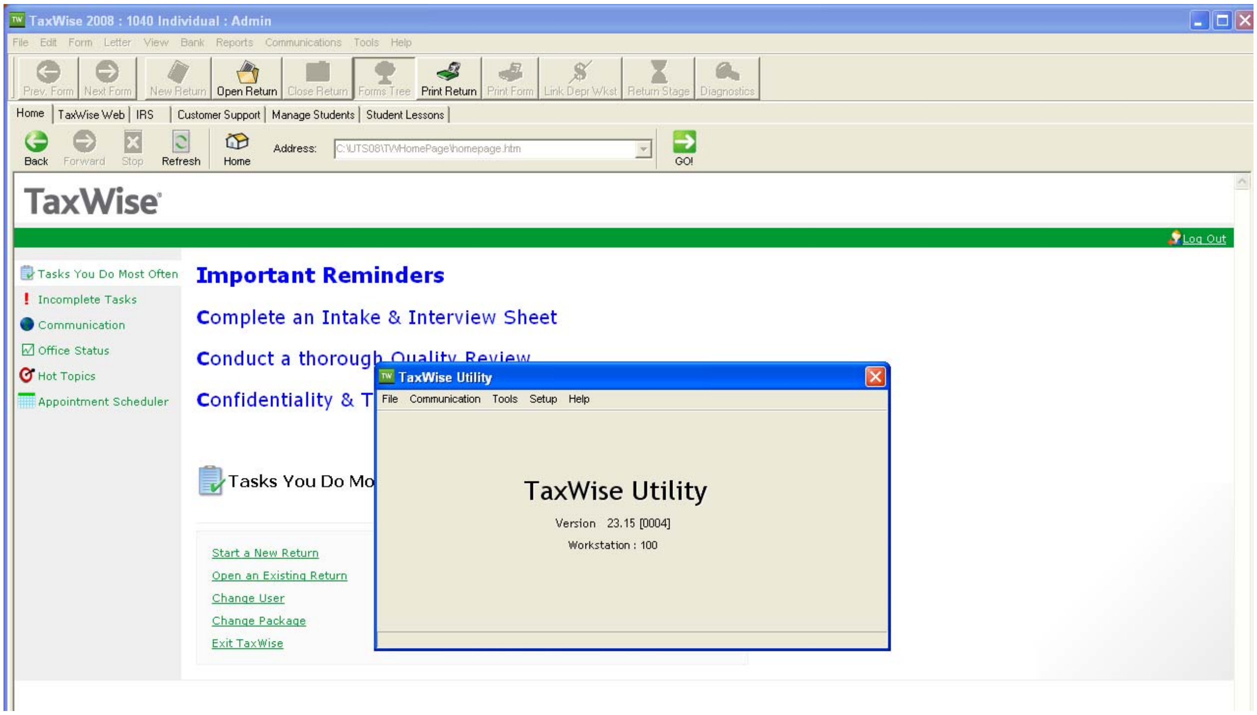

Setup Options
Company
General
Printer Setup
Indirect Transmitter
Direct Transmitter
Color Setup
Color Settings
Default
Default without Color Coding
Classic
DOS Classic
Soothing
My Custom Colors
Text Properties
Form Properties
Color Style
Page Background
Label
Heading 1
Heading 2
Highlight 1
Highlight 2
Filled Entry
Empty Entry
Required Entry
Calculated Entry
Scratchpad Entry
Color
Line Width
Background
US 1234
Earnings summary
Heading 2
Your Name:
John Doe
SS number:
123-45-6789
XYZ:
123
From Date:
01/01/2000
Full Year:
X
Period:
Employer Name:
Employer Address:
1 Street, Rome, 30165
Business type:
Accounting
Press F1 for Help
Earned Income:
85000
Fed Tax With:
25000
Tips:
1500
Dep. care:
3500
Press F9 to see details...
Save as Workstation Defaults
<< Back
Finish
Cancel
Help

This will bring you back to the TaxWise Utility page. Close out by clicking on the **Red X.**

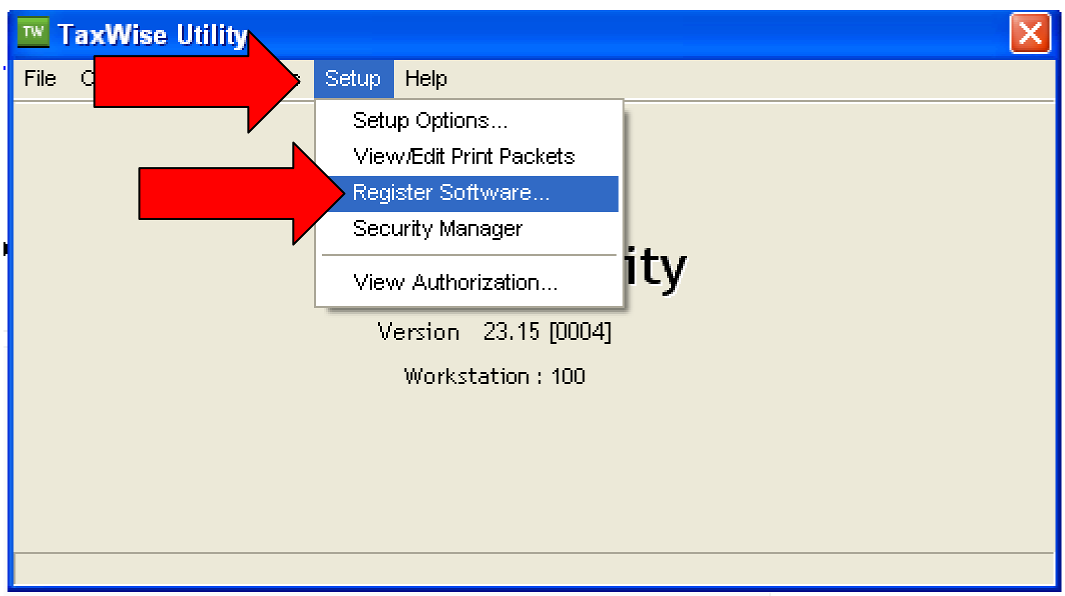
TaxWise will then return to the initial page, where you will have to **register** your software using the **Reg Code** provided at receipt of the software. To register the software, click on **Tools**.


TaxWise 2007
File Edit Form Letter
Tools Help
Prev. Form
Next Form
New Return
Open Return
Close Return
Forms Tree
Print Return
Print Form
Link Depr Wkst
Return Stage
Diagnostics
TaxWise U
TaxWise Home
TaxWise Web
IRS
Customer Support
Back
Forward
Stop
Refresh
Home
Address:
C:\UTS07\TW\HomePage\homepage.htm
GO!
TaxWise
Log Out
Tasks You Do Most Often
Incomplete Tasks
Communication
Office Status
Hot Topics
Appointment Scheduler
Important Reminders
Complete an Intake & Interview Sheet
Conduct a thorough Quality Review
Confidentiality & Taxpayer privacy must be protected
Tasks You Do Most Often
Start a New Return
Open an Existing Return
Change User
Change Package
Exit TaxWise
9/23/2009
12:38 PM

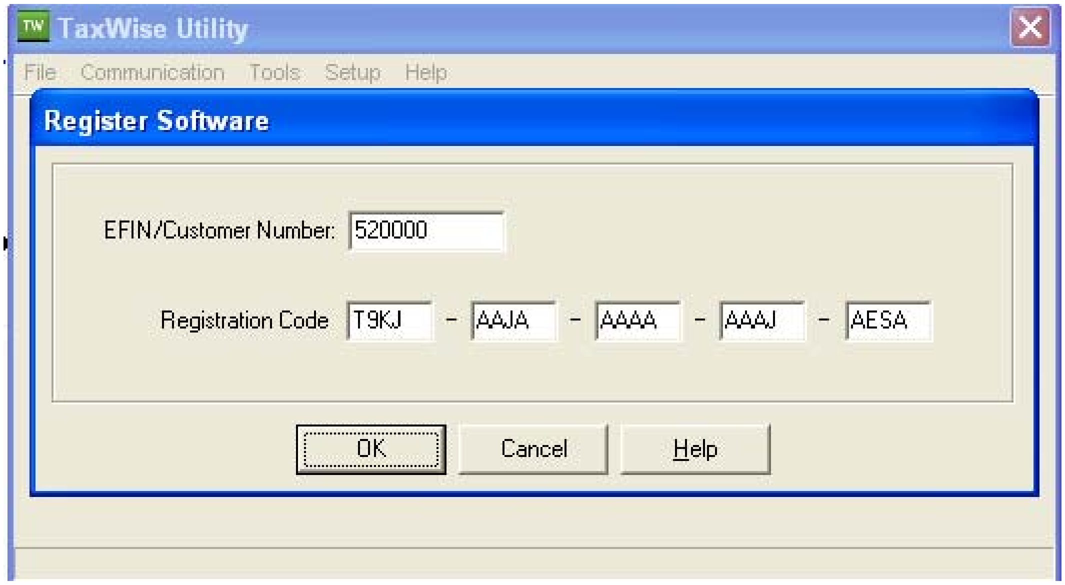
This will bring you back to the TaxWise Utility screen shown below.



Click on **Setup,** then click on **Register Software**.



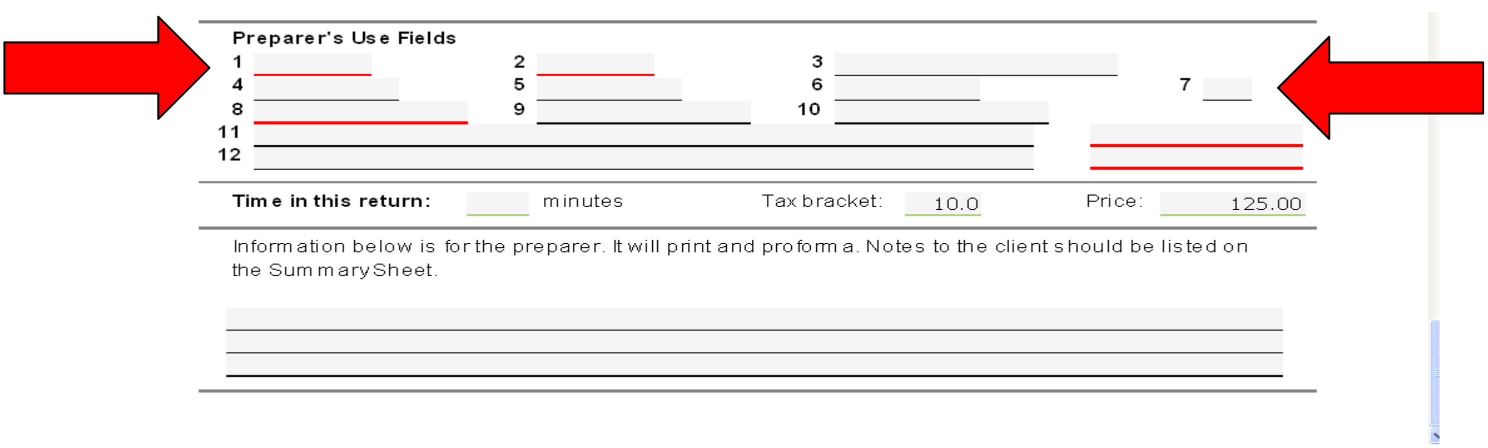
The below screen will appear.   Enter in the **Reg Code** provided by TaxWise and then click **OK**..



This will complete the installation and setup of TaxWise Desktop. Close all features and return to the main page.

V. Data Collection Setup - TaxWise Desktop

To capture data needed for CIS, the **Admin** creates settings in the **Preparer's Use Fields**, located at the bottom of the **Main Information Sheet (**shown below**)**. The Main Information Sheet is the first form shown when creating a return. By creating these settings, the Admin can mandate that these fields be used to obtain information desired for the TAAR.



VI. Creating Settings in Preparer's Use Field 1

- **Preparer Use Field 1** - **Set up this Preparer Use Field to capture the status of the tax client.**
- **Mandatory Information required** for entry into Preparer Use Field 1 is **limited** to the **below** choices **only**. The abbreviations shown below will be used.

ESM = Enlisted Service Member **EFM** = Enlisted Family Member

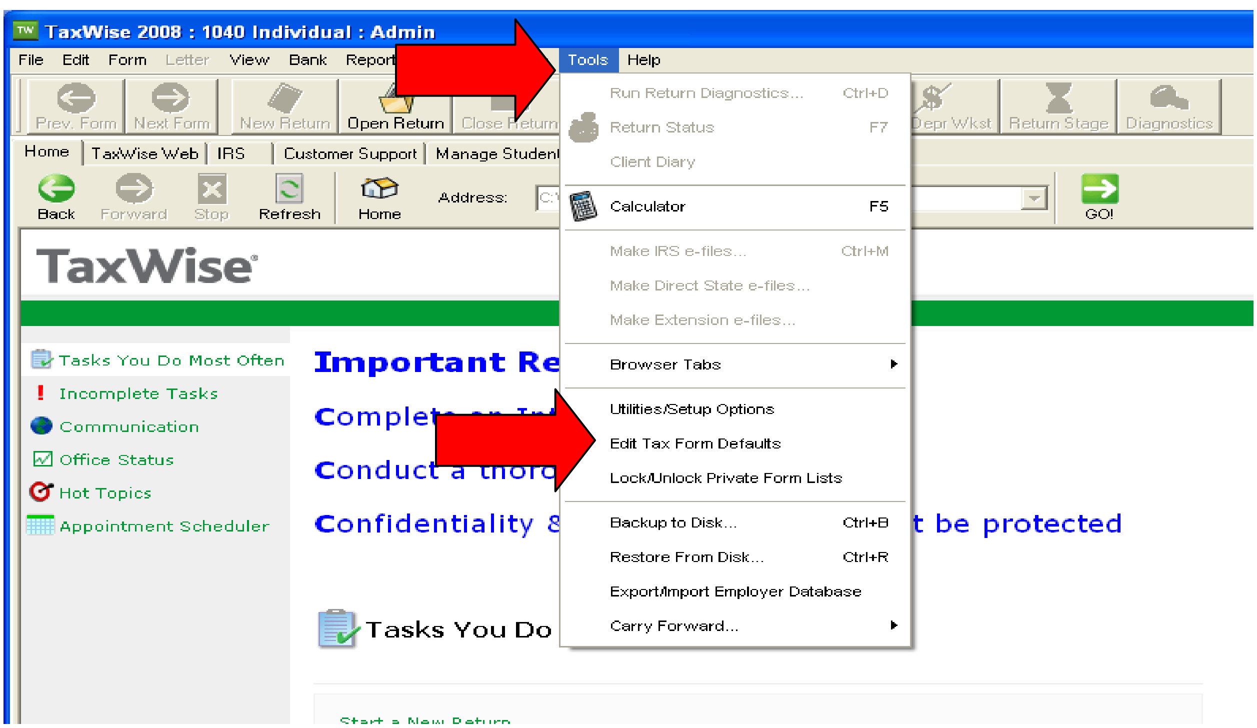
WOSM = Warrant Service Member **WOFM** = Warrant Family Member

COSM = Commissioned Service Member **COFM** = Commissioned Family Member

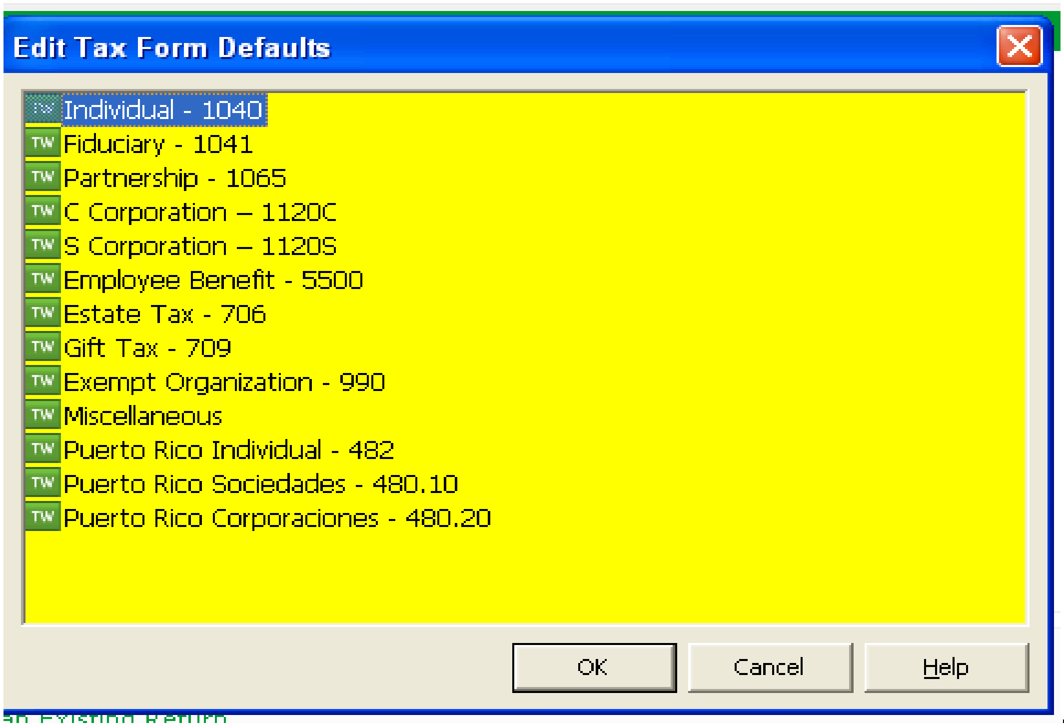
Retiree **Other**

To capture data needed for CIS, the Admin has to create settings for use in the Preparer's Use Fields (located at the bottom of the Main Information Sheet) and input information from the Price List.

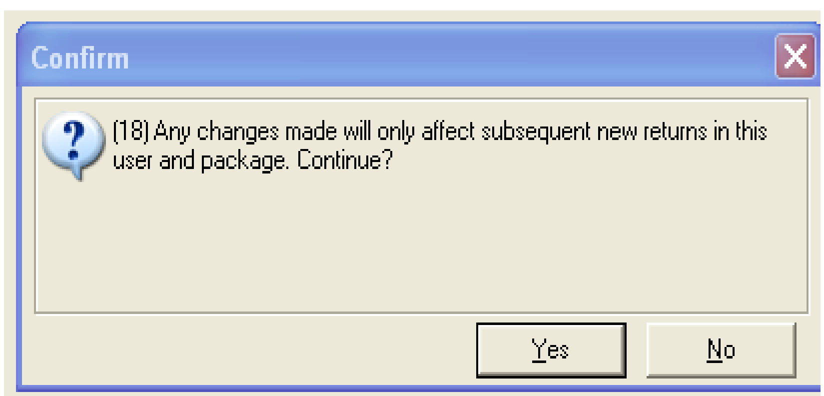
- To create and enter the required data above in Preparer Use Field 1, open TaxWise Desktop as the Admin, and from the Toolbar, click on the **Tools** Menu and then click **Edit Tax Form Defaults (**shown below).



Double-click on the Individual 1040 Tax Package or highlight and then click **OK**.



TaxWise Desktop will display a confirm message box, informing the user that all changes will affect subsequent returns. Click **yes**.



TaxWise Desktop will then display the Main Information Page.

US **Main Information Sheet** 2008

This return can be filed on Form 1040.

Check form you are using: ☑ 1040 ☐ 1040A ☐ 1040EZ ☐ 1040PR ☐ 1040NR ☐ 1040NREZ

Check one: ☐ Spanish forms on the screen and printed. ☐ Spanish forms printed only.

Your first name	Initial	Last name	Suffix	Your SSN

If filing a **JOINT** return, enter your spouse's

First name	Initial	Last name, if different from yours	Spouse's SSN

Mailing address

Name line 2. Use % for care of . . . .

Present home address . . . .

Zip code, city, and state . . . . ,

Email address . . . .

Telephone numbers	**Taxpayer**	**Spouse**
Daytime		
Evening		
Cell phone or fax		
Foreign phone		
Birth date		
Age for Federal tax purposes	0	0

Taxpayer's occupation . . . .

Spouse's occupation . . . .

Foreign Address

Foreign street address . . . .

Foreign city, state, province, Zip code . .

Foreign country. Do not abbreviate . . . . .

Taxpayer Information

Disaster designation - IRS e-filing field 98 . . . .

Special processing . . . .

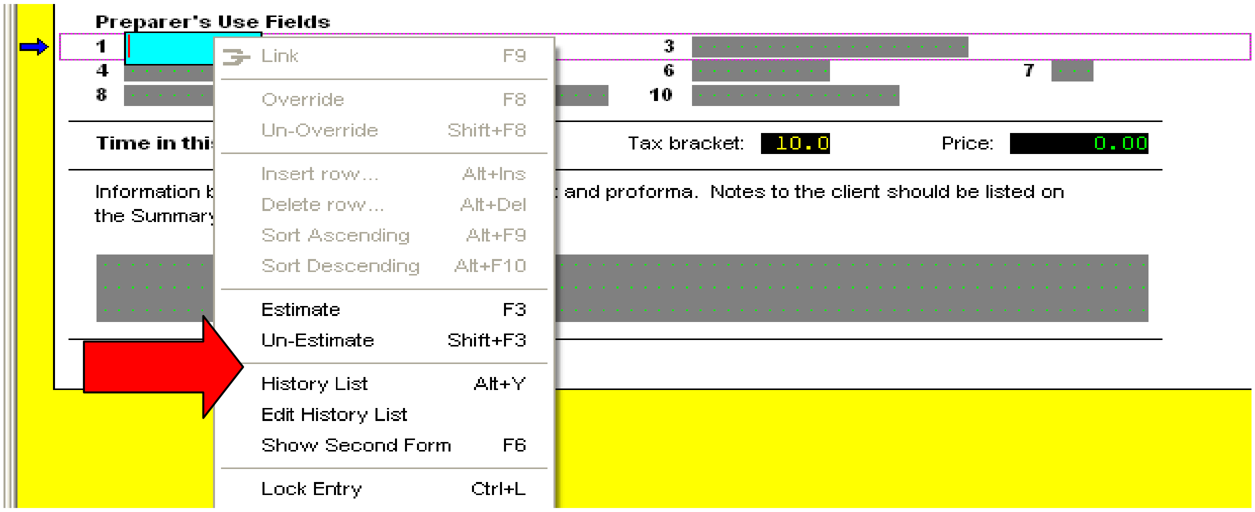
Are you excluding Puerto Rico income from this tax return? . . . . ☐ Yes ☒ No

If "Yes", enter the amount of income excluded . . . . 0.

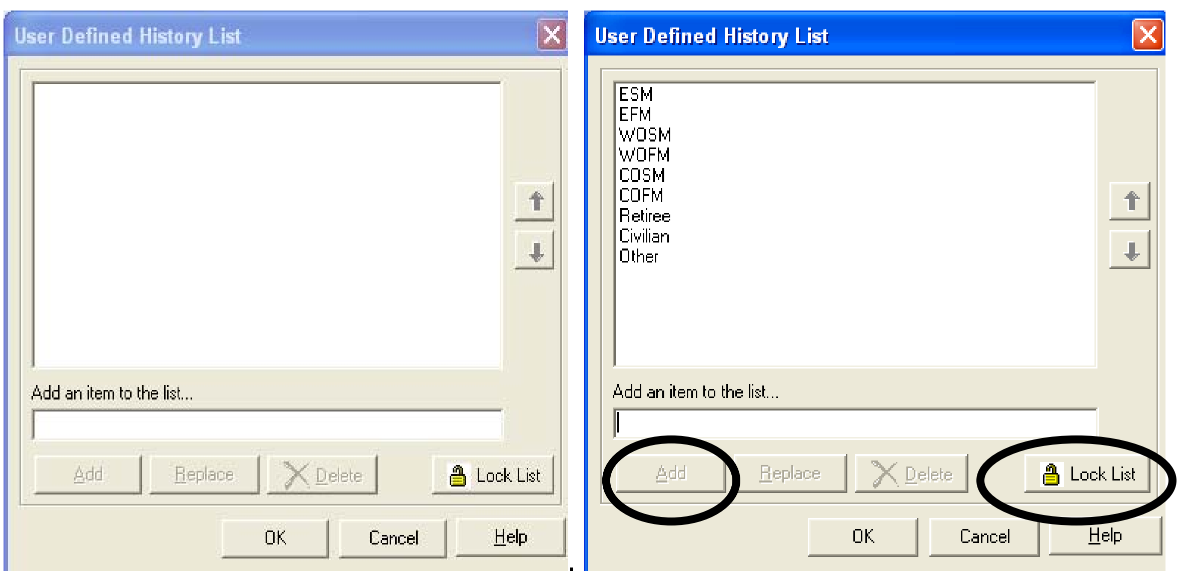
	Taxpayer	**Spouse**
Check if blind	☐ Yes	☐ Yes
Check if totally and permanently disabled	☐ Yes	☐ Yes
Date of death. ONLY if in 2008 or 2009		

Scroll down the Main Information Page until you get to the Preparer's Use Fields.

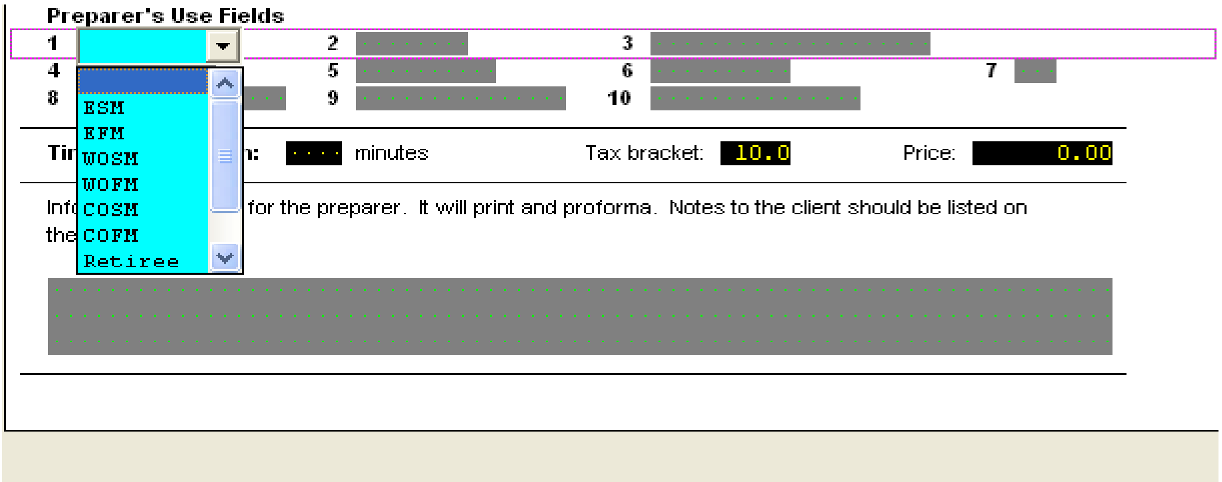
Place your cursor in Preparer's Use Fields Box 1 and **right click**. TaxWise Desktop will display a pull down menu. Place the cursor on **Edit History List** and click.



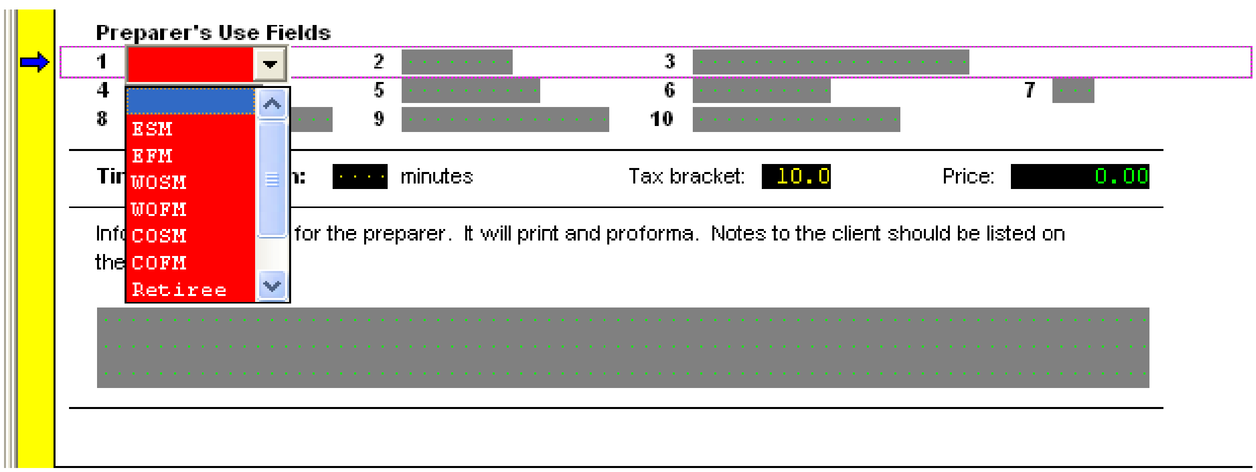
TaxWise Desktop will display a blank User Defined History List Box as shown below. Insert each **mandatory member status** as required by CIS and defined in Section IV. Click **Add** after each entry, and when the list is complete, click on the lock list button.



Once the entries are made and the list is locked, the tax preparer can only select those entries. A pull down menu with those entries will appear, limiting the tax preparer choices. once the cursor is placed in the box.



Once the entries are entered and locked, go back to Preparer's Use Field selected, and use the **F3** key to turn the field's color to Red and shows that this is a mandatory field that requires an entry.



VII. Creating Settings in Preparer's Use Field 2

- **Preparer Use Field 2 - Set up this Preparer Use Field to capture the status of the tax client.**

Mandatory Information required for entry into Preparer Use Field 2 is **limited** to the **below** choices **only**.

Army

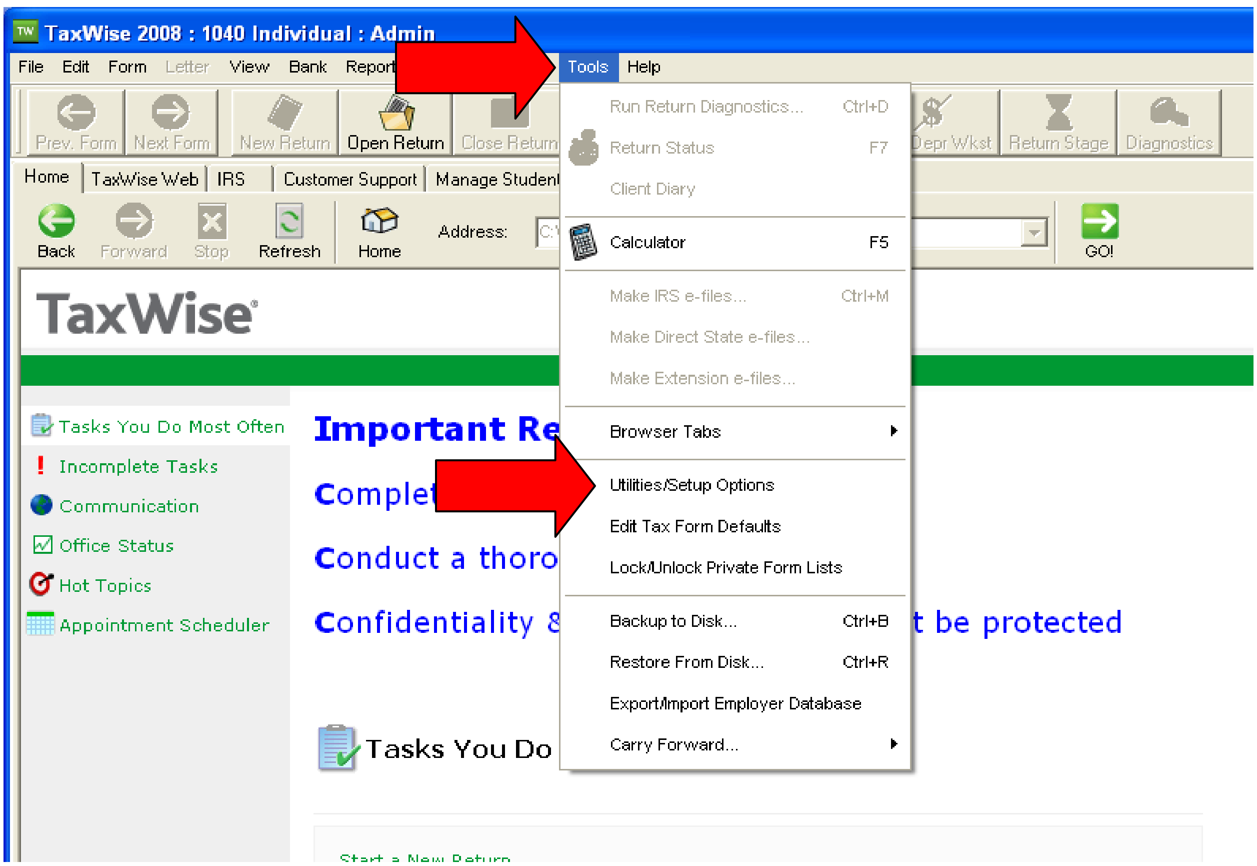
Navy

USAF

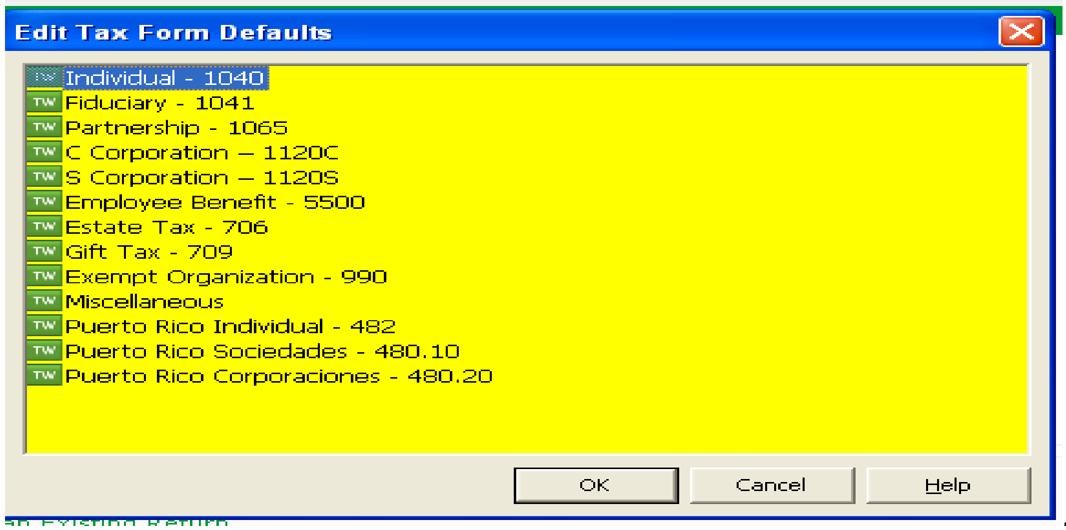
USMC

USCG

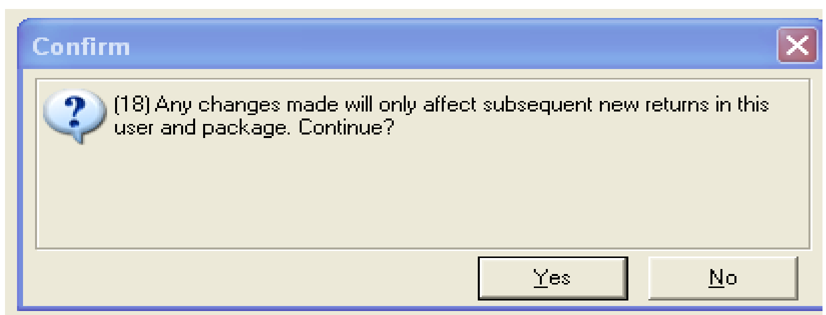
To create and enter the required branch of service shown above in Preparer's Use Field 2, open TaxWise Desktop as the Admin, and from the Toolbar, click on the **Tools** Menu and then click **Edit Tax Form Defaults (**shown below).



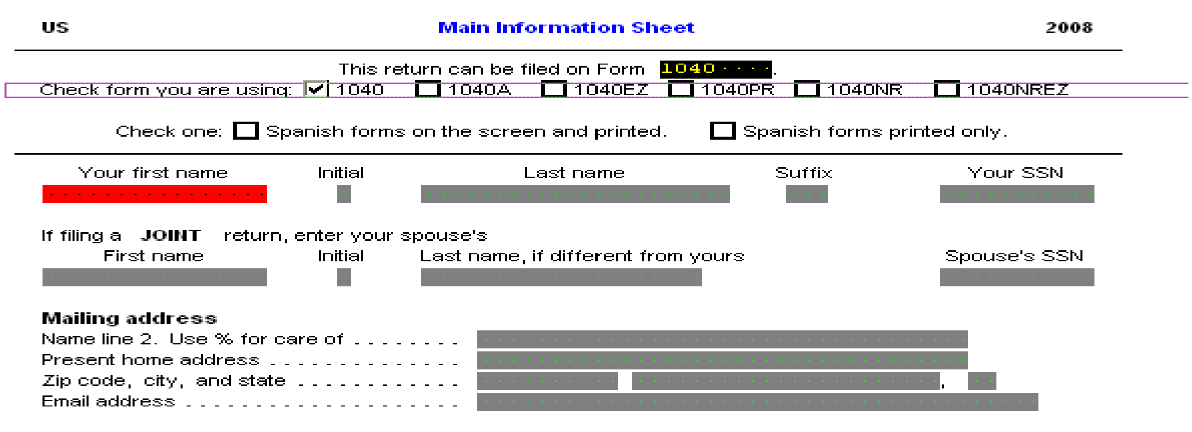
Double-click on the Individual 1040 Tax Package or highlight and then click **OK**



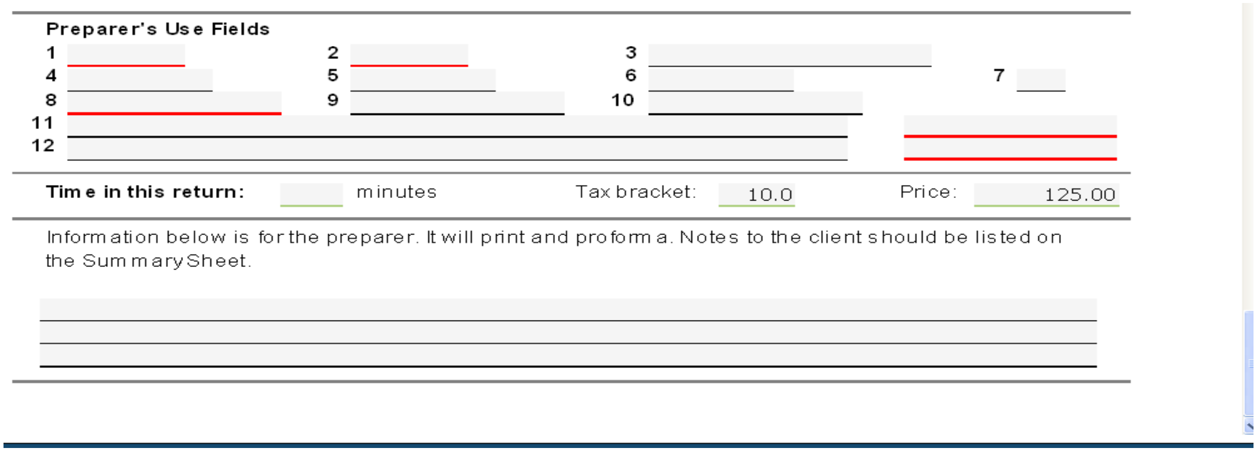
TaxWise Desktop will display a confirm message box, informing the user that all changes will affect subsequent returns. Click **yes**.



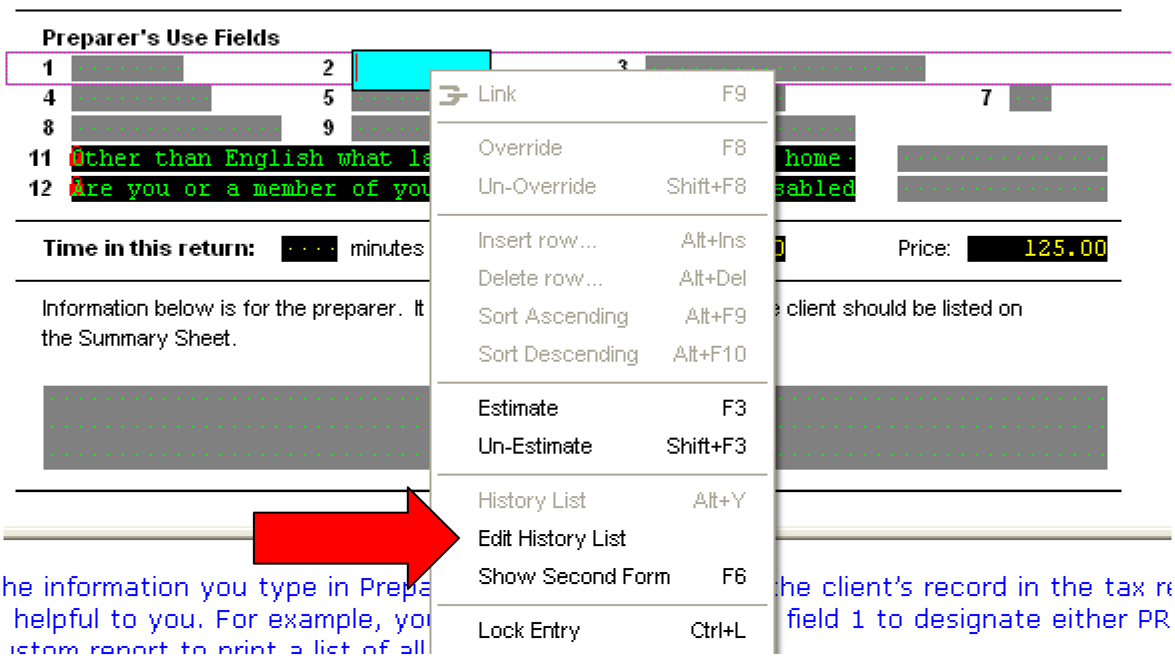
TaxWise Desktop will then display the Main Information Page.



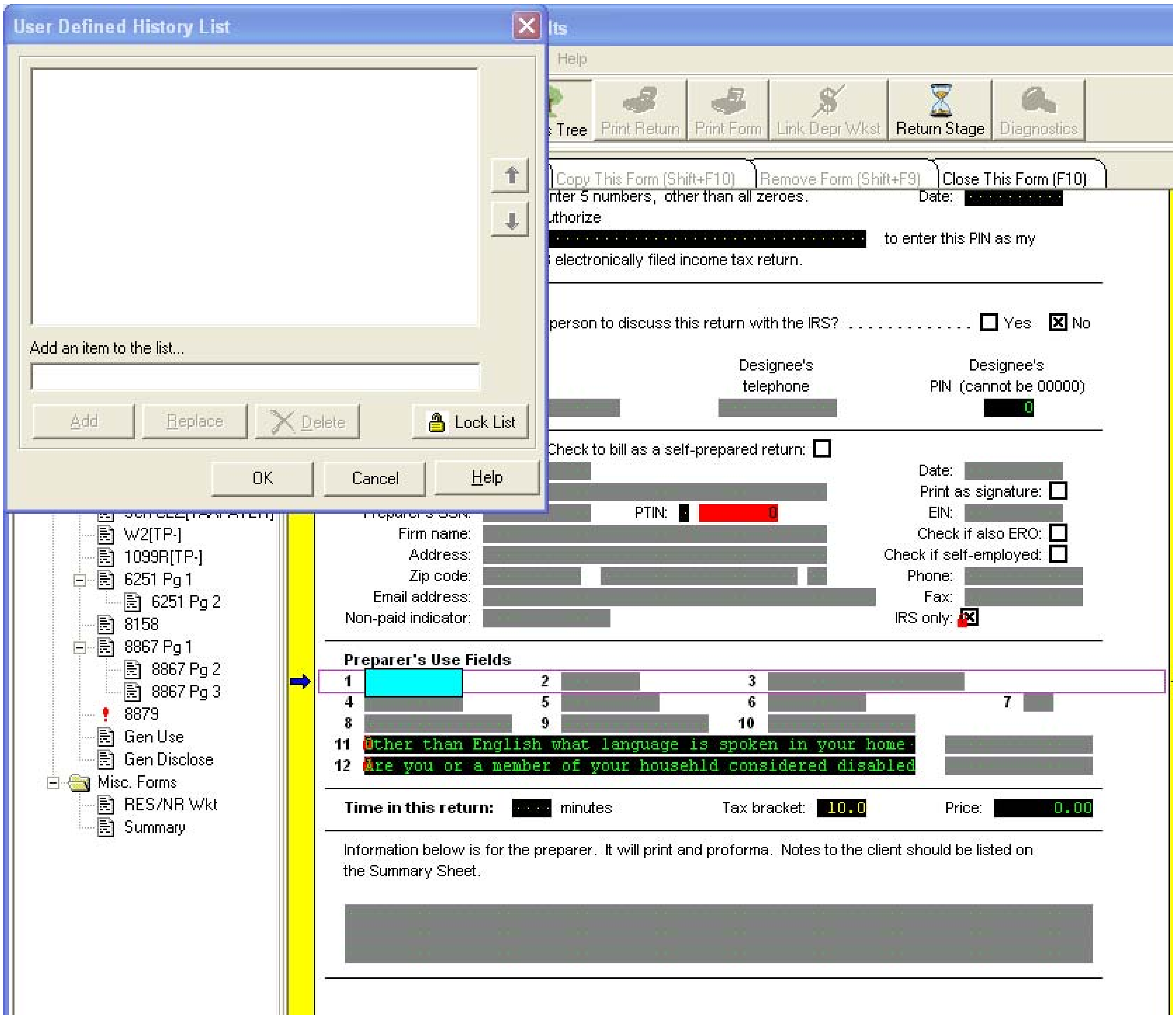
Scroll down the Main Information Page until you get to the Preparer's Use Fields.

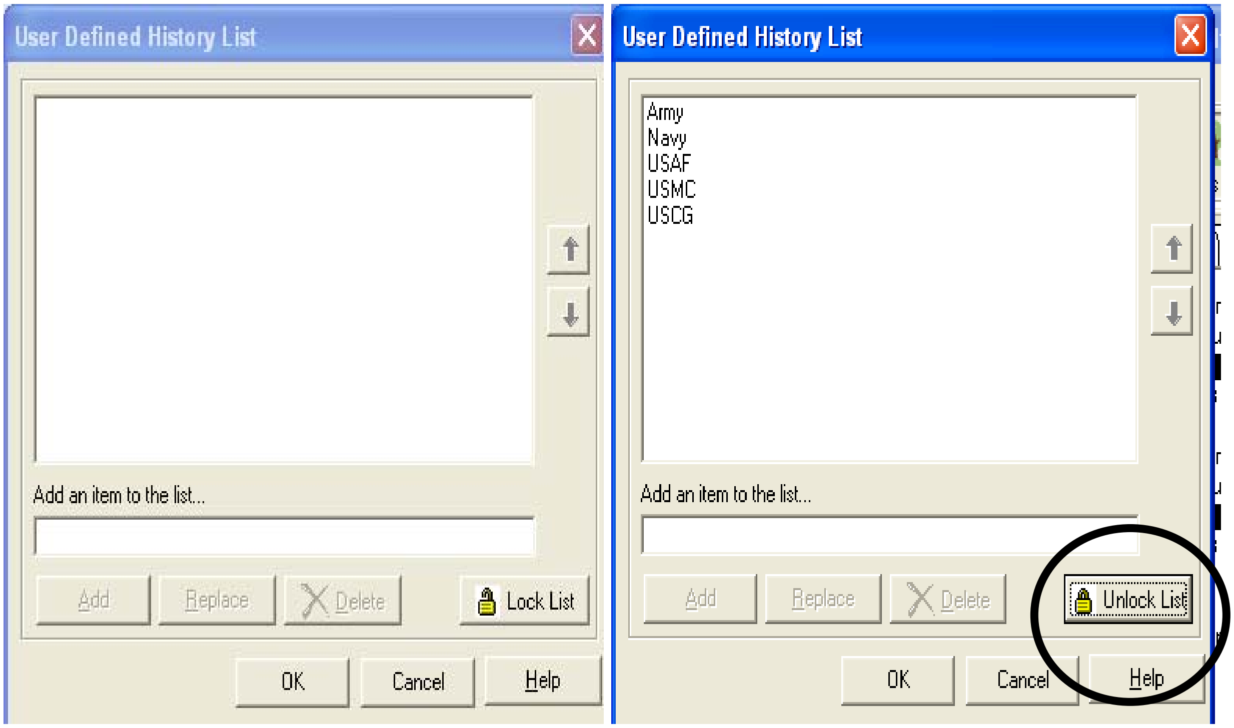


Place your cursor in Preparer's Use Fields Box 2 and right click. TaxWise Desktop will display a the following screen. Place the cursor on **Edit History List** and click

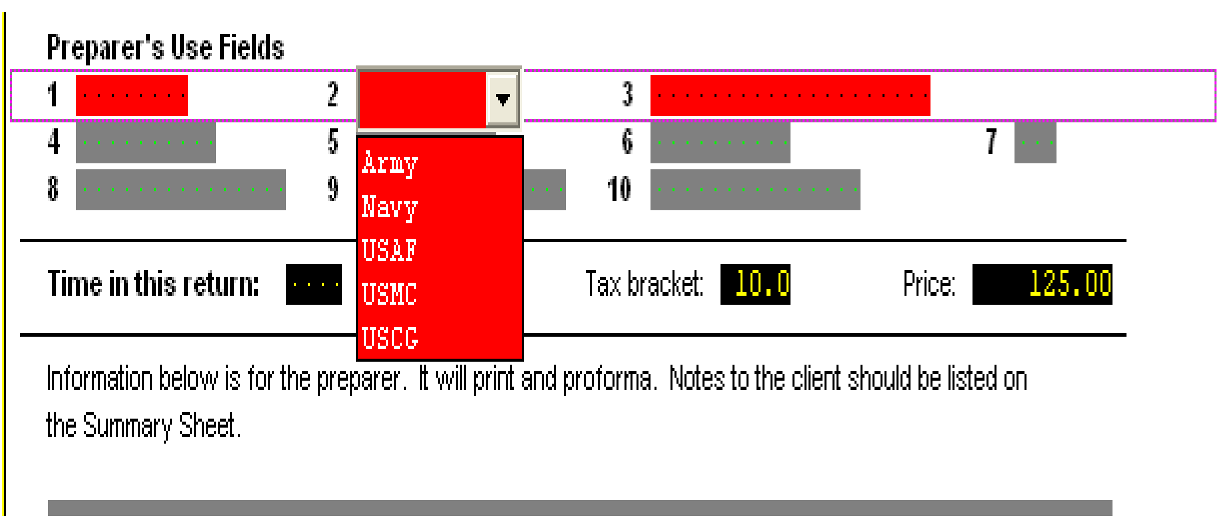


TaxWise Desktop will display a blank User Defined History List Box as shown below. Insert each **mandatory member status** as required by CIS and defined in Section IV. Click **Add** after each entry, and when the list is complete, click on the lock list button and then click OK.

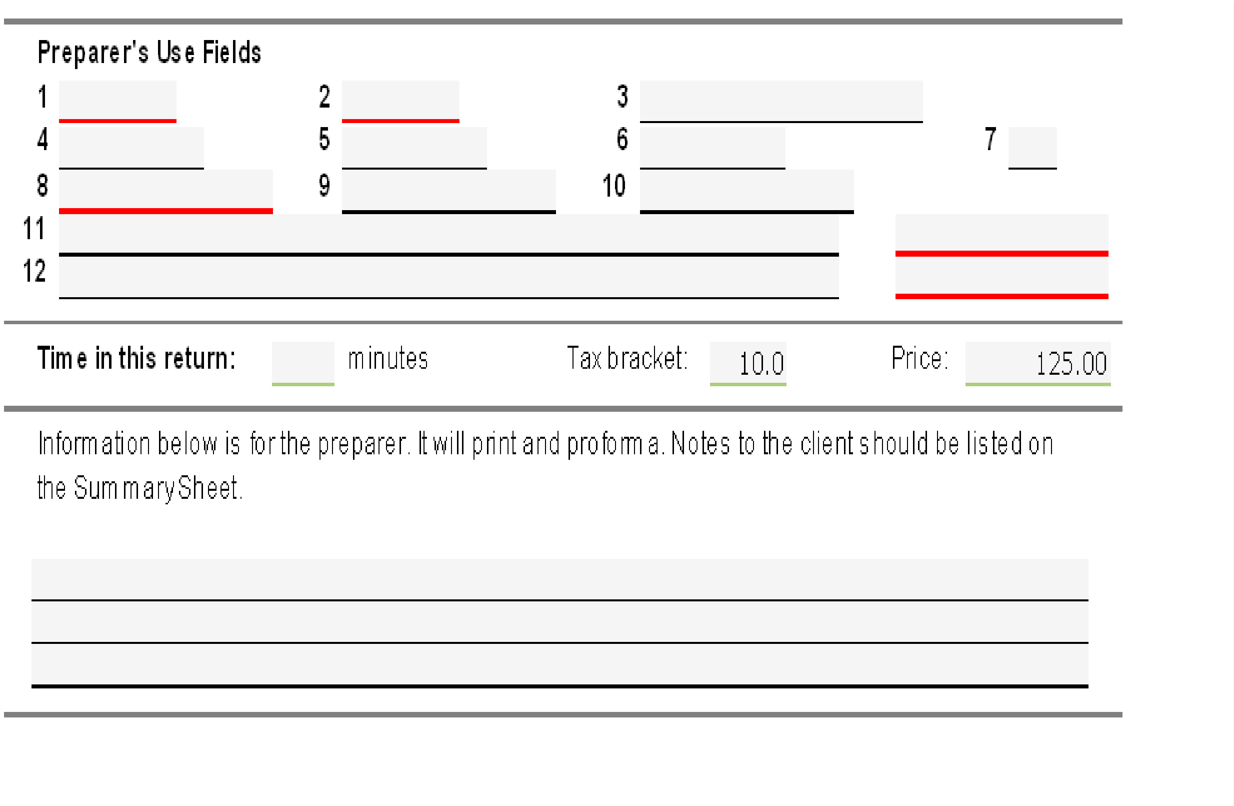

User Defined History List
Add an item to the list...
Add
Replace
Delete
Lock List
OK
Cancel
Help
Tree
Print Return
Print Form
Link Depr Wkst
Return Stage
Diagnostics
Copy This Form (Shift+F10)
Remove Form (Shift+F9)
Close This Form (F10)
nter 5 numbers, other than all zeroes.
Date:
uthorize
to enter this PIN as my
electronically filed income tax return.
person to discuss this return with the IRS?
Yes
No
Designee's telephone
Designee's PIN (cannot be 00000)
Check to bill as a self-prepared return:
Date:
Print as signature:
PTIN:
EIN:
Firm name:
Check if also ERO:
Address:
Check if self-employed:
Zip code:
Phone:
Email address:
Fax:
Non-paid indicator:
IRS only:
W2[TP-]
1099R[TP-]
6251 Pg 1
6251 Pg 2
8158
8867 Pg 1
8867 Pg 2
8867 Pg 3
8879
Gen Use
Gen Disclose
Misc. Forms
RES/NR Wkt
Summary
Preparer's Use Fields
Other than English what language is spoken in your home
Are you or a member of your househld considered disabled
Time in this return:
minutes
Tax bracket:
10.0
Price:
0.00
Information below is for the preparer. It will print and proforma. Notes to the client should be listed on the Summary Sheet.



Once the entries are entered and locked, go back to Preparer's Use Field 2 and use the **F3** key to turn the field's color to Red and shows that this is a mandatory field that requires an entry. The tax preparer can only select from a pull down menu with that contains those entries only.



VIII: Recommended uses of other Preparer Use Fields.


Preparer's Use Fields
1 2 3
4 5 6 7
8 9 10
11
12
Time in this return: minutes Tax bracket: 10.0 Price: 125.00
Information below is for the preparer. It will print and proforma. Notes to the client should be listed on the Summary Sheet.

Although only the first two Preparer Use Fields have a mandated use, it is **highly recommended** that the Admin set up and use the other fields to collect other useful data as determined by the Tax OIC.

For instance;

- **Preparer Use Field 3**: Use to capture the name of the tax preparers in your tax center.
- **Preparer Use Field 4**: Use to capture the unit of the tax client. This data can be used to report to the Staff Judge Advocate where the clients are coming from. It can also be used as a management tool to solicit personnel from units that have a high tax preparation volume but did not provide any support to the tax center.

IX: Setting Up Price List

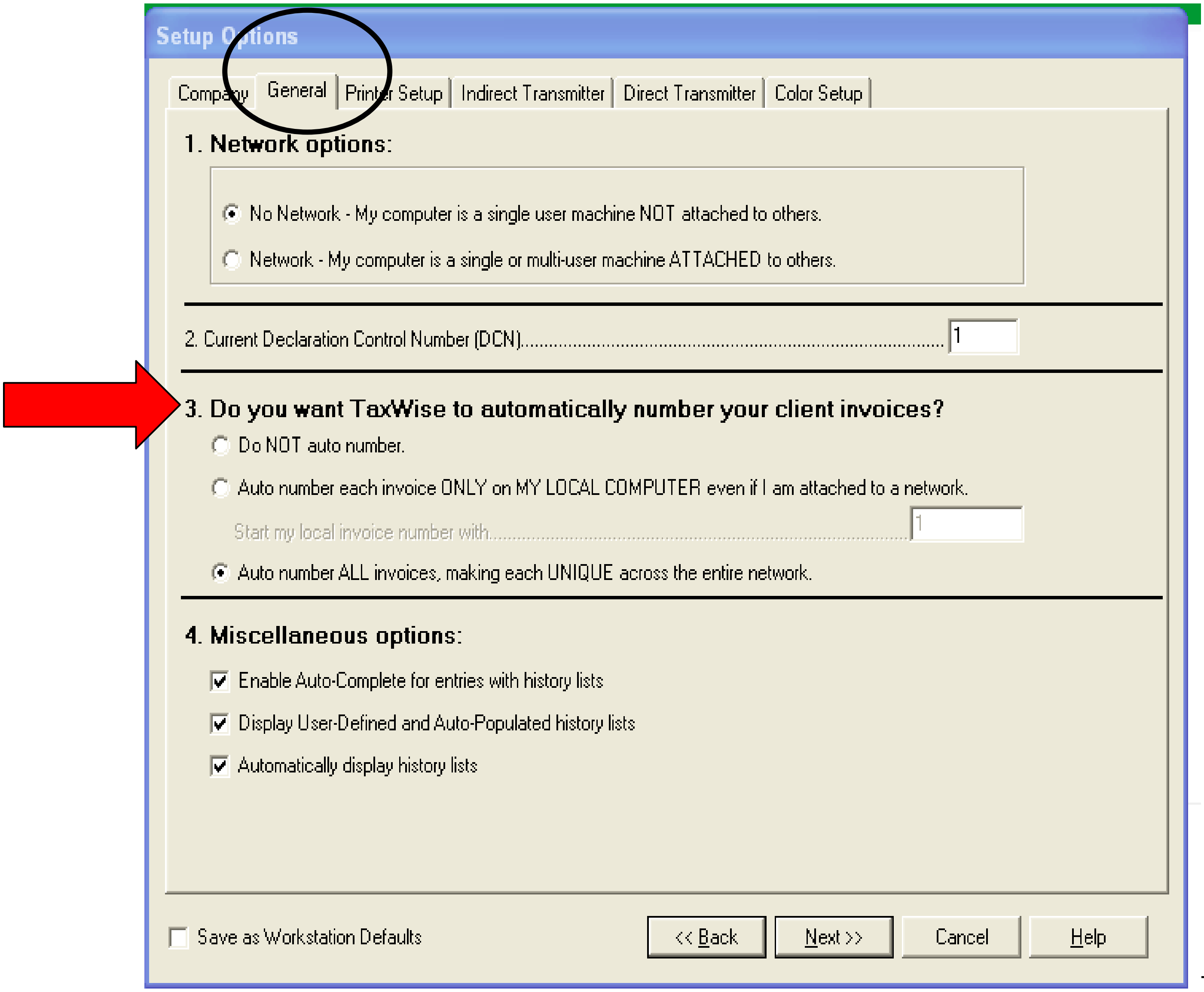
The last element in Tax Center Statistics is including the Price List into the TaxWise program. Every year before the start of tax season, members of the Armed Forces Tax Council agree on a Price List. This Price List shows the value of each tax formed prepared (see below). **The Price List can be changed to conform to prices in local areas.**

Sample Tax Season Price List

FORMS	PRICE	FORMS	PRICE	FORMS	PRICE
1040	125.00	2555	45.00	8609A	15.00
1040A	100.00	2555 EZ	30.00	8611	15.00
1040ES	30.00	3468	15.00	8615	20.00
1040EZ	85.00	3800	20.00	8689	10.00
1040NR	45.00	3903	15.00	8697	10.00
1040NR-EZ	35.00	4136	15.00	8801	20.00
1040V	40.00	4137	15.00	8812	30.00
1040X	65.00	4255	15.00	8814	15.00
1045	40.00	4562	25.00	8815	15.00
SCH-A*	45.00	4563	15.00	8820	20.00
by line	0	4797	40.00	8826	20.00

The Price Sheet allows TaxWise to calculate the tax preparation fee for each return prepared and print an individual invoice for each tax returned prepared. These numbers are also stored in the TaxWise Database and are produced when doing the **Military Summary Report** and the **Preparer Field Report**.

It was shown earlier in the TaxWise Desktop Setup Options that under the **General** tab, the program can be used to generate invoices for each tax return prepared.

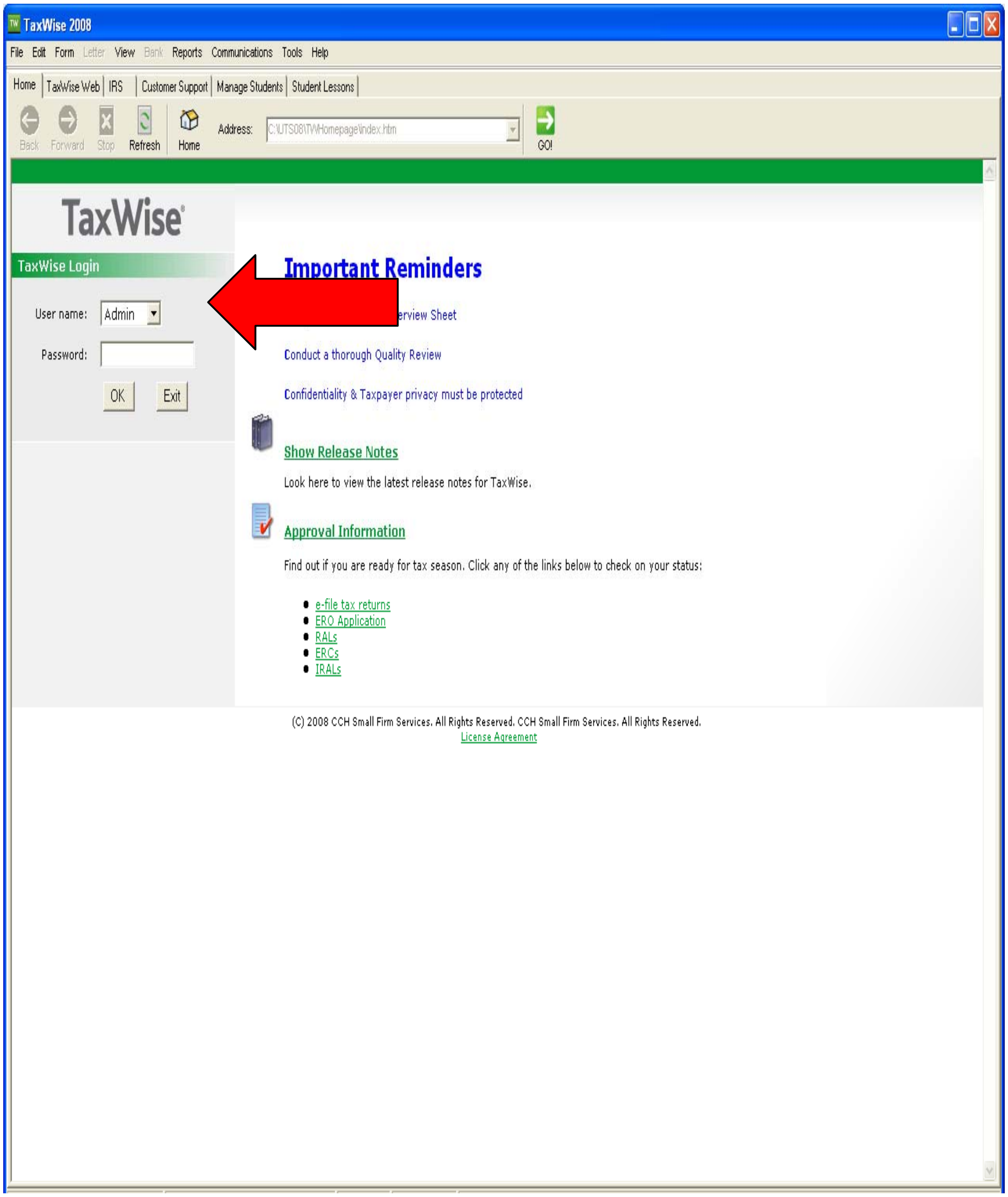


T

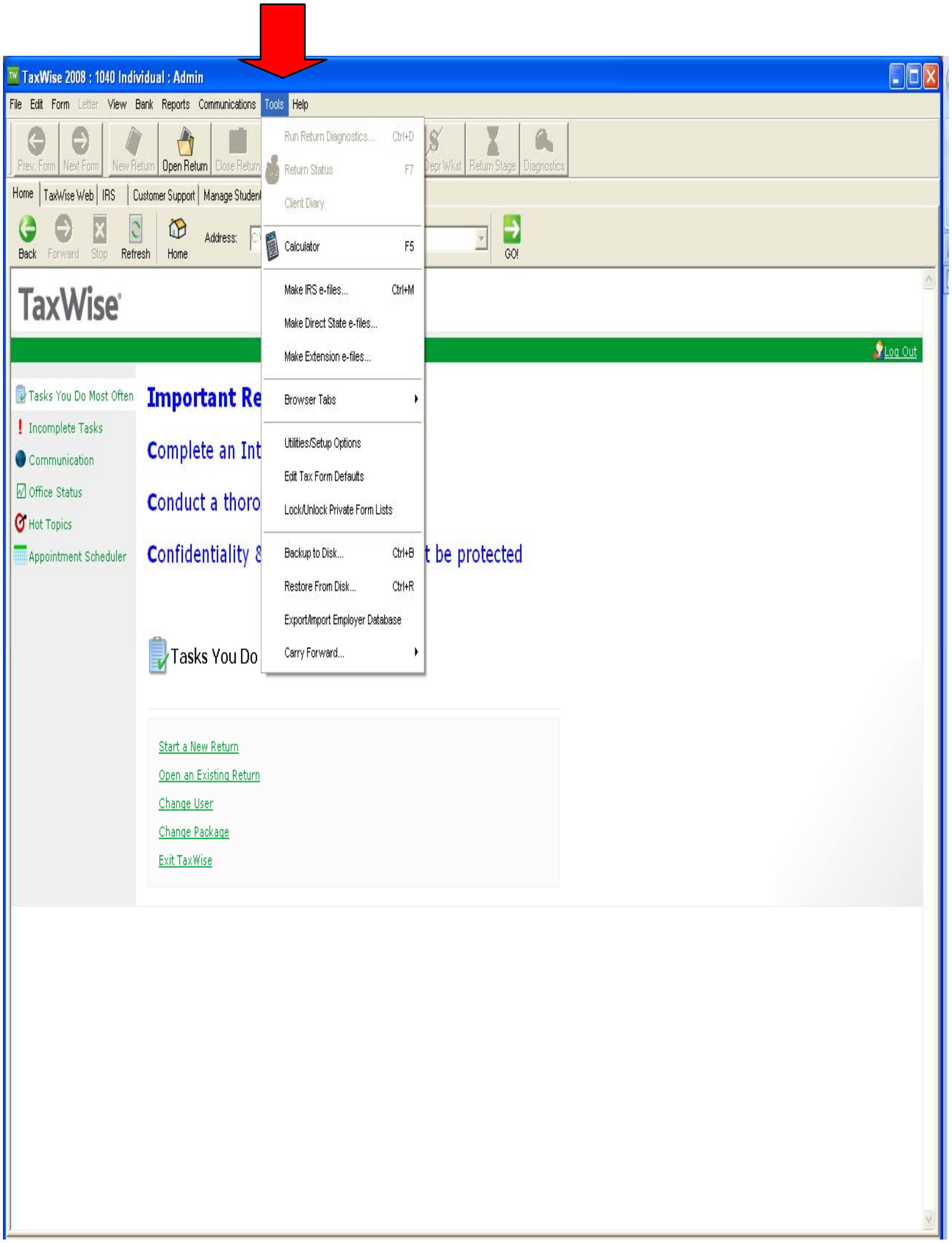
In order for TaxWise Desktop to print invoices for each and every return, you must enter numbers from the Price List onto the Price Sheet located in **Tax Form Defaults.**

The Price Sheet allows TaxWise to calculate the tax preparation fee for each return based and print individual invoices for each tax returned prepared. These numbers are then stored in the TaxWise Database and are produced when doing the **Military Summary Report** and the **Preparer Field Reports**.

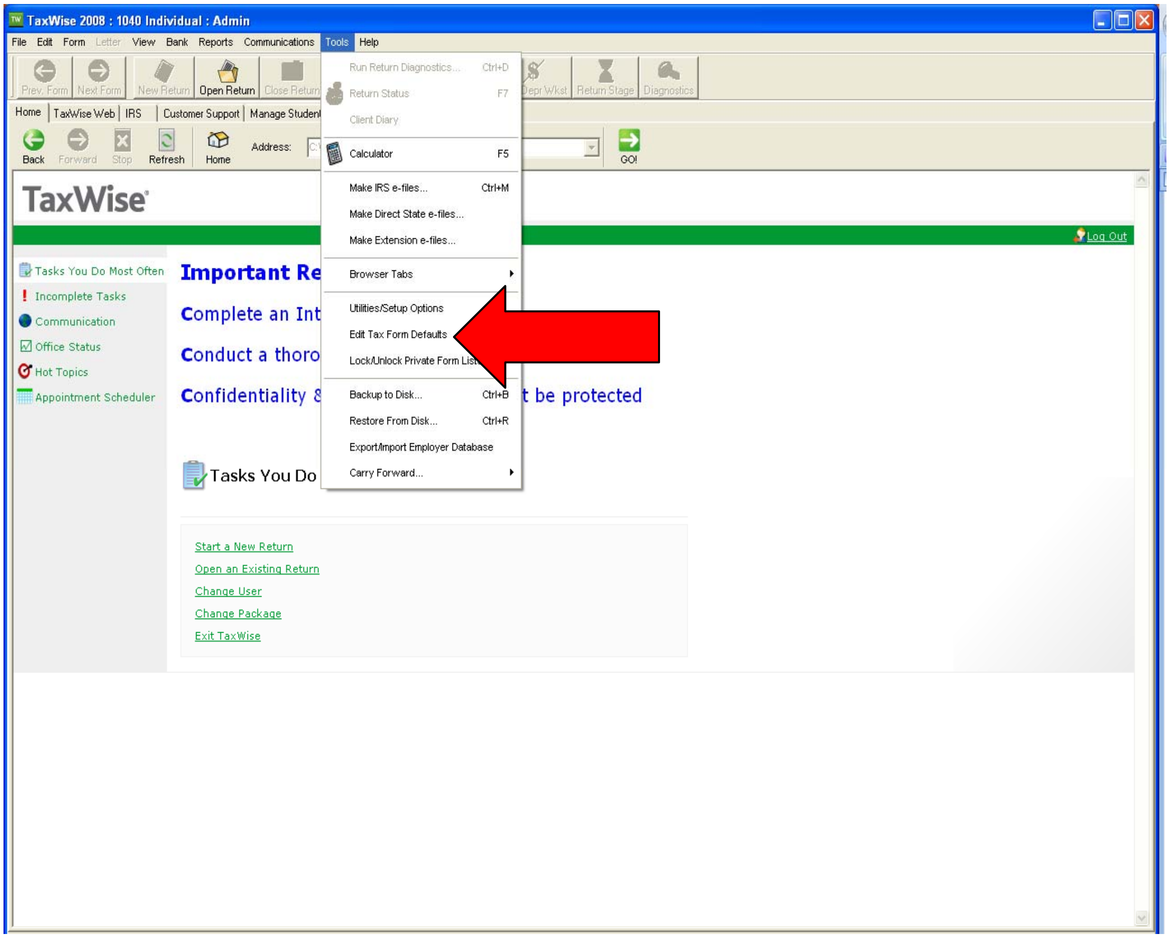
To enter the **Price List** into TaxWise, do the following: Enter TaxWise Desktop as the Admin.



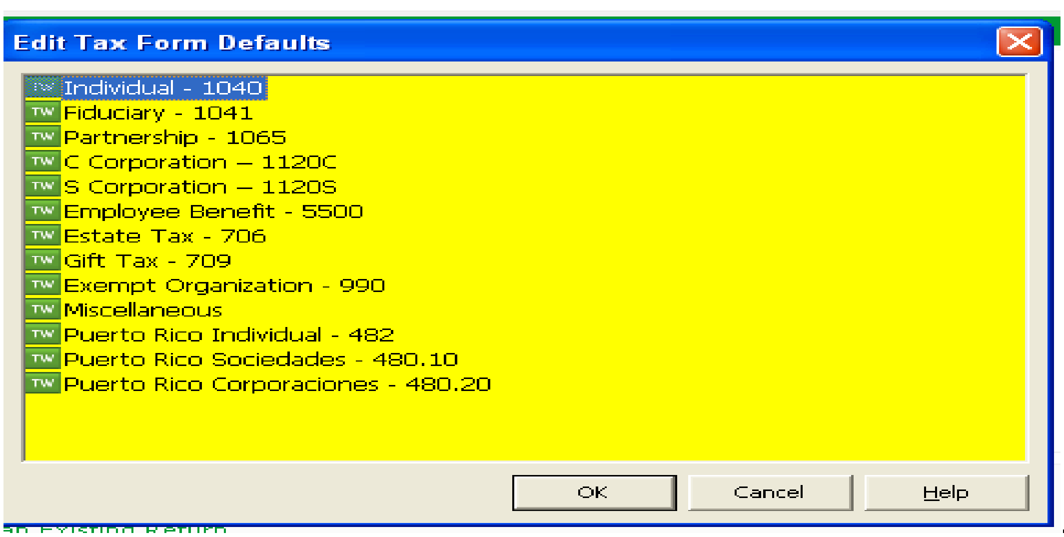
Click on **Tools,** which will give the below pull down menus.



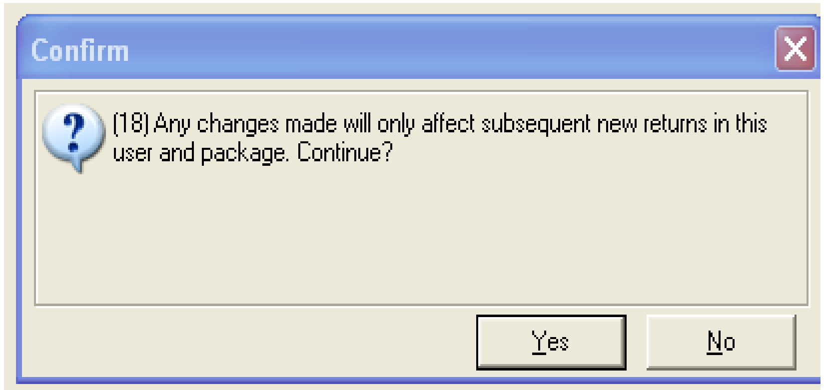
Then click on **Edit Tax Form Defaults**.



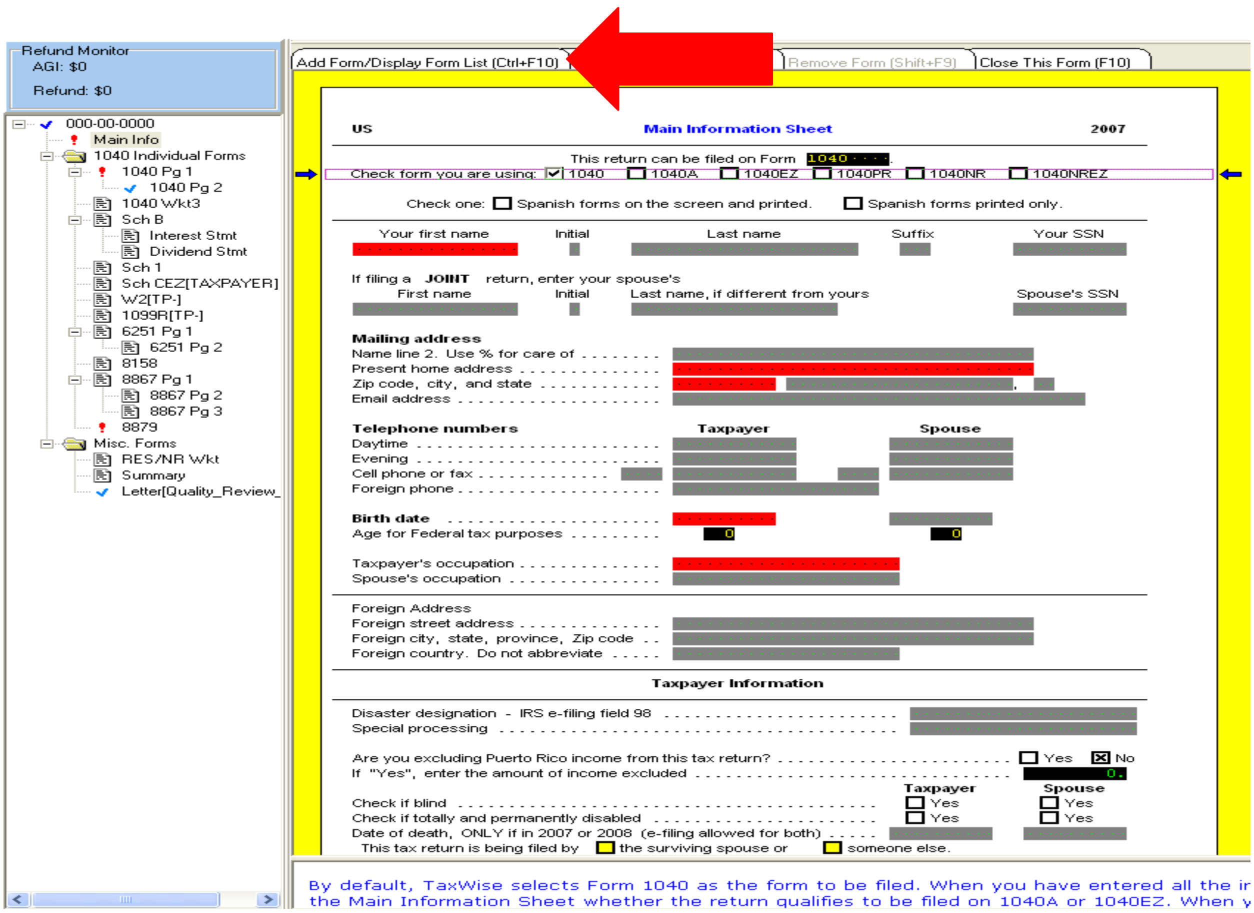
Double-click on the Individual 1040 Tax Package or highlight and then click OK.



TaxWise Desktop will display a confirm message box, informing the user that all changes will affect subsequent returns. Click **yes**.



TaxWise Desktop will display the Main Information Sheet. Click on Add Form/Display Form List.



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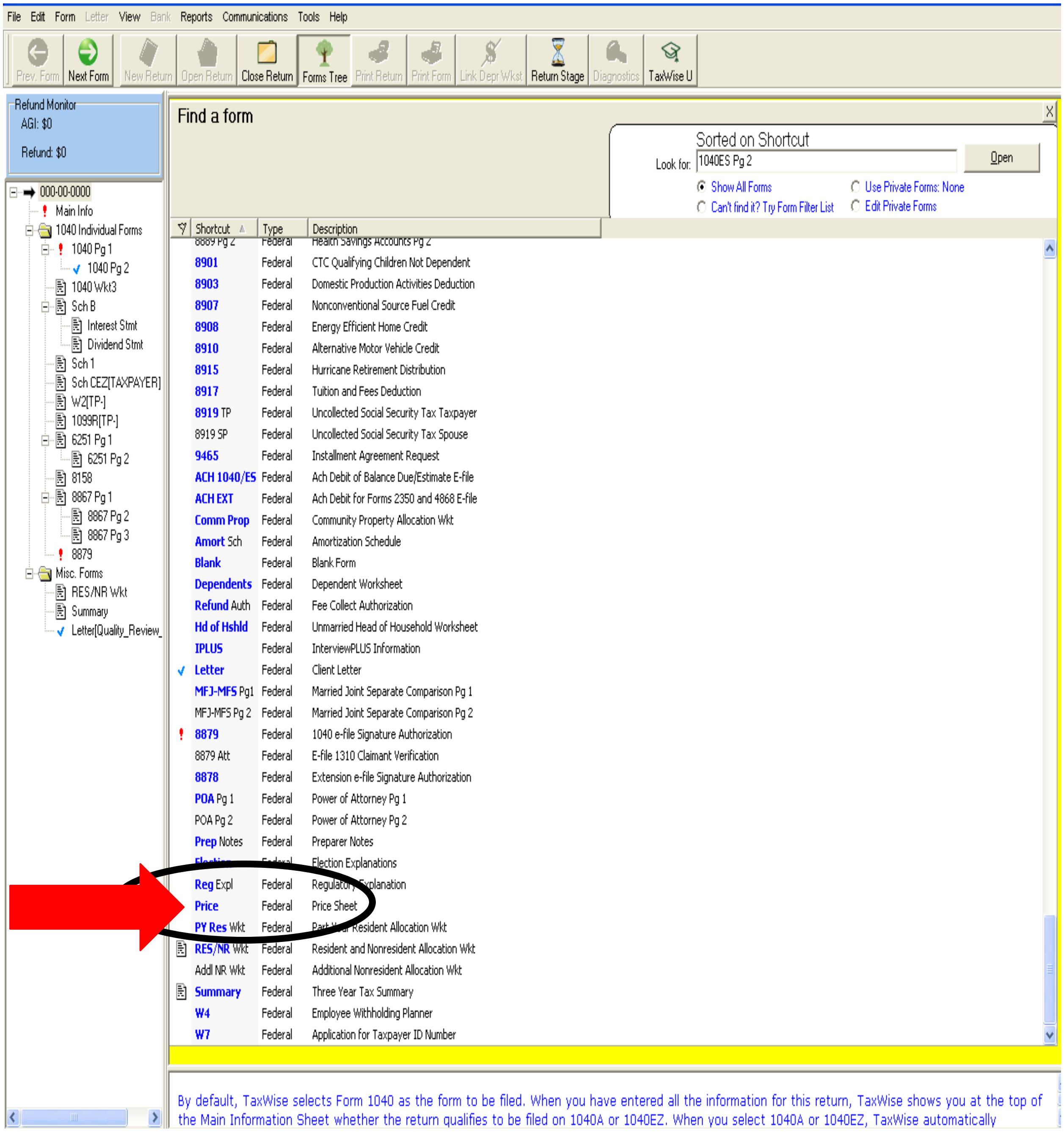
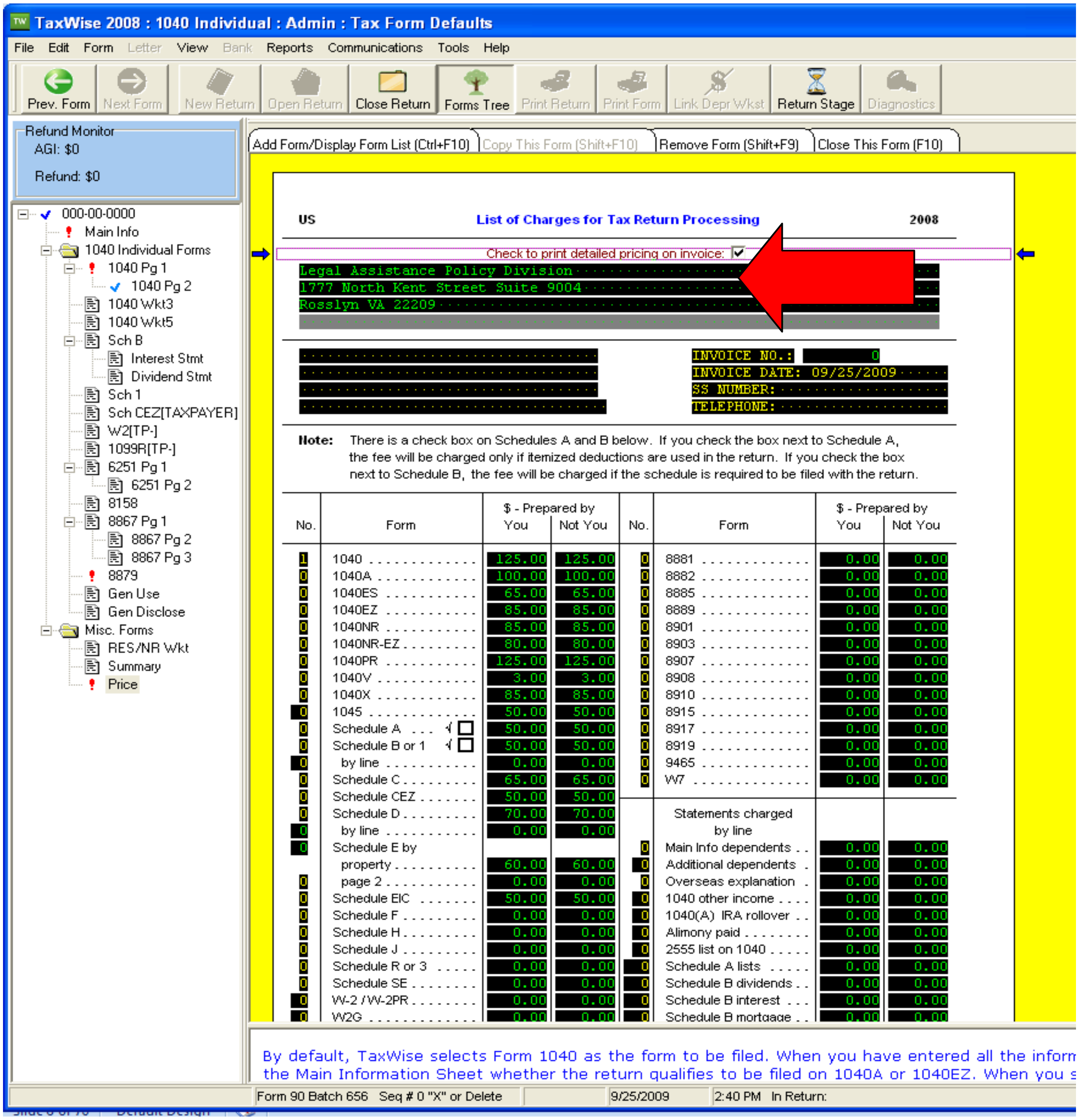
A list of all tax forms contained on TaxWise will be displayed. Scroll down (near the bottom of the page) until you find the **Price Sheet**, highlight, and then click.



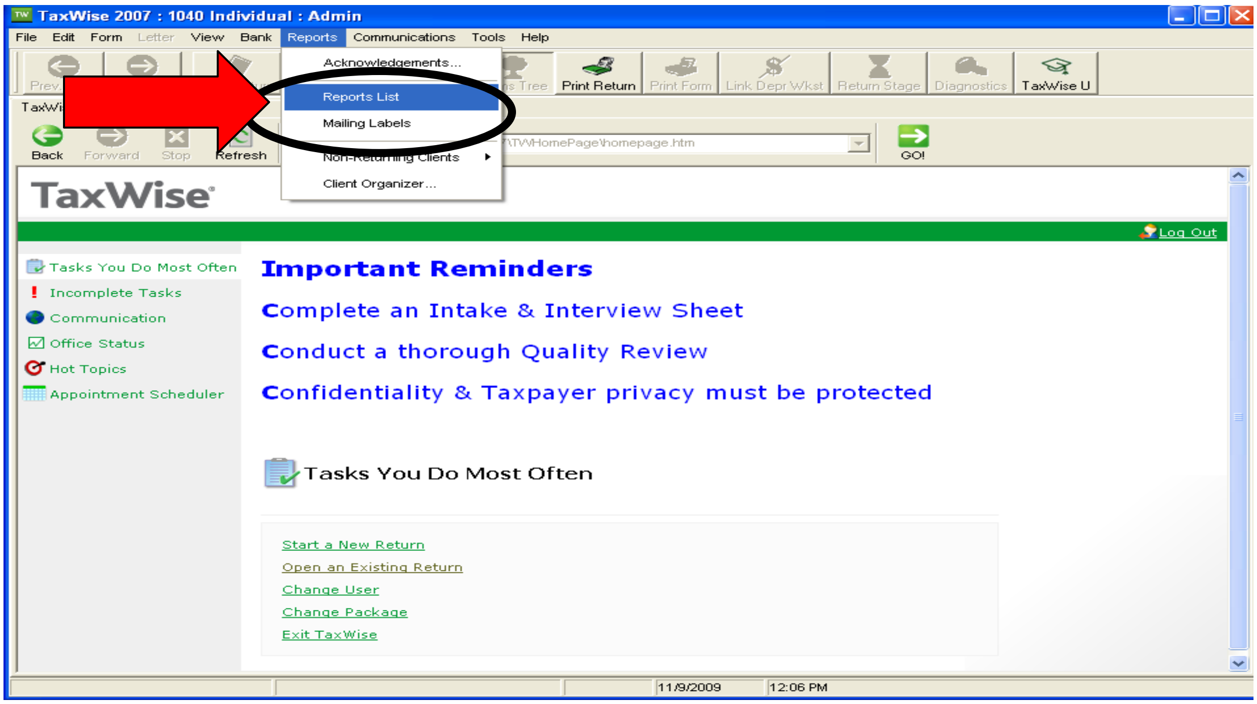
The Price Sheet in TaxWise Desktop will then appear. To complete the Price Sheet, do the following:

- Enable the **Check to print detailed pricing Invoice** by clicking in the box next to it.
- Enter the name and address of your tax center.
- Enter the value of each form in the both boxes marked Prepared by You and Not You.
- Click on the Close This Form Tab when all tax form values have been entered.

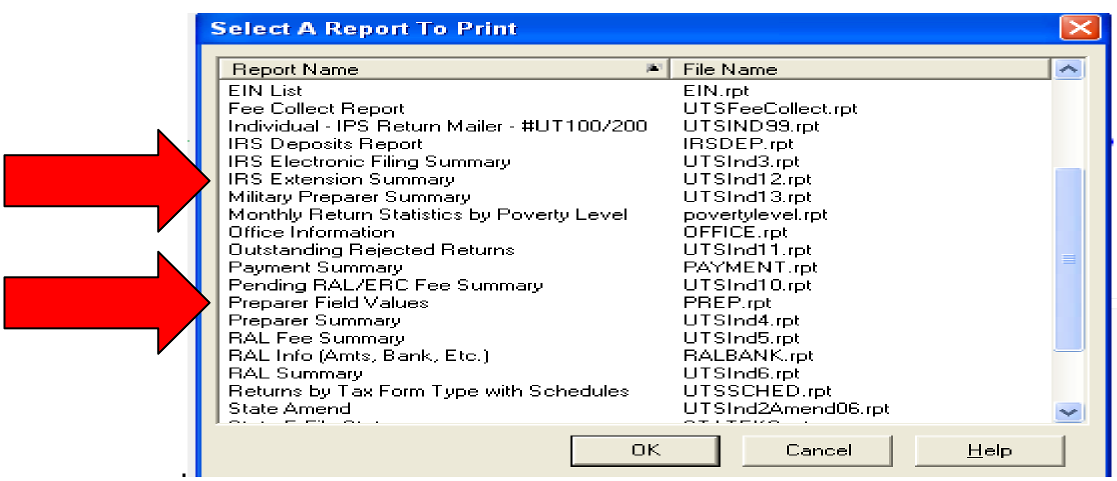


X. Generating Reports

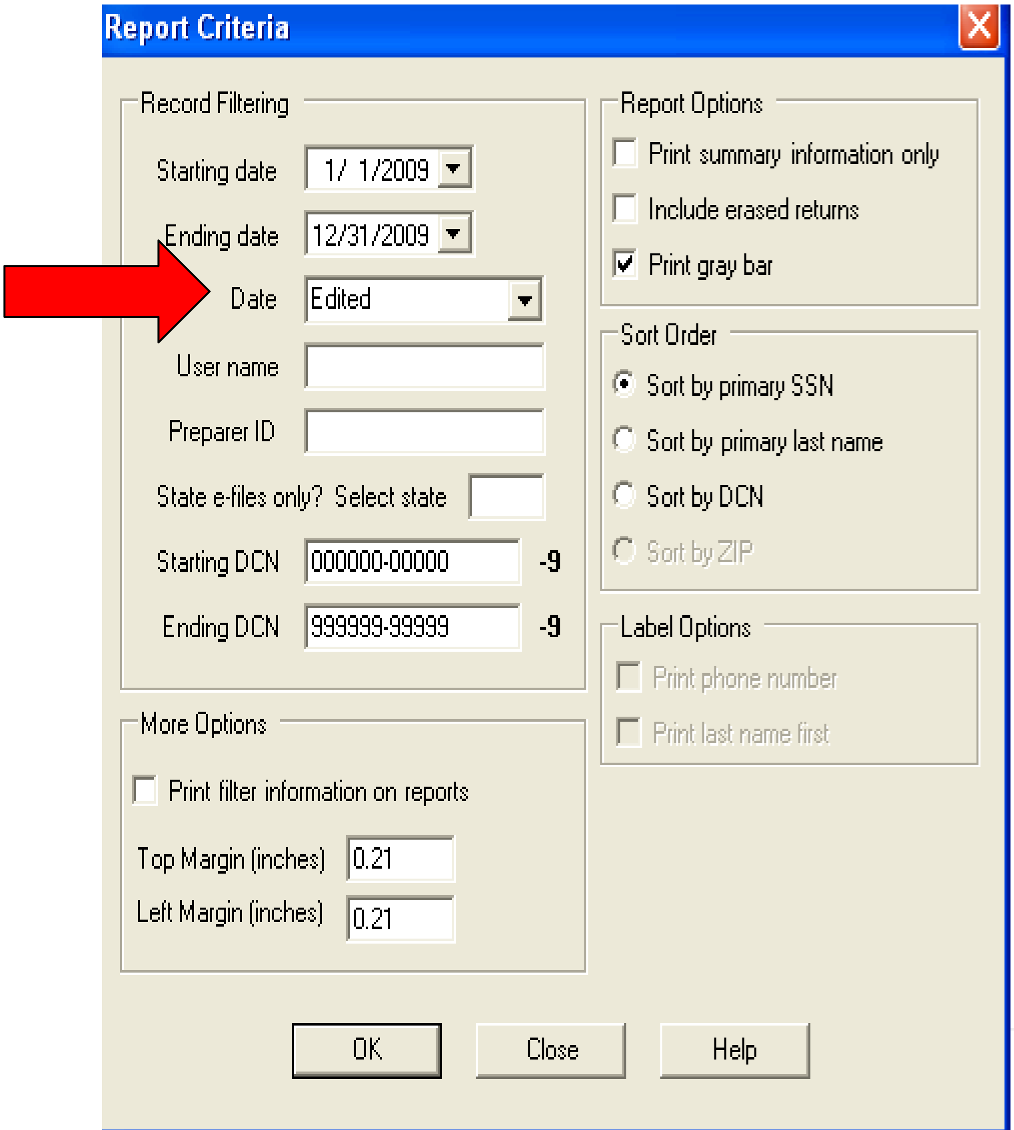
TaxWise Desktop contains its own database, so data entered into the system, including the entered into the Preparer Use's Fields, are able to be computed and printed instantly. To access all reports in TaxWise Desktop, from Admin, click on the **Report** Toolbar and then click on the **Reports List**.



The list of all the reports in TaxWise Desktop will appear as shown below. Scroll down the list to find the **Military Preparer Summary** and the **Preparer Field Values** report(s)



Click on the report desired, and TaxWise Desktop will prompt you for the **Report Criteria**, as shown below (The ***Report Criteria screen will appear for each requested report***). Go to the **Date** and click on **Edited**. This field will give you an year to date report.



Then click **OK**. TaxWise Desktop will calculate and produce the report. In the examples below, you will see the criteria for both, the Military Preparer Summary Report and the Preparer Field Values Report.

TaxWise's Military Preparer Summary Reports provides most of the data needed for the TAAR

Sample Military Preparer Summary Report

Military Preparer Summary

1:09:53PM

TaxWise 2008

Filename	Last Name	E-File Created	Ret Type	Form Type	Filing Status	Prep Fees	Refund	1040X

Preparer EFIN:

End of List for:

Group Totals:

Total Returns:		Total Refund Amount:	
Total E-Files:	0	Total Paper Returns:	0
E-Files Ratio:	0.00%		
		Total Schedule E:	0
		Total Schedule EIC:	0
		Total Form 2441:	0
		Total Form 8606:	0
		Total Schedule C:	0
		Total Schedule D:	0
1040X Returns:	0		

Pay Grade

Value of Services Provided :

Grand Totals:

Total Returns:		Total Refund Amount:	
Total E-Files:	0	Total Paper Returns:	0
E-Files Ratio:	0.00%		
		Total Schedule E:	0
		Total Schedule EIC:	0
		Total Form 2441:	0
		Total Form 8606:	0
		Total Schedule C:	0
		Total Schedule D:	0
1040X Returns:	0		

Sample Preparer Field Values Report

Preparer Field Values

11:23:01AM

TaxWise 2008

Filename Last Name

Prepuse 1 Prepuse 2 Prepuse 3 Prepuse 4 Prepuse 5
Prepuse 6 Prepuse 7 Prepuse 8 Prepuse 9 Prepuse 10
Prepuse 11b Prepuse 12b

filename

Preparer EFIN:

End of List

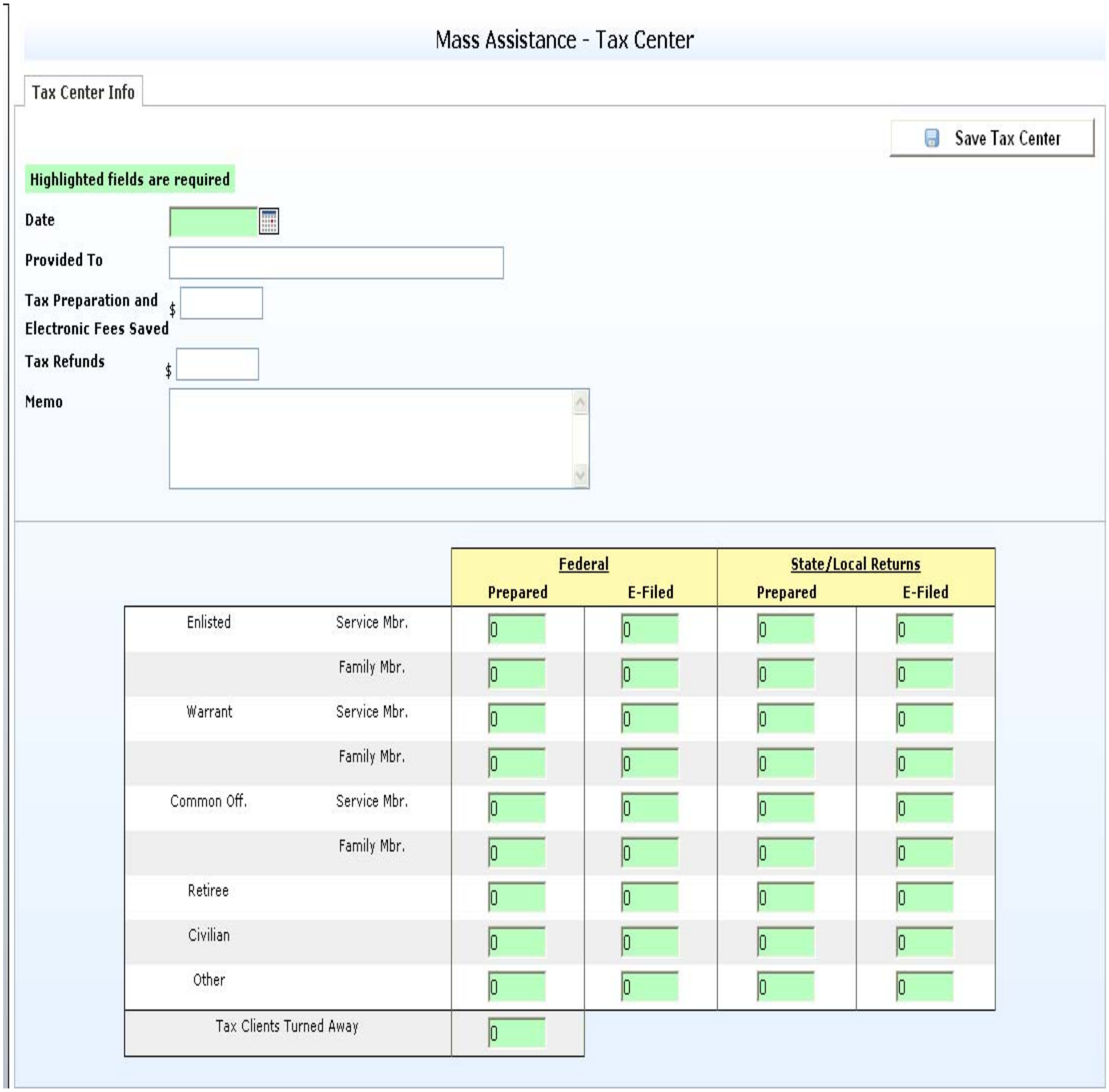
Number of Returns:

End of Summary for:

Grand Totals:

Number of Returns:

TaxWise will calculate all entries made in each Preparer Use Field. After calculation, enter the number in the CIS Mass Assistance Tax Center screen.


Mass Assistance - Tax Center

Tax Center Info

Save Tax Center

Highlighted fields are required

Date

Provided To

Tax Preparation and Electronic Fees Saved $

Tax Refunds $

Memo

		Federal		State/Local Returns	
		Prepared	E-Filed	Prepared	E-Filed
Enlisted	Service Mbr.	0	0	0	0
	Family Mbr.	0	0	0	0
Warrant	Service Mbr.	0	0	0	0
	Family Mbr.	0	0	0	0
Common Off.	Service Mbr.	0	0	0	0
	Family Mbr.	0	0	0	0
Retiree		0	0	0	0
Civilian		0	0	0	0
Other		0	0	0	0
Tax Clients Turned Away		0			

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