How to:

- Start a Tax Return

Click **Add New** on toolbar
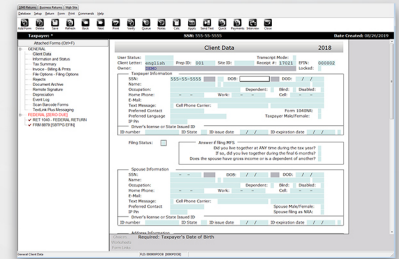
 Add New

Type taxpayer's

> Note: Double entry of the Social Security Number helps ensure accuracy.
>
> Social Security Number
> Confirm Entry
>
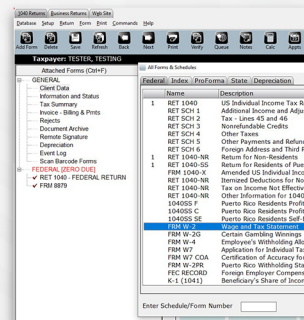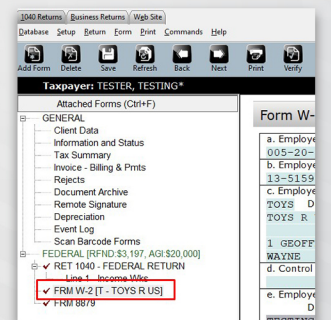> W7   OK   Cancel

Tax returns opens

- Add a Tax Form

Click **Add Form** on toolbar

 Add Form
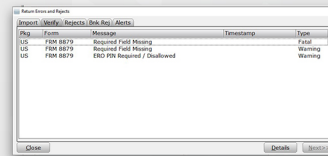
Select desired form
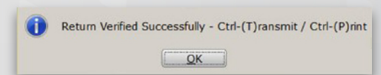
Form is attached to tax return

- Verify a Tax Return

Click **Verify** on toolbar

 Verify

Correct all errors

Tax return can now be printed/ transmitted

> Return Verified Successfully - Ctrl-(T)ransmit / Ctrl-(P)rint
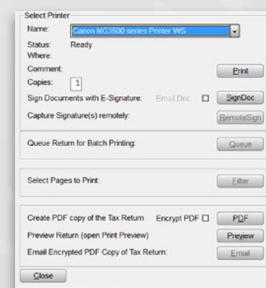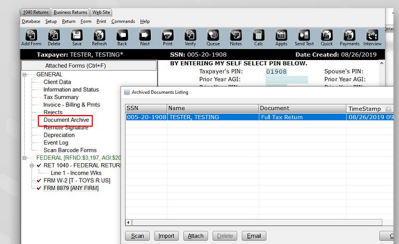>
> OK

- Print a Tax Return

Click **Print** on toolbar

 Print

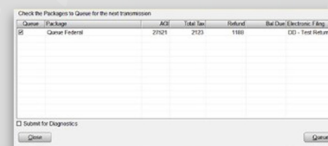Click **Print** to print/archive

Tax return is printed/ archived

- Transmit a Tax Return

Click **Queue** on tax return toolbar

 Queue

Click **Send** to queue tax return

Click **Transmit** on program toolbar

 Transmit

- Quick Lookup

Click **Quick** on toolbar

 Quick

Type Last Name or SSN and click Search

Information from Tax Return