

1. What is Lacerte Tax Import?

Lacerte Tax Import allows you to import tax data into Lacerte directly from scanned source documents and financial institutions.^[1] Lacerte Tax Import is available as an add-on service to Lacerte.

2. When will Lacerte Tax Import be available?

Lacerte Tax import is available now as an add-on service in your Lacerte tax software.

3. How much does Lacerte Tax Import cost?

You will be able to license Lacerte Tax Import in four different ways, depending on your firm's needs:

1. Pay-Per-Imported 1040 Return: **\$9.99**
2. 50 Imported 1040 Returns: **\$399^[2]**
3. 150 Imported 1040 Returns: **\$999^[2]**
4. Unlimited Imported 1040 Returns: **\$1,499^[2]**

4. What are the benefits of Lacerte Tax Import?

Lacerte Tax Import can save you time by enabling your tax software to import more data, so that you have to input less.

5. How does Lacerte Tax Import work?

Lacerte Tax Import uses two unique technologies to import data into a return: from clients' scanned source documents and from financial institution downloads.

Working With Scanned Source Documents

6. How do I import scanned source documents with Lacerte Tax Import?

Lacerte Tax Import reads clients' scanned source documents and imports the relevant tax data into Lacerte. You first scan the documents, then send the data to Intuit and finally import and review the data.

7. What kind of scanner do I need to use Lacerte Tax Import?

You need a multi-feed, TWAIN-compliant duplex scanner set to scan in black and white at 300 DPI. We recommend the Fujitsu fi-6130. This particular scanner gives added productivity because it can scan 30 pages per minute at 300 DPI.

8. Are dual monitors required to use Lacerte Tax Import?

Dual monitors are not required, but highly recommended. Dual monitors make data entry and review much faster by having the bookmarked and highlighted source document file on one screen, and your Intuit tax program on the other.

9. What documents are available to import into Lacerte?

You can import data into Lacerte from a variety of documents. A list of the scanned source documents available for import is available on our website, and it includes brokerage statements, W-2s (W-2 and W-2G), 1098-

Mortgage, 1099's (1099-B, 1099-DIV, 1099-INT, 1099-R and 1099-SSA) and Schedule K-1s (1065, 1120-S and 1041). Although these other documents are not imported into Lacerte, we classify them in the "Non-Imported Documents" section of the PDF file: Lacerte organizer, 1099-MISC, 5498, 1098-T, 1098-E, 1099-S, 1099-SA and 1099-Q.

10. Is my client's data secure and where does it go when I use Lacerte Tax Import?

The data is secured using the highest industry standards and is sent only to Intuit. Intuit uses 128-bit data encryption, your data never leaves the United States, and involves no human intervention under normal data processing.

11. Does Lacerte Tax Import have a file size limitation?

Yes, the maximum size of the bookmarked, highlighted PDF is 30MB. This will typically be more than 300 pages of source documents if scanned at the recommended 300 DPI.

12. If I'm using Lacerte Document Management System, how do I use Lacerte Tax Import?

Simply scan the source documents from the Tax Import "source document input utility" accessible within Lacerte and choose "Save Document to Document Management System and then Import" option.

Working With Financial Institution Downloads

13. How do I download financial institution data with Lacerte Tax Import?

Lacerte Tax Import downloads tax data directly from several of the top financial institutions. Through a secure website, TaxFormDropoff.intuit.com, your client approves the direct, automatic download of their financial institution forms into their return. You will then have the ability to download the data into Lacerte. Note: You must have Excel version 11 (Office 2003) or greater in order to review and edit 1099-B data before importing.

14. What financial institution forms are available to download into Lacerte?

A list of the scanned source documents available for download is available on our website, and it includes 1099-DIV, 1099-INT, 1099-B and W-2 forms.

15. Which financial institutions currently support Lacerte Tax Import data downloads?

Bank of America, Charles Schwab, E*TRADE, Edward Jones, Fidelity, Morgan Stanley, Morgan Stanley Smith Barney, Scottrade, TD AMERITRADE, UBS and Wells Fargo Advisors (including Wachovia) are all supported.

W-2 downloads from ADP are also supported.

16. What will my clients have to do to allow me to access their financial institution download data?

Your clients will go to an Intuit website, TaxFormDropoff.intuit.com and sign in with the last four digits of their social security number and their five-digit ZIP code. Then, they will be able to enter their login information and submit their request.

17. How long does it take for me to get the financial institution data after a client transmits them?

It can usually take anywhere from a few seconds up to two hours until you can access the data in Lacerte. If you need immediate access, you can use the "Access Financial Download Data" option from the Lacerte Tax Import menu. If a client logs into our website, TaxFormDropoff.intuit.com, you will be able to remotely access their financial institution data as soon as your client finishes.

18. What if I make a manual edit to a 1099 form I downloaded from a financial institution into my tax program?

Manual edits are never overwritten. In Lacerte, they are shown in blue. They are retained even if a corrected form is subsequently imported.

Other Questions

19. What happens if I import data from scanned source documents and from financial institution downloads for the same client?

For stock trades, if you send in data from a scanned source document and then download data from a financial institution for the same brokerage statement, data will be duplicated in your tax program. You will only have to delete the duplicate data, and you will be ready to proceed.

1. Reference the rest of these FAQs for the complete list of tax documents and participating financial institutions that can be imported.

2. These Tax Year 2011 bundles on Lacerte will expire on October 31, 2012. The 50/150 Imported 1040 Returns and Unlimited Imported 1040 Returns bundles will be for use in our Tax Year 2011 products, and will expire on October 31, 2012. Terms, conditions, pricing, features, service, support and bundles are subject to change at any time without notice.