Welcome to ProSeries® Express Edition tax software

ProSeries Express Edition tax preparation software is designed for tax professionals who file 50 or more bank product tax returns each season. ProSeries Express Edition offers:

● A fast, innovative new approach to preparing income tax returns for clients requesting bank products

● Several bank product disbursement options including RT Checks, RTDDs, State RTs, Cash Cards, RALs, RAL/RT Advances, and Pre-season RAL/RT Advances

● Unlimited e-filing for 1040 federal returns and three individual state returns; or unlimited e-filing for 1040 federal returns and all state returns depending on which version you've purchased.

ProSeries Express Edition saves you time by allowing you to:

● Check electronic filing and bank products acknowledgements in a single step

● Use a refund monitor that tracks federal and state calculations in real time

● Use ZIP Code and Employer/Payer EIN databases to speed data entry of your clients' information

● Offer the ProSeries Express *Refund Infoline* (at no cost to ProSeries Express Edition customers in Tax Year 2005), a toll-free telephone number that your clients can call to check their tax refund or bank product status 24 hours a day, seven days a week

● View a client snapshot screen, color-coded data entry fields, a client questionnaire form in both English and Spanish, and more.

Contents of this quick reference guide

Computer system requirements for stand-alone computers

Make sure that each computer on which you intend to use ProSeries Express Edition software meets or exceeds the minimum requirements for all relevant components.

The minimum requirements shown below should provide adequate performance on most computer configurations. The software may not operate as designed on systems that don't meet the minimum requirements. For more information about how system requirements can affect the operation of ProSeries Express Edition software, go to http://www.proseries.com.

Component	Recommended Requirement	Minimum Requirement
Computer	Pentium 4, 1.3 GHz or faster	Pentium 266 MHz or equivalent AMD processor
Memory	512 MB RAM or more. More memory normally results in improved performance.	128 MB RAM. More memory may be required if you install many products and have a large number of clients.
Hard disk space	2 GB or more, depending on the number of products you install and the number of clients you have.	650 MB. More space may be required if you install many products and have a large number of clients.
Windows operating system	One of the following: Windows 2000 (service pack 3 or later) Windows XP (Home or Professional edition)	One of the following: Windows NT (version 4.0, service pack 6a or later) Windows 98 (second edition) Windows ME
Screen resolution	1024 x 768 or higher	800 x 600
Printer	Hewlett-Packard LaserJet Series 4 or later (or 100% compatible) with at least 1 MB of printer memory	Hewlett-Packard LaserJet or PCL compatible with 1 MB of printer memory
Disk drive	CD-ROM 12X or faster	CD-ROM 6X or faster
Internet connection	High-speed Internet connection (such as T-1, DSL, or cable modem) or 56 K modem	28.8 K modem
Internet Browser	Microsoft Internet Explorer 6.0 or later	Microsoft Internet Explorer 5.5, service pack 2 or later. (Internet Explorer 6.0 is installed if Internet Explorer 5.5, service pack 2 or later isn't already installed.)
Internet Service Provider (ISP)	ProSeries Express Edition software works with most ISPs. Contact your ISP if you have a specific question.	An ISP is required for features that use the Internet, such as online delivery of products and electronic filing.

Important. Using ProSeries Express Edition on a Windows 98 operating system on a server or serving computer is not supported in Tax Year 2005

Getting ready for the 2005 tax season

Know your responsibilities. You and your clients are responsible for correctly reporting all information that is required by the Internal Revenue Service or applicable state taxing agency, and for the accuracy of each return that you file.

Be familiar with your computer system. If you're unfamiliar with the basic operation of your computer, your Microsoft Windows operating system, or your computer network (if applicable), read the owner's guide for your computer, Windows help, or the network documentation.

Understand the ProSeries Express Edition License Agreement. You must read and understand the ProSeries Express Edition Software License and Services Agreement ("License Agreement"). The ProSeries Express Edition License Agreement opens at the start of the installation procedure. After the software has been installed, you can review the ProSeries Express Edition License Agreement in the Help Center or the ProSeries Express Edition User's Guide. Please note the following conditions of the ProSeries Express Edition License Agreement:

- You are licensing the software for use by a named entity and its employees at one identified location.
- You are representing to Intuit® that the firm name and address you provide is the primary firm name and location used in the normal course of business.
  - This is the name and address under which you market yourself and your professional services.
  - This firm name and address will appear in the "Paid Preparer" designation on tax returns.
- You may enter information about as many preparers as needed, provided that they all are employees of the firm listed at that particular address.
- Multiple preparers who operate as separate and distinct firms—even if they share office space—are considered to be unique and each preparer must purchase a license for his or her own copy of ProSeries software.

Preparing for electronic filing

If you want to file returns (or extension request forms) electronically, you must be able to connect to the Internet from the computer on which you install the ProSeries Express Edition program. In addition, you must have an IRS-issued Electronic Filing Identification Number (EFIN).

If you are new to electronic filing or no longer have a valid EFIN, you can apply for one using either of the following methods:

- **Online.** To use the IRS *e-file* application, go to http://www.irs.gov, select the **e-file** link, then click on the **e-services** link in the **e-file for Tax Professionals** section.
- **Form 8633.** Submit Form 8633, Application to Participate in the IRS *e-file* Program.

  Important: You must use the version of Form 8633 dated July 2003. If you submit an earlier version, the IRS will reject your application. The IRS recommends that you submit your application at least 45 days prior to the date that you intend to begin filing returns electronically. You can find Form 8633 and information about electronic filing at the IRS Web site, which is http://www.irs.gov/.

Tip: The IRS strongly recommends that you use the online method to apply for an EFIN.

You can find information about electronic filing at http://www.proseries.com. Select **Products**, then **Electronic Filing**. If you have additional questions about electronic filing, call the IRS e-help desk at 1-866-255-0654.

State enrollment requirements

Some states require additional electronic filing enrollment paperwork. Verify the electronic filing enrollment requirements for each state where you plan to file returns electronically. You can link to each state taxing agency's Web site from http://www.proseries.com. Select **Tools**, then **Tax Links**, then **State Tax Departments**, then the name of the state.

Preparing to offer bank products

When you file your clients' individual returns electronically, they can receive disbursements based on their expected federal refunds in the form of:

● Refund Anticipation Loans (RALs)

● Refund Transfers (RTs)

● Refund Transfer Direct Deposits (RTDDs)

● RAL/RT Advances up to $1000

● Pre-season RAL/RT Advances that you can offer to clients who have a W-2 in hand starting January 3, 2006

Important: If you are going to offer Pre-season RAL/RT Advances, you must advise your clients that their tax returns will not be sent to the IRS until the Intuit Electronic Filing Center opens for e-filing in mid-January 2006.

Your clients can also receive disbursements based on their expected state refunds in the form of Refund Transfers (RTs). In addition, your fees are deducted from the client's refund and deposited into your bank account electronically.

Before you can offer bank products to your clients, you must first apply to Santa Barbara Bank & Trust, Republic Bank, or First Security Bank to participate in their banking products program. Go to the **Bank Products** section of ProSeries.com to learn how to register.

Tip. The first time you start the ProSeries Express Edition program, you see an **Enroll with SBBT** dialog box that includes a link to the applicable page at ProSeries.com.

For more information about bank products, see "Offering Bank Products to your clients" on page 44.

How to accept major credit cards and eChecks

You can use the ProSeries/Merchant Account Service to accept payment for your services by major credit cards and eChecks. If you aren't already a ProSeries/Merchant Account Service customer, you must apply for the ProSeries/Merchant Account Service program. To apply, go to http://www.proseries.com, select **Products**, select **Services**, then select **ProSeries/Merchant Account Services**.

Tip: To apply for the ProSeries/Merchant Account Service program within the ProSeries Express Edition program, go to the **Tools** menu, select **Accept Credit Cards/eChecks**, then select **Sign Up**.

Ordering presentation folders and envelopes

To purchase presentation folders and window envelopes, call Professional Tax Products at 1-888-236-8137, or go to the ProSeries Web site at http://www.proseriessupplies.com.

Using ProSeries Express Edition on an unlimited basis vs. a pay-per-return basis

You can use each ProSeries Express Edition tax product and electronic filing product on an **unlimited basis**. However, you can also use the program on a **pay-per-return** basis. Here are the differences:

Unlimited basis. When you use a tax product or electronic filing product on an unlimited basis, you pay a fixed fee to purchase that product, but you don't pay a fee to print or convert returns for electronic filing (tax product), or to file returns electronically (electronic filing product).

Pay-Per-Return basis. When you use a tax product or electronic filing product on a pay-per-return basis, you don't pay a fee to purchase that product, but you must authorize payment for each return before you can print it or convert it for electronic filing (tax product), or before you can file it electronically (electronic filing product).

Important: Service and delivery fees are separate from product purchase fees.

ProSeries Express Edition software enables you to prepare the following types of returns on an **Unlimited basis**: 1040, 1120, 1120S, 1065, 1041, and 990 federal returns, individual state returns for the states that you select, and business state returns for the states that you select.

If you want to prepare 706 or 709 federal returns, you can prepare these returns on a **Pay-Per-Return basis**.

New for Tax Year 2005. You can choose a "bundle" of tax products that are appropriate for your tax practice when you purchase ProSeries Express Edition. For Tax Year 2005, a three-state return bundle and an unlimited state bundle are offered along with unlimited federal returns and Pay-Per-Return tax returns.

Important: To order the Unlimited version of a ProSeries Express product, call ProSeries Express Sales at **1-877-866-5232** or order online at http://www.proseries.com. The product information in your customer record will be updated. Product licensing can be done automatically if your computer is connected to the Internet (which is the recommended method), or you can use the manual method for product licensing.

When you install ProSeries Express Edition software, you'll select the tax products that you want to install. If you haven't already purchased the Unlimited version of a tax product or corresponding electronic filing product, the Pay-Per-Return version of that product will be installed.

You will be prompted for information about the following topics while you're setting up ProSeries Express Edition. (You can enter this information later as you use ProSeries Express, if you prefer.)

For this topic	You should know this
Product Licensing	The Customer Number and ZIP Code are printed in the Sold To: area of the packing slip (which accompanied the ProSeries Express Edition CD).
Firm and Preparers	Basic information about your firm and the preparers who will be using the ProSeries Express Edition software.

For this topic	You should know this
Electronic Filing	Information about the person who will be the electronic filing contact for your firm, if you're going to offer electronic filing to your clients
Bank Products	Your bank products registration information, including information about the bank account where your fees will be deposited
Billing	How you want to set up ProSeries Express billing options such as standard fees, hourly charges, and per-form charges
Service Bureau	Enter a Master EFIN, an Intermediate Service Provider number (SBIN), or both. Enter a Service Bureau Fee and choose which EFINs that you want to include in your Service Bureau.

Getting your computer system ready

You can install ProSeries Express Edition software for stand-alone use or for network use. First, decide how you will install and use ProSeries Express software, then get your computer(s) ready.

Important: Before you can install ProSeries Express Edition software for network use, we strongly recommend that you purchase the ProSeries Express/Network Version product.

Decide how you are going to use ProSeries Express Edition software

How you install and then use ProSeries Express software depends on several factors, including the number of computers on which you want to use ProSeries Express.

One computer. If you're going to use ProSeries Express software on one computer, install the program for stand-alone use on that computer's hard drive. See "Installing ProSeries Express Edition 2005 software" on page 8.

Multiple computers. If you're going to use ProSeries Express Edition software on more than one computer, you can install the program for stand-alone or network use.

● **Stand-alone use.** If each preparer maintains an independent set of clients, install the program for stand-alone use on each computer.

See "Installing ProSeries Express Edition 2005 software" on page 8 for instructions.

Important: If your firm will be filing returns electronically from more than one computer using the same EFIN on each one (and the program is installed for stand-alone use on each computer), be sure to see "Setting up the DCN counter on multiple stand-alone computers" on page 34.

● **Network use.** If preparers regularly share tasks and review returns for other preparers, install the program for network use.

ProSeries Express Admin workstation. Install the ProSeries Express shared network components to a shared drive from the computer you choose to be the ProSeries Express Admin workstation. You'll also install and set up the program on the ProSeries Express Admin workstation at that time.

Any computer (including the network administrator's workstation) can be the ProSeries Express Admin workstation. However, we strongly recommend that the ProSeries Express Admin workstation have an Internet connection to help ensure that you always have the latest version of your ProSeries Express tax products.

ProSeries Express User workstations. Install and set up the ProSeries Express program on each additional computer that will run the program (and that will access ProSeries Express shared network components and client files from the shared drive where ProSeries Express is installed).

For instructions, see the *ProSeries Express Edition Network Installation Guide* that you received if you purchased ProSeries Express Edition/Network Version.

Important: If a preparer is going to prepare returns on a laptop or notebook computer that will be mobile (in a manner permitted by the ProSeries Express Software License Agreement), install ProSeries Express for stand-alone use on the hard drive of that laptop or notebook computer.

Important: Make sure to use the **Copy/Backup** and **Restore** commands on the **Client File Maintenance** menu (which is accessed from the **File** menu) when "moving" client files from the network to the laptop or notebook, or from the laptop or notebook to the network.

Prepare your computer system

We suggest you review the following before installing ProSeries Express Edition software.

Internet connectivity

Having an Internet connection allows you to take advantage of ProSeries Express Edition features such as online delivery of tax products and tax product updates, product licensing, electronic filing, bank products, and the ProSeries.com Web site.

We recommend that the following computers or workstations have a valid Internet connection before you install the ProSeries Express Edition software:

● Each computer on which you will install ProSeries Express software for stand-alone use

● The ProSeries Express Admin workstation from which you install ProSeries Express software for network use, because all product downloads and product updates must be done at the ProSeries Express Admin computer

Computer performance

We strongly recommend that you do the following for each computer that will run ProSeries Express software:

● Run the Scan Disk and Disk Defragmenter system tools to correct any errors on the hard drive and speed up access to the contents of the hard drive. (For more information, refer to Windows Help.)

● Use virus-protection software to check for viruses on the hard drive.

Know the location of your ProSeries Express Edition 2004 client files

ProSeries Express Edition software for the 2005 tax year can transfer relevant data from ProSeries Express Edition 2004 client files (or data converted to 2004 ProSeries Express data) into new ProSeries Express 2005 client files. You can also transfer relevant data from ProSeries Professional 2004 client files and ProSeries Basic 2004 client files.

If you used ProSeries Express software for the 2004 tax year, make sure you know the location of last year's ProSeries Express client files—especially if your ProSeries Express Edition 2004 client files are stored on 3.5-inch disks or other external storage media.

Tip: The default installation location for the ProSeries Express Edition 2004 client file directory was C:\ExpWin04\04Data.

Know the location of the other important data files

If you use QuickBooks® software or any other software from which you expect to import client data, make sure you know where the relevant data files are located.

Installing ProSeries Express Edition 2005 software

You install ProSeries Express software from the first ProSeries Express CD that you receive. Each ProSeries Express CD contains the latest version of each ProSeries Express tax product that's currently available. (For details about each ProSeries Express CD, see "Software service and delivery information" on page 27.)

When you run the ProSeries Express installation program, select each ProSeries Express tax product that you expect to use for the 2005 tax year. The installation program installs each tax product that you selected, provided the tax product is on the ProSeries Express CD. The ProSeries Express Edition User's Guide is also installed.

Important: We strongly recommend that you install ProSeries Express when you receive the ProSeries Express CD so you can receive other products via the Internet as soon as possible. For more information, see "Keeping your ProSeries Express Edition tax products up-to-date" on page 27.

Before you install ProSeries Express software for the 2005 tax year, note the following important information:

● **Release Notes**. Read the printed Release Notes and any other material that accompanied the ProSeries Express CD.

   THE RELEASE NOTES MAY CONTAIN, AMONG OTHER THINGS, ADDITIONAL LICENSING TERMS THAT GOVERN THE USE OF THE PROSERIES EXPRESS SOFTWARE AND RELATED SERVICES.

● **Packing slip.** The packing slip that accompanied the ProSeries Express Edition CD contains your ZIP code and Customer Number, which you will need during installation.

Installing ProSeries Express software for stand-alone use

Important. If you're installing ProSeries Express Edition software for network use, refer to the installation instructions in the ProSeries Express Edition Network Installation Guide.

To install ProSeries Express software on a computer for stand-alone use:

1 Close all open applications and turn off any virus-protection utilities on the computer.

2 Insert the ProSeries Express CD into the appropriate drive.

   Don't remove the CD from the drive until you finish installing products.

3 In the **ProSeries Express Installation** dialog box, click **Tax Preparation**.

   If the **ProSeries Express Installation** dialog box doesn't appear automatically:

   a. Go to the Windows taskbar, select **Start**, then select **Run**.

   b. In the **Run** dialog box, type *X*:\CDSETUP (where *X* represents the letter of the drive containing the ProSeries CD), then click **OK**.

   c. When the **ProSeries Express Installation** dialog box opens, select **Tax Preparation**, then continue to Step 4.

4 In the **Welcome** dialog box, click **Next** when you're ready to continue.

5 A **System Warning** dialog box opens if your computer doesn't meet the minimum system requirements for the ProSeries Express 2005 software. (For more information, see "Computer system requirements for stand-alone computers" on page 2.)

If the **System Warning** dialog box opens, read the information, then do one of the following:

- Click **Cancel** to exit the installation program, then correct the situation(s) identified in the **System Warning** dialog box. After your computer meets the minimum system requirements for the ProSeries Express 2005 software, start the installation procedure with Step 1 on page 8.

- Check the box indicating that you understand you may not receive technical support for issues that you may encounter while using the ProSeries Express program, then click **Next** to continue to Step 6.

Important: We strongly recommend that you click **Cancel** and correct the situation(s) identified in the **System Warning** dialog box. For information about how system requirements can affect the operation of ProSeries Express, go to http://www.proseries.com.

6 In the **Software License Agreement** dialog box, read the ProSeries Express License Agreement to understand the scope of your rights to use ProSeries Express software.

- Select **I accept the terms of the license agreement** if you agree to accept all the terms of the ProSeries Express License Agreement, then click **Next** and continue to Step 7.

- Select **I do not accept the terms of the license agreement** if you don't agree to accept all the terms of the ProSeries Express License Agreement, then click **Cancel** and exit the installation program.

Important: If for any reason you find the terms of the ProSeries Express License Agreement unacceptable, *do not install the software*. Contact ProSeries Express Customer Service for a refund instead.

7 In the **Select an Installation Type** dialog box, select **Stand Alone**, then click **Next.**

Stand Alone is the default selection.

If you select **Network**, see the ProSeries Express Edition Installation Guide.

8 In the **Select Destination Directory** dialog box, do one of the following:

- Click **Next** if you want to install ProSeries Express Edition software in a \EXPWIN05 directory on the drive that's shown in the dialog box. (That drive will be C: or the drive on which last year's ProSeries Express Edition software was installed.) Proceed to Step 10.

- Click **Browse** if you want to install ProSeries Express Edition software to a different drive or directory. Continue with Step 9.

Click here if you want to install your ProSeries Express products on a drive other than the drive that's shown.

See Step 9 for additional instructions.
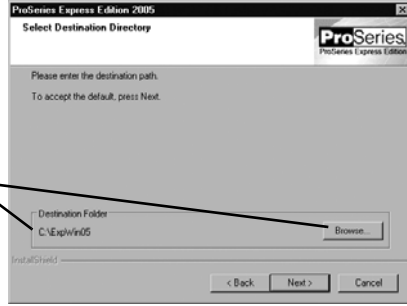
9 In the **Select Folder** dialog box, take the following steps:

   a. Select the drive where you want to install ProSeries Express software.

   b. After selecting the drive, type the folder name ExpWin05 in the **Folder name** field so that it opens after the drive you selected, then click **OK**.

      EXPWIN05 directory. For best results, use EXPWIN05 as the name of your 2005 ProSeries Express directory. Don't install ProSeries Express software to the root of a drive.

   c. When prompted to create the EXPWIN05 directory in the location that you've specified, click **Yes**.

   d. When you return to the **Select Destination Directory** dialog box, click **Next**. Continue with Step 10.

10 In the **Tax Year 2005 Product Selections** dialog box, select the products that you expect to use for the 2005 tax year, then click **Next**.

   Tip: If you used ProSeries Express Edition software for the 2004 tax year, the products that were installed last year may already be selected.
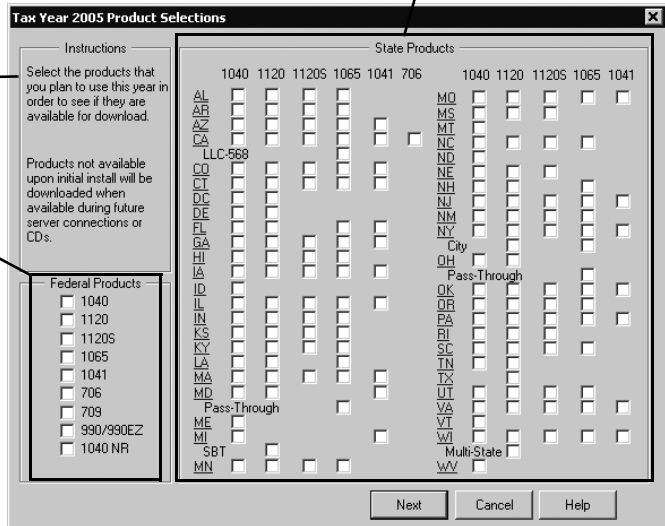
These check boxes are for state products.

This section explains how to use this dialog box.

These check boxes are for federal products.

At least one federal product must be selected.

Tip: If you select a state product, be sure to select the corresponding federal product.

Tip: Every ProSeries Express Edition tax product for 2005 is shown in this dialog box, including products that may not be available yet. Select all ProSeries Express tax products that you intend to use this tax season. You can install additional products later, as described in "Keeping your ProSeries Express Edition tax products up-to-date" on page 27.

11 If any of the products you selected aren't on the CD, you'll see the **Installation Note** dialog box. Review the list of products that will be installed later (when they become available), then click **OK**. (For more information, see "Keeping your ProSeries Express Edition tax products up-to-date" on page 27.)

12 In the **E-mail Alert Registration** dialog box, click **Accept** or **Decline**, depending on whether you accept the terms of the E-mail Alerts system, then click **Next**.

Tip: E-mail alerts inform you when the products you selected for installation become available or are updated. E-mail alerts also inform you about support issues, and include information relevant to your ProSeries Express products.

13 Review the **E-mail Alert Selection on Multiple Computers** dialog box, then click **OK**.

14 In the **Installation Details** dialog box, review all the information, including the disk space information, then click **Next**.

The installation program installs all available ProSeries Express Edition tax products that you selected, then verifies that all applicable files were installed correctly. Continue with Step 15.

Installation Failed dialog box. If you see this dialog box, a product was not installed properly. Click **Help** to find a possible solution, then click **Exit** to exit the installation program.

15 **Additional components.** Wait while additional components, such as any necessary fonts, Internet Client software, the ProSeries Express Edition User's Guide, and ProSeries Express Product Licensing components are installed. Dialog boxes and progress bars keep you informed.

16 **Internet Explorer.** If Microsoft Internet Explorer 5.5, service pack 2 or later isn't installed on your computer, the installation program installs Internet Explorer 6.0 before continuing. ProSeries Express Edition software requires portions of Internet Explorer 5.5, service pack 2 or later to run properly.

Important: If the installation program installs Microsoft Internet Explorer, you are prompted to restart your computer. After the computer restarts, the installation program will finish the ProSeries Express installation procedure.

17 **Restart Windows message.** Restart your computer if you are prompted to do so.

If the installation program doesn't resume after you restart the computer, start the ProSeries Express program by double-clicking the **ProSeries Express Edition 2005** shortcut icon on your Windows desktop. The Connected Customer Wizard will begin automatically. Go to "Setting up the ProSeries Express Edition program" on page 12.

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18 **Setup Complete.** In the **Setup Complete** dialog box, click **Finish**, then continue with Step 19.

We recommend that you leave the check mark in the **Launch ProSeries Express** option.

19 **If the Launch ProSeries option was selected:** The Connected Customer Wizard begins

automatically. Proceed to "Setting up the ProSeries Express Edition program" on page 12.

If the Launch ProSeries option wasn't selected: You return to the **ProSeries Express Installation** dialog box. Click **Exit** to return to the Windows desktop.

20 After you return to the Windows desktop, start the ProSeries Express program by double-clicking the **ProSeries Express Edition 2005** shortcut icon. The Connected Customer Wizard begins automatically.

21 Continue with "Setting up the ProSeries Express Edition program" below.

Setting up the ProSeries Express Edition program

The first time that you start the ProSeries Express Edition program, the Connected Customer Wizard helps you set up the program if there's a valid Internet connection.

Network. The ProSeries Express program should start from the ProSeries Express Admin workstation the first time. Don't set up other workstations to run the program until you've set up ProSeries Express from the ProSeries Express Admin workstation.

If the computer has a valid Internet connection

If the computer has a valid Internet connection, the Connected Customer Wizard performs the following important tasks to save you time:

● **Internet Connection**. Connects via the Internet to an Intuit Internet server containing customer information.

● **Firm information.** Retrieves the name and address of your firm from the Intuit Internet server.

● **E-mail address.** Retrieves your firm's e-mail address from the Intuit Internet server.

● **Product licensing.** Licenses your ProSeries Express tax software to your firm, based on your Customer Number, ZIP code, and information in the customer database on the Intuit Internet server.

   • Products you've purchased as Unlimited are licensed as Unlimited.

   • All other products are licensed as Pay-Per-Return.

   • **Network version**. If you've purchased ProSeries Express Edition/Network Version, the program is licensed for network use. For more information, see the ProSeries Express Edition Network Installation Guide.

   Important: Product licensing information is **not** printed on the packing slip. For more information, see "Product licensing" on page 25.

● **Product updates.** Checks for updates to the products that were installed from the ProSeries Express CD, then downloads and applies the relevant updates, if any.

● **New products.** Checks for products that you selected for installation that weren't installed from the ProSeries Express CD, then downloads and installs those products, if any.

Tip: If you need to edit information that the Connected Customer Wizard retrieves from the Intuit Internet server, you can do that in the ProSeries Express Edition program later. Go to "Using the Connected Customer Wizard" on page 13.

If the computer doesn't have a valid Internet connection

If the computer doesn't have a valid Internet connection, you see a dialog box that explains the benefits of being connected and asks whether you want to start the Internet

Connection Setup Wizard. If you don't establish a valid Internet connection, the Options Setup Wizard begins. Proceed to "Setting up ProSeries Express Edition options" on page 16. You'll have an opportunity to license your products and to enter your firm's name and address later.

Using the Connected Customer Wizard

When the Connected Customer Wizard starts, go to:

- Step 1 if the computer doesn't have a valid Internet connection
- Step 2 if the computer has a dial-up Internet connection
- Step 3 if the computer has a valid, non-dial-up Internet connection

1 **If the computer doesn't have a valid Internet connection**, a dialog box explains the benefits of being connected.

- If you think you might be able to establish a valid Internet connection, click **Yes** to run the Internet Connection Setup Wizard.

    After you establish a valid Internet connection and return to the Connected Customer Wizard, continue with Step 2.

- If you know you won't be able to establish a valid Internet connection now, click **No** to exit the Connected Customer Wizard.

    The ProSeries Express program will start automatically. Proceed to "Setting up ProSeries Express Edition options" on page 16.

    Tip: To establish a valid Internet connection at a later time, go to the ProSeries Express **Help** menu and select **Internet Connection Setup**.

2 **If the computer has a dial-up Internet connection**, you are prompted to connect to the Internet if the computer isn't currently connected. After you connect to the Internet, continue with Step 3.

3 In the **Connected Customer** dialog box, click **Choose Products to Install** if you want to view the products that you selected to install, or if you want to select additional products for installation.

Click **Next** in the **Connected Customer** dialog box when you're ready to continue to Step 4.
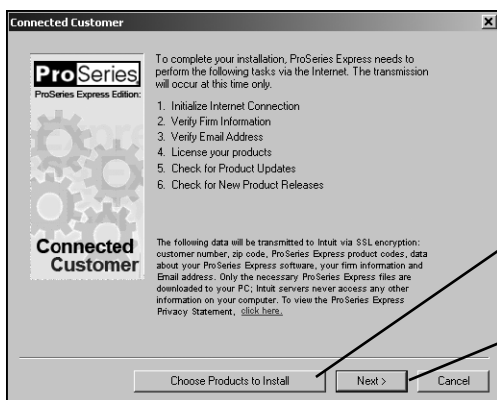
Click here to view the Tax Year 2005 Product Selections dialog box.

Click **Next** to continue.

4 The **Customer Information** dialog box opens so you can enter or verify your Customer Number and ZIP code. That information is printed in the Sold To: area in the upper-left corner of your ProSeries Express packing slip.
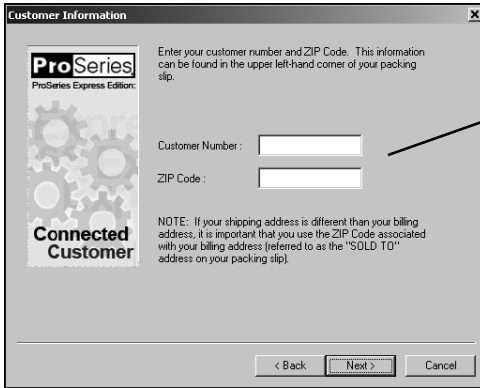
These numbers should match the Customer Number and ZIP code printed in the Sold To area of your packing slip.

A different Customer Number and ZIP code might appear in the Ship To area of your packing slip.

5 Click **Next.**

The **Progress** dialog box keeps you informed about what the Connected Customer Wizard is doing.

- The Connected Customer Wizard adds a check mark when it successfully completes a task.
- If the Connected Customer Wizard is unable to complete a task, you'll see an "X" instead.

6 Click **Next** after the Connected Customer Wizard finishes the setup tasks.

7 In the **Verify Firm Information** dialog box, review the information that appears. This is the information that we have on file for your firm (based on your Customer Number and ZIP code).

Important: Review this information carefully. The ProSeries Express program prints this information on all returns prepared by your firm.
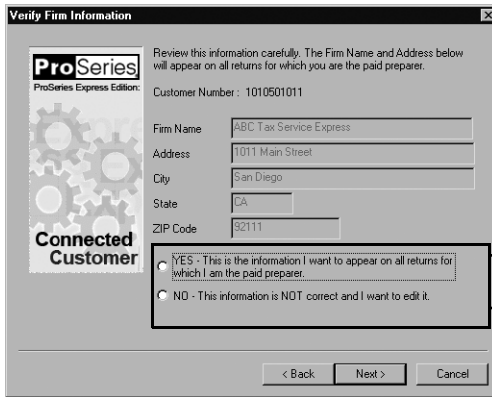
Click **Yes** if your firm information is correct.

Click **No** if you want to enter or edit your firm information.
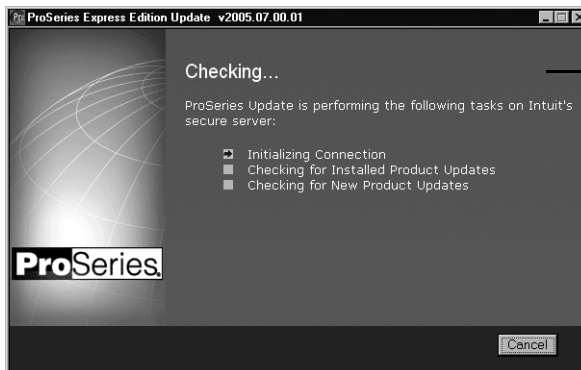
8 Click **Next**.

- If you selected **Yes**, you see the **Verify EMail Address** dialog box. Skip to Step 10.

- If you selected **No**, you see the **Enter Firm Information** dialog box. Continue with Step 9.

9 In the **Enter Firm Information** dialog box, enter or edit your firm's name and address, then click **Next**.

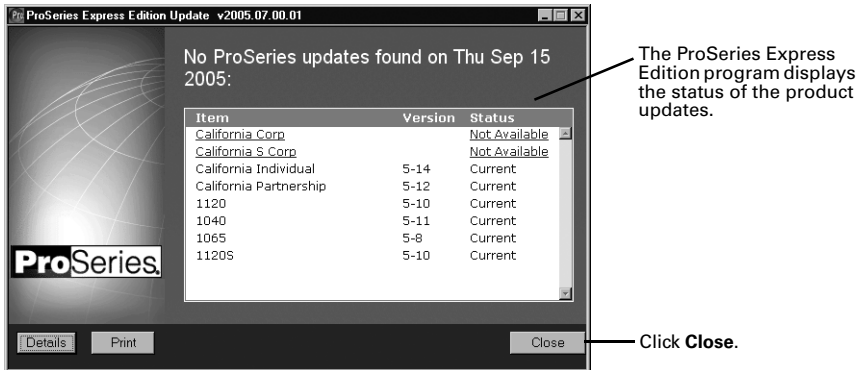**10** In the **Verify EMail Address** dialog box, enter or verify your e-mail address, then click **Next**.

11 The **Sending Changes to Server** dialog box keeps you informed about what the Connected Customer Wizard is doing. When it's done, click **Continue**.

12 The ProSeries Express Edition program checks for any new product releases and product updates.

ProSeries Express Edition program checks for product updates

ProSeries Express Edition Update v2005.07.00.01

No ProSeries updates found on Thu Sep 15 2005:

Item	Version	Status
California Corp		Not Available
California S Corp		Not Available
California Individual	5-14	Current
California Partnership	5-12	Current
1120	5-10	Current
1040	5-11	Current
1065	5-8	Current
1120S	5-10	Current

Details   Print   Close

The ProSeries Express Edition program displays the status of the product updates.

Click **Close**.

13 If there are new products or product updates to download, wait while the Connected Customer Wizard downloads and installs those new products and product updates.

14 When the Connected Customer Wizard finishes, the **Prior Year Settings Transferred** dialog box opens or the Options Setup Wizard begins so you can set up various ProSeries Express Edition options. Go to "Setting up ProSeries Express Edition options" next.

Setting up ProSeries Express Edition options

You can set up ProSeries Express options by simply going to the **Tools** menu and choosing either **Options** or **Options Setup Wizard**, as described in this section.

Using the Options dialog box

You can use the **Options** dialog box to select or change all program options, including those that you cannot select or set up using the Options Setup Wizard.

1 From the **Tools** menu, select **Options**.

The **Options** dialog box opens with **General** selected (in most situations).

2 Click the other selections on the left side of the **Options** dialog box to see the different categories.

When you click a selection on the left side of the **Options** dialog box, that category of options opens in the right side of the dialog box.

Click the **Help** button if you want more information about the currently-selected section in the **Options** dialog box.
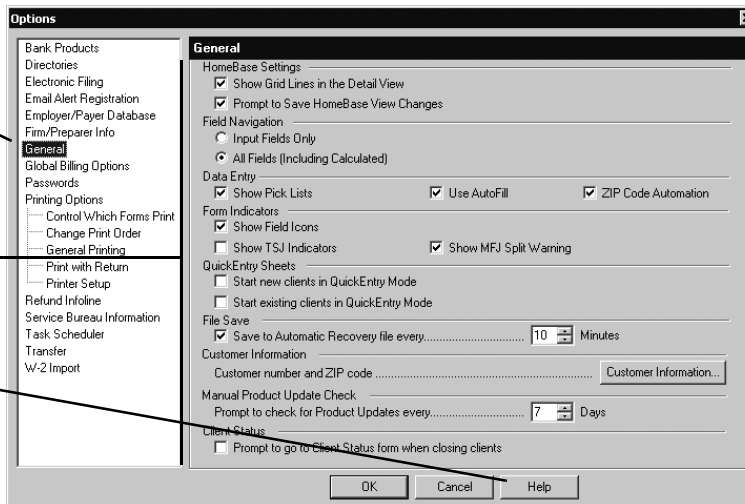
3 Press ENTER or TAB, or use your mouse to move to new fields.

4 To get help, click the **Help** button.

5 After you finish making selections, click **OK** to save them.

Using the Options Setup Wizard

Using the Options Setup Wizard is the easiest way to set up ProSeries Express options. This section describes some of the ProSeries Express Edition features that you can set up using the wizard.

1 From the **Tools** menu, select **Options Setup Wizard**.

2 When the Options Setup Wizard starts, the first dialog box you see welcomes you to the Options Setup Wizard. Continue to click **Next** after setting up options in subsequent Options Setup Wizard dialog boxes.

Most Options Setup Wizard dialog boxes are self-explanatory. However, the next sections discuss the following topics in some detail.

- "Entering firm and preparer information" (see page 18)
- "Setting up multiple preparers with electronic filing identification numbers" (see page 18)
- "Setting up a Service Bureau" (see page 18)
- "Adding an additional firm or Electronic Return Originator (ERO)" (see page 19)
- "Installing ProSeries Express on more than one computer" (see page 20)
- "Entering bank products registration information" (see page 20)
- "Entering global billing information" (see page 21)
- "Selecting a printer" (see page 21)
- "Registering for bank products through Santa Barbara Bank & Trust and Refund Infoline" (see page 22)
- "Completing the setup wizard" (see page 22)

3 Click **Finish** to save the options that you selected.

Entering firm and preparer information

You enter information about your firm in the **Firm/Preparer Information** dialog box. If you completed the Connected Customer Wizard described on page 13, you'll see your firm's name and address in the gray area of the **Firm Information** section.

Tip: If you don't see your firm's name and address, you'll retrieve that information from an Intuit Internet server later, as explained in "Product licensing" on page 25.

Enter other information about your firm in the fields below the gray area. If the firm will be filing returns electronically, be sure to enter the firm's Electronic Filing Identification Number (EFIN).

You'll use this dialog box to set up firm information, multiple EFINS, and electronic filing contact information.

1 Verify that your firm's name and address have been retrieved from an Intuit Internet server.

2 Enter other information about your firm.

3 Enter the firm's EFIN and the first and last name of the electronic filing contact person.

4 Enter preparer and ERO information including multiple EFINs in this section. Use the scroll bar to add more EROs or add'l firms.

ProSeries Express Setup Wizard

Firm/Preparer Information

If your Firm Name and Address is not correct, complete this wizard then go to the Tools menu, select Options, then choose Firm/Preparer Info. Enter other Firm and Preparer information now.

Firm Information

Firm Name ABC Tax Service Express   Firm # 1
Address   1011 Main Street
City   San Diego   State CA   ZIP Code 92111

Employer ID# (EIN)   Foreign Country
Phone   Print phone number on return?   Yes   No
Fax   Firm E-mail
For MN, NM, OR Firms Only: State ID#
Electronic Filing Only: Electronic Filing Identification # (EFIN)   999999   (See Help)
Efile Contact Name (First)   (Last)

Preparer / Electronic Return Originator (ERO) Information

Preparer Code   Associated with Firm #   Print name in signature area?

< Back   Next >   Cancel   Help

Tip. To move to new fields, press ENTER or TAB, or use your mouse.

Enter information about the firm's preparers, including tax preparers with their own electronic filing identification number (EFIN). There's room to enter information for many preparers. If preparers will be filing returns electronically, enter Electronic Return Originator (ERO) information in this section also. If the ProSeries Express program transferred preparer information from last year's ProSeries Express Edition program, just edit the information as necessary.
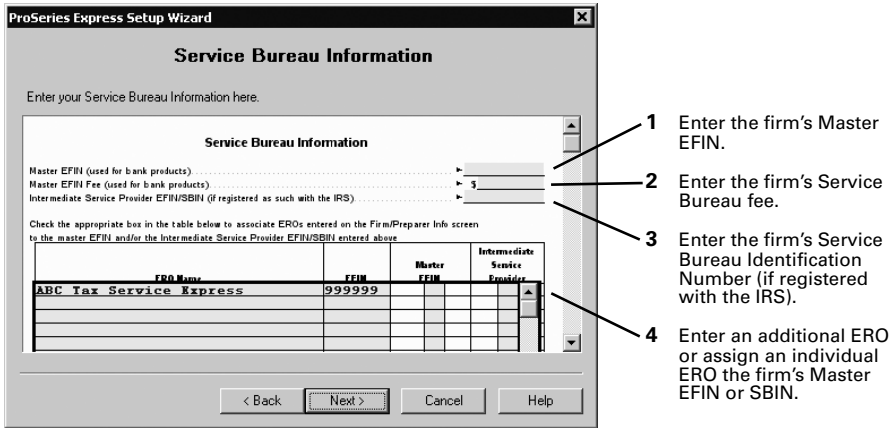
Tip: For information about any field in the **Firm/Preparer Information** dialog box, right mouse click the field, then select **About <Field>** on the pop-up menu.

Setting up multiple preparers with electronic filing identification numbers

ProSeries Express Edition software allows your firm to electronically file tax returns using more than one electronic filing identification number (EFIN). With multiple EFIN capability, your firm can transmit tax returns and receive acknowledgements for each tax preparer's EFIN simultaneously as long as the tax preparer is a member of the firm. Enter each preparer's information separately in the Preparer/ERO Information section.

Setting up a Service Bureau

You'll use the **Service Bureau Information** dialog box to enter important information about your Service Bureau, including a Master Electronic Filing Identification Number (EFIN) and/or IRS Intermediate Service Provider EFIN/SBIN.

Dialog callouts:

1 — Enter the firm's Master EFIN.

2 — Enter the firm's Service Bureau fee.

3 — Enter the firm's Service Bureau Identification Number (if registered with the IRS).

4 — Enter an additional ERO or assign an individual ERO the firm's Master EFIN or SBIN.

Setting up a Service Bureau or IRS Intermediate Service Provider lets you use the ProSeries Express Edition software to transmit tax returns on behalf of another ERO who has an EFIN but does not necessarily electronically file returns for his or her clients.

When your firm operates as a Service Bureau, you can collect fees for your services from the individual ERO's bank product returns transmitted from your Service Bureau using the ProSeries Express Edition software. If you use Santa Barbara Bank & Trust as your bank products provider, fees are generally split between the tax preparer and the Service Bureau that provided a value-added service for the preparer of the return.

To enter your Service Bureau information:

1 In the **Service Bureau Information** dialog box, enter your master EFIN and the service bureau fee that you want to charge. You can enter a service bureau fee without setting up additional EROs or firms.

2 Use the check boxes in the Service Bureau table to assign individual EROs the firm's master EFIN, or the Intermediate Service Provider EFIN or Service Bureau Identification Number (SBIN).

3 If the Electronic Return Originators that you'd like to include are not listed, follow the steps below to add additional firms or Electronic Return Originators (ERO).

4 Click **Next**.

Adding an additional firm or Electronic Return Originator (ERO)

You'll use the **Firm/Preparer Information** dialog box to add multiple firms and electronic return originators in the ProSeries Express Edition program.

1 Go to the **Tools** menu and select **Options**.

2 Select **Firm/Preparer Info**. The **Firm/Preparer Info** dialog box opens.

3 In the **Firm/Preparer Info** dialog box, press the CTRL+SHIFT keys on your keyboard, then click the **Edit** button. The **Additional Firm Information** dialog box opens.

4 In the **Additional Firm Information** dialog box, click the **Add** button. The **Add New Firm Information** dialog box opens.

5 Enter the information about the new firm that you want to add to ProSeries Express Edition.

6 Before you close the **Add New Firm Information** dialog box, call ProSeries Customer Service at 1-800-374-7317 during business hours to obtain a "key," which enables

you to enter additional firm information. When the ProSeries customer service agent assigns you a key, make sure that you write down the key and keep it in a safe place. You may need to use the key again in the future.

7 Enter the key that you were assigned in the "Key" box, then click **OK** to close the dialog box. You can now close the **Additional Firm Information** dialog box.

8 To verify that the new firm information has been added to the ProSeries Express program, select **Firm/Preparer Information**. You should be able to view the new firm information that you added in the "Additional Firm Information" section. However, if you want to change the Firm/Preparer Information, you'll need to fax a request to ProSeries Customer Service at 1-800-568-7963. You'll want to make sure that you include the new and the old address of the firm/preparer information in your fax.

9 Click **OK** to save your selections.

Installing ProSeries Express on more than one computer

If you are installing the stand-alone version of ProSeries Express Edition software on more than one computer, it's recommended that you assign a different Declaration Control Number (DCN) on each installation of the ProSeries Express Edition software that you have in your office. If client tax returns with duplicate DCNs are detected, the ProSeries Express Edition software cannot transmit the returns to the Intuit Electronic Filing Center.
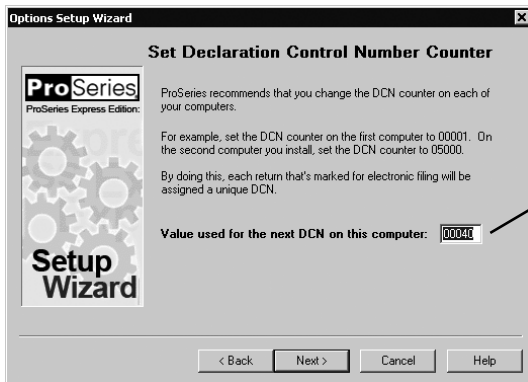
Type any number to change the DCN for the ProSeries Express Edition software installed on this computer.

Entering bank products registration information

Enter your firm's electronic filing information and bank information in the **Bank Products Registration Information** dialog box.

You entered your firm's EFIN and EIN in the **Firm/Preparer Info** dialog box.

You must provide an EIN or a SSN, but you're not required to provide both numbers.

The **Fax** field can be blank.

ProSeries Express Setup Wizard

Bank Products Registration Information

In order for Bank Products to be activated within ProSeries Express, enter the information below. The RTN, DAN, and Acct Type identify the account where fees will be deposited by the bank.

EFIN:	999999	EIN: 46-1212121	SSN: 555-55-5555
Co. Name:	ABC Tax Service Express		
First Name:	Lee	Last Name:	Smith
Address:	1011 Main Street		
City:	San Diego	State: CA	Zip: 92111
Phone:	(555) 555-5555	Fax:	(555) 555-5555
RTN:	012345678	DAN:	0123456789
Acct Type:	C	'C' = Checking or 'S' = Savings	

[< Back] [Next >] [Cancel] [Help]

Entering global billing information

Use the **Global Billing Options** dialog box to set the billing options that you want to use for all clients. Many billing options are available. If the ProSeries Express Edition program transferred global billing information from last year's ProSeries Express Edition program, just edit the information as necessary.

Global Billing Options has seven sections:

- Tax Preparation Fees
- Hourly Charges
- Per Form Charges
- Miscellaneous Fees and Adjustments
- Discount
- Sales Tax
- Standard Paragraph

ProSeries Express Setup Wizard

Global Billing Options

Use this form to select the billing option(s) you would like to have available for all of your clients. You may add or change this information for any client by accessing Client-Specific Billing Options from within the client's file. See Help for additional information.

1 Tax Preparation Fees

Federal Tax Preparation Fees: Amount
 Flat fee description: Tax return preparation fee
 Preparer electronic filing fee
 Preparer RAL/RT application preparation fee

State Tax Preparation Fees: Amount
 State ID
 Flat fee description:
 Preparer electronic filing fee
 Misc. description:
 State ID
 Flat fee description:
 Preparer electronic filing fee

[< Back] [Next >] [Cancel] [Help]

Important: For detailed information about any field in the **Global Billing Options** dialog box, right mouse click the field and select **About <Field>** in the pop-up menu.

Selecting a printer

Use the **Select a Printer** dialog box to choose a specific printer in your office where you want to print tax forms, client letters, labels, and refund checks for bank products.
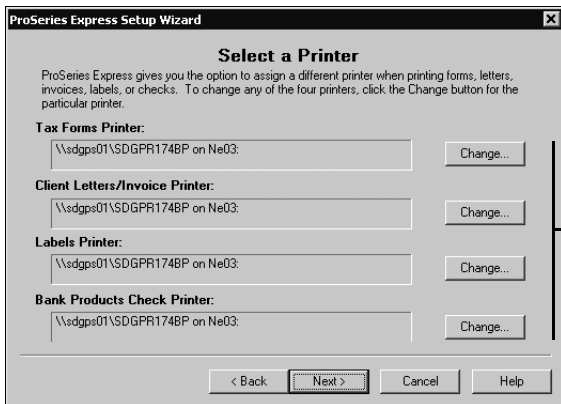
Select the **Change** button to choose a printer for printing tax forms, client letters, labels, and refund checks.

Registering for bank products through Santa Barbara Bank & Trust and Refund Infoline

Use the **Register for Bank Products through SBBT and Refund Infoline** dialog box if you want to use Santa Barbara Bank & Trust as your bank products provider. Select the **Register for ProSeries Express Bank Products** check box to transmit your bank products registration information to Santa Barbara Bank and Trust and receive a registration complete status message from them.

Important. You must register with Santa Barbara Bank & Trust before attempting to transmit your first client's bank product return for TY05.

Select the **Register for ProSeries Express Refund Infoline** to register for Refund Infoline. For more information about Refund Infoline, see "More about Refund Infoline" on page 46.
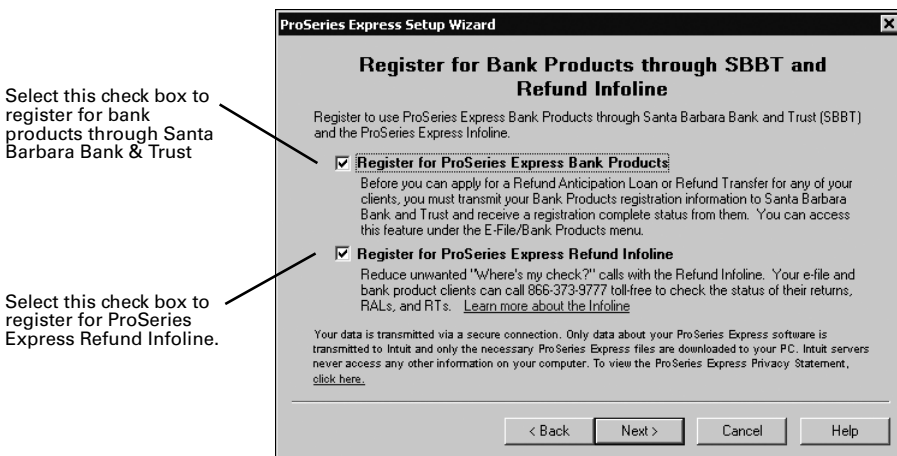
Select this check box to register for bank products through Santa Barbara Bank & Trust

Select this check box to register for ProSeries Express Refund Infoline.

Tip: The Intuit Electronic Filing Center opens for registration on December 1, 2005.

Completing the setup wizard

When the Options Setup Wizard finishes, you'll see a **Congratulations!** dialog box.

Click **Finish** to complete
the Options Setup
Wizard.

When you click **Finish**, the ProSeries Express Edition program opens an **Enroll Online** dialog box that allows you to enroll with Santa Barbara Bank & Trust to offer bank products to your clients. You can also order checks and supplies for the upcoming tax season.
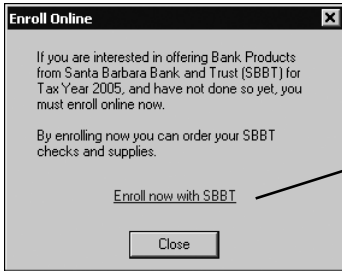
To enroll with the Santa Barbara
Bank & Trust bank products
program, click this link.

Transferring data from ProSeries Express 2004 client files

The transfer procedure is a simple way to start your clients' ProSeries Express Edition 2005 client files using the relevant data in their ProSeries Express Edition 2004 client files.

When you complete the Options Setup Wizard, you are asked if you want to transfer last year's client files.

If you used ProSeries Express Edition software last year, click **Yes** to go to the **Transfer** window, then do the five steps listed on the left side of the **Transfer** window.

1 Select the type of transfer you want to perform from the list of alternatives.

2 Select the location of your existing client files.

3 Select a location for the new client files.

4 Select the client files that you want to transfer data from, or click the **Select All** button.

5 After you've selected one or more clients, click **Transfer**.

ProSeries Express Edition - 2005

File   E-File/Bank Products   View   Tools   HomeBase   Update   Information   Help

All | Kite | | | | Quick Answers

Transfer

1 Select the type of files to transfer
2004 Form 1040 to 2005 Form 1040

2 Transfer data files from...
C:\ExpWin04\04Data   Browse...

3 Transfer data files to...
C:\ExpWin05\05Data   Browse...

4 Select clients
(use "Select All" button below or hold down the CTRL key while using your mouse to select multiple clients)

Select All

5 Begin transfer

Transfer

Cancel   Help

aber1111.04i	Jaco1234.04I	Swee5513.04I
ande1111.04i	Jess1000.04I	Wali5510.04I
andr1114.04i	Jime2090.04I	will1130.04I
bake1115.04i	john1119.04i	wuji1189.04I
baxt1117.04i	John8888.04I	yate5511.04I
beck1118.04i	Jone8888.04I	Yoo2222.04I
brow1119.04i	Kani3737.04i	zoel1190.04I
cajb1120.04i	Karp8473.04I	
carl1121.04i	Keen8999.04I	
carp1122.04i	Kern8999.04I	
carr1123.04i	Kesw8111.04I	
chav1124.04i	Kim0001.04I	
clie4444.04i	Klin1114.04I	
deem1126.04i	Kohl4111.04I	
dunn1127.04i	Kret4332.04I	
falc1128.04i	Kron3838.04I	
fost1129.04i	Kuve8448.04I	
fran1130.04i	luke1153.04i	
gami1131.04i	rile1124.04i	
godw1132.04i	riley-s.04i	
guss4444.04i	Robs5514.04I	
hack1133.04i	russ1170.04i	
harb1134.04i	scott1171.04i	
held1135.04i	smit1174.04I	
henn1139.04i	Smit5512.04I	
hugh1140.04i	Smit5555.04I	
jack7777.04i	smit6777.04I	

Clients in view: 61

Important: When transferring client data on a network, you must select the directory where your ProSeries Express Edition 2005 client files are being saved. This directory is set from the ProSeries Express Admin workstation during the Options Setup Wizard (or in the **Directories** section of the **Options** dialog box).

When you click **Transfer**, the ProSeries Express Edition program creates a new 2005 client file for each client whose data is being transferred, then transfers the applicable data into the new ProSeries Express 2005 client file.

The **Batch Transfer Status** dialog box keeps you informed during the Transfer process, and the **Transfer Log** dialog box opens when the ProSeries Express program finishes transferring client data. Review the information, then click **Close** to go to HomeBase. HomeBase is discussed in "Preparing client tax returns" on page 29.

Electronic filing. If a 2004 return was marked for electronic filing, that selection is transferred to the 2005 return. If a client's 2005 federal return will be electronically filed using a Practitioner PIN instead of Form 8453, open the client's 2005 federal return, and go to the Federal Information Worksheet. In **Part IV - Filing Information**, scroll down to the **Practitioner PIN program** section, then click the **QuickZoom to the IRS e-file Authentication Statement** button. You'll need to retain a completed copy of Form 8879, IRS *e-file* Signature Authorization, that's been signed by the client.

Important: If your firm will be filing returns electronically from more than one computer using the same EFIN on each one (and the program is installed for stand-alone use on each computer), change the starting number in the DCN counter on all but one computer before opening any returns. For more information, see "Setting up the DCN counter on multiple stand-alone computers" on page 34.

Tip: For more information about transferring data from ProSeries Express Edition 2004 client files, use the Search Help feature on the Help pane to find the information that you want.

Product licensing

Product licensing is a system that licenses your ProSeries Express tax software to your firm. Product licensing is required before you can print returns or file returns electronically, or create PDF files that contain returns. Products that aren't licensed for unlimited use can be used on a Pay-Per-Return basis. Product licensing no longer requires access codes.

Product licensing uses your Customer Number and ZIP code with information in Intuit's records to deliver the following to your ProSeries Express tax software:

● An unlimited-use license for each ProSeries Express Edition tax product and ProSeries Express Edition electronic filing product that you've purchased for Unlimited use—even if those products haven't been installed yet (except 706 and 709 products)

● Your firm's name and address

● A network license (if you purchase ProSeries Express Edition/Network Version

ProSeries Express Edition product licensing can be performed using the Online method or the Manual method. For most ProSeries Express Edition users, product licensing occurs online automatically.

Automatic, Online product licensing

The Connected Customer Wizard performs product licensing automatically when:

● You install ProSeries Express tax software for stand-alone use on a computer that has an Internet connection

● You install ProSeries Express tax software for network use from a computer (referred to as the ProSeries Express Admin workstation) that has an Internet connection

Important: When ProSeries Express Edition software is installed for network use, product licensing must be initiated from the ProSeries Express Admin workstation. Product licensing information is shared by all computers that have been set up as ProSeries Express workstations. See the ProSeries Express Edition Network Installation Guide for more information.

Product licensing using the Manual method

If automatic, Online product licensing hasn't been performed (as explained above), you'll see the message "Product Licensing Required" in the HomeBase Message Center. When you click that message, you see a **License Products** dialog box that includes two options: **Online (Recommended)** and **Manual**. Select **Manual**, then click **OK**. You'll see the **License Products** dialog box shown on the next page.

Tip: You can contact Intuit for manual product licensing using:

- **Automated Touch Tone phone service** (call 1-800-723-0692)
- **Online service** (go to http://www.proseries.com and select **Product Licensing**)
- **A Customer Service representative** (call 1-800-557-5798)

1 Verify your Customer Number and ZIP code.

2 Enter your firm's name and address. (This information must match the information contained in Intuit's records.)

3 Click the **Get Key Code** button so the program will generate a unique Key Code.

4 Contact Intuit using one of three methods. After you provide the Key Code that was generated, you will receive a unique Licensing Code from Intuit.

5 Enter the Licensing Code, then click **OK**.

Be sure to read "Updating your firm's product licensing information" on page 26.

Product licensing with multiple, non-Internet computers

If you install ProSeries Express for stand-alone use on computers that don't have an Internet connection and you don't want to perform product licensing for each computer using the Manual method, here's a convenient way to copy your firm's product licensing information from one computer to the other computers.

1 From the computer with your firm's product licensing information, go to the **File** menu, select **Copy Product License**, then use the dialog box to save the product license file to a network location or removable media (such as a 3.5-inch disk).

2 From each computer that requires product licensing, go to the **File** menu, select **Retrieve Product License**, then use the dialog box to retrieve the product license file that you copied to the network location or removable media.

Tip: Repeat this procedure if you update the firm's product licensing information.

Updating your firm's product licensing information

Update your firm's product licensing information when:

● You purchase additional ProSeries Express tax products or additional ProSeries Express electronic filing products for Unlimited use, or

● You purchase ProSeries Express Edition/Network Version, or

● The software or an Intuit ProSeries representative instructs you to update your product licensing information

If either of these situations occur, go to the **Tools** menu, select **License Products**, select **Online** or **Manual**, then click **OK**. If you chose **Online**, simply wait for the product licensing procedure to conclude. If you chose **Manual**, just follow the instructions in the **License Products** dialog box.

Keeping your ProSeries Express Edition tax products up-to-date

You can install new products and update previously-installed products via the Internet and from ProSeries Express Edition CDs that you receive, as explained in this section. Getting tax products and updates via the Internet helps you have the most up-to-date versions of the ProSeries Express tax products that you use.

Software service and delivery information

ProSeries Express Edition software is delivered on five CDs during the tax season as shown in the following table.

ProSeries Express CD name	Approximate ship date
Tax Release 1 CD - Draft 1040 only	Week of November 28, 2005
Tax Release 2 CD	Week of January 2, 2006
Tax Release 3 CD	Week of January 30, 2006
Tax Release 4 CD	Week of February 20, 2006
Tax Release Archive CD	Week of May 1, 2006

Note: Actual shipping dates are subject to change.

For information on release dates and news specific to the products you purchase, log in to your personalized http://www.my.proseries.com page. For other information about product release dates, go to http://www.proseries.com/support/release_dates.aspx.

Step 1 - Get products and updates via the Internet

In between CD shipments, you can use the Internet to get any newly-released products and product updates. As soon as a ProSeries Express tax product or tax product update becomes available, it is posted to the Intuit Internet server.

Task Scheduler provides the easiest way to get ProSeries Express tax products and tax product updates via the Internet. To use Task Scheduler, take the following steps from each computer on which the ProSeries Express program is installed for stand-alone use and the ProSeries Express Admin workstation if the ProSeries Express program is installed for network use.

1 Go to the **Tools** menu, select **Options**, then select **Task Scheduler** on the left side of the **Options** dialog box.

2 Enable the **Download New/Update Existing Products** task. (There's a check in the box before the task when it's enabled.)

3 If you want to change the Task Scheduler schedule, click **Modify**, then select the day(s) and times that are convenient for you.

4 Make sure the computer is on when Task Scheduler is scheduled to perform tasks.

    Password. Task Scheduler must be able to connect to the Internet "unattended." If your Internet connection requires a password, that password must be stored and available.

Tip: To get ProSeries Express tax products and tax product updates via the Internet, go to the **Update** menu and select **Update Installed Products** to update ProSeries Express Edition products, or **Select and Download New Products** to download new ProSeries Express Edition products.

Step 2 - Get products and updates from ProSeries Express Edition CDs

You can install ProSeries Express tax products and tax product updates from ProSeries Express Edition CDs that you receive after you've installed the program from the first ProSeries Express Edition CD.

1 Insert the ProSeries Express Edition CD into your CD drive.

2 Allow the installation program to install the appropriate ProSeries Express tax products and tax product updates from that ProSeries Express CD. You can select additional products for installation from the **Tax Year 2005 Product Selections** dialog box.

Tip: The on-screen ProSeries Express Edition User's Guide will be updated, if applicable.

Network. When a ProSeries Express tax product is installed or updated on the network drive from the ProSeries Express Admin workstation, it becomes available to all workstations on which you installed and set up the ProSeries Express program.

Important: The ReadMe information for the initial release of a ProSeries Express Edition tax product identifies any forms that are not ready to be filed yet. If you print a form that can't be filed yet, the printed form includes a "DO NOT FILE" watermark. **Do not file a return if any of the printed forms includes a "DO NOT FILE" watermark.** The ReadMe information for subsequent releases of a product identifies forms that can now be filed with the current release.

For more information about keeping your ProSeries Express tax products up-to-date, use the Search Help feature on the Help pane.

Preparing client tax returns

When you complete the first-time start-up procedures, you see HomeBase. HomeBase summarizes information about your clients and client files.

From HomeBase, you start new client files, open existing client files, and perform a variety of other tasks involving your client files, such as electronic filing. The first time you start the ProSeries Express program, you see client information in HomeBase only if you transferred information from last year's ProSeries Express client files. As you work on client returns, you'll see information about those clients in HomeBase.

To see information about the clients who meet specific criteria, click the applicable HomeBase View tab below the HomeBase toolbar. The ProSeries Express products that are installed determine which HomeBase View tabs are available. For example, after ProSeries Express/1040 is installed, the following three HomeBase View tabs become available:

Select this HomeBase tab	To do this
1040	Prepare federal individual returns and state individual returns
EF Clients	All electronic filing tasks
Bank Product Clients	All bank products tasks

Tip: The ProSeries Express Edition program saves the data for a client's 2005 federal and state returns in one client file.

Summary of the basic steps to prepare client returns

The following table presents a brief summary of the basic steps to prepare client returns. Note that many optional steps aren't included in this table.

Preparing Returns

To do this	Do this
1. Start the client's federal return from HomeBase	**If you transferred last year's data**, select the appropriate HomeBase View tab, then double-click the client's name to open the client's file. **If you are starting a new return**, click the **New Client** button on the HomeBase toolbar, then select the appropriate federal product. The appropriate Information Worksheet opens.
2. Prepare the client's federal return	**a. Import** - If there's relevant client data in QuickBooks, another program, or W-2 data from your client's payroll provider, go to the **Import** menu and choose the applicable command. **b. Enter data** - Enter data in the applicable data fields. Double-click forms in the Forms Bar to see them. Import Form W-2 data when applicable. **c. Save the data** - Click the **Save Client** button on the toolbar often as you enter data. **d. Review** - Click the **Check for Errors** button on the vertical navigation bar to correct errors that the ProSeries Express program identifies.
3. Prepare the client's state return	**a. Go to state** - Click the **Switch to State/City** button on the vertical navigation bar, then select the appropriate state. **b. Enter data** - Enter data in the applicable fields on the state forms. **c. Save the data** - Click the **Save Client** button on the toolbar often as you enter data. **d. Review** - Click the **Check for Errors** button on the vertical navigation bar to correct errors that the ProSeries program identifies. **e. Go to federal** - Click the **Switch to Federal** button on the vertical navigation bar to return to the client's federal return. **f. Prepare additional state returns** - Repeat these steps for any other state returns that the client must file.
4. Apply for Bank Products	**a. Go to federal** - Click the **Switch to Federal** button on the vertical navigation bar to return to the client's federal return. **b.** Open the **RAL & RT Wks** form in the Forms Bar. **c. Enter data** - Complete the RAL and RT Worksheet. **d. Review** - Click the **Check for Errors** button on the vertical navigation bar to correct errors that the ProSeries program identifies.
5. Check the client's return for errors	Click the **Check for Errors** button. Analyze the error report and correct any errors found.
6. Save the client's return	Click the **Save Client** button on the toolbar.
7. Print the client's return(s)	**a.** Select the appropriate HomeBase View tab, then select the client in HomeBase. **b.** Click the **Print Client Return** button on the toolbar.
8. File the client return electronically	**a.** Make sure each return you want to file electronically is marked for electronic filing on the Federal Information Worksheet, and that it passes return error checking and Final Review. **b.** Go to HomeBase and click the **EF Clients** tab, then select the client's return(s) you want to electronically file in the EF Clients view. **c.** Click the **Transmit EF Return** button on the toolbar. **d.** After 24 to 48 hours, click the **Check EF & BP Acks** button on the toolbar to receive an acknowledgement for the client's return.

For more information about HomeBase, starting client returns, entering client tax return data, saving client return data, and opening previously-saved client returns, use the Search Help feature on the Help pane.

Preparing Returns

Setting up other ProSeries Express Edition features

Use the information in the following table to set up these ProSeries Express Edition features.

To do this	Do this
Bank Products. Apply for bank products so you can offer RALs, RTs, and other bank product services to your clients.	Go to the **Bank Products** section of ProSeries.com to learn how to enroll.
Billing clock. Activate the billing clock so it tracks the time you spend on each return.	Go to the **Tools** menu, select **Billing**, then select **Billing Clock**.
Billing rates. Set billing rates for the forms and schedules of a specific type of return.	Go to the **Tools** menu, select **Billing**, then select **Rates Per Form**.
Client template. Enter data that applies to all your clients who file a specific type of federal return.	Go to the **Tools** menu and select **Edit Client Template**.
Internet connection. Set up an Internet connection so you can use ProSeries Express connectivity features.	Go to the **Help** menu and select **Internet Connection Setup**.
Invoices. View or edit the standard invoice for a specific type of return.	Open a return of that type, go to the **Tools** menu, select **Billing**, then select **View Invoice** or **Edit Invoice**.
Letters. View or edit the standard client letter or standard recipient letter for a specific type of return.	Open a return of that type, go to the **Tools** menu, select **Letters**, then select **View Client Letter** or **Edit Client Letter**.
Licensing. License your ProSeries Express tax products so you can print and file returns electronically.	Go to the **Tools** menu, select **License Products**, then select **Online** or **Manual**. (We recommend that you select Online.)
Pay-Per-Return. Add funds to a Pay-Per-Return account so you can print and file returns electronically (for products you're using on a pay-per-return basis).	Go to the **Tools** menu, select **Pay Per Return**, then select **Increase Account Balance**.
Refund Infoline. Allows your clients to retrieve the status of their e-filed return or tax refund using a toll-free telephone number.	Go to the **Tools** menu, select **Options**, then select **Refund Infoline**.
Slip sheets. Select options for slip sheets to use with envelopes and presentation folders.	Go to the **Tools** menu and select **Global Slip Sheet Options**.
W-2 Instant Data Entry. Enables a service that imports your client's W-2 information into an open tax return.	Go to the **Tools** menu, select **Options**, then select **W-2 Import**.

For information about setting, reviewing, and changing ProSeries Express Edition options, use the Search Help feature on the Help pane.

Getting help in the ProSeries Express Edition program

The ProSeries Express Edition Help system includes a Help pane at the bottom of your screen with three features to help you get the information that you need quickly and

easily. From left to right, those features are Field/Form Help, Most Common Support Questions, and Search Help content.

Help pane   Field/Form Help   Most Common Support Questions   Search Help content
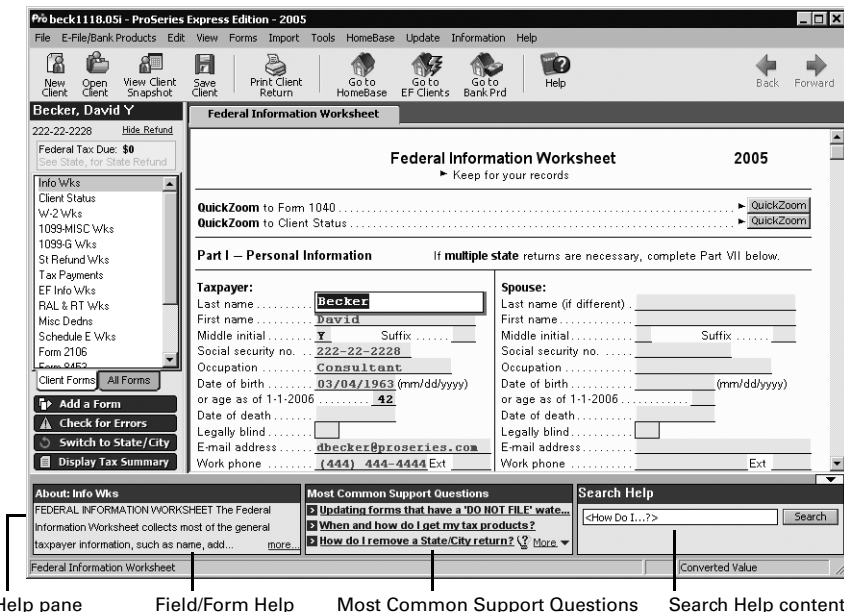
Field/Form Help

When you're working on a client's return, the left area of the Help pane shows information about the currently-selected field or form. Click the blue, underlined word "more" to see all the current Field/Form Help information in the Help Center. Field/Form Help includes Tax Help, Cross-references, and Government Instructions.

Most Common Support Questions

Most Common Support Questions are top support topics linked to information in ProSeries Express Help. Select a topic to see the relevant information in the Help Center.

Search Help content

To get answers to a question or information about a keyword or phrase, type the question, word, or phrase in the Search Help field, then press the ENTER key or click the **Search** button next to the Search Help field. The program searches ProSeries Express Help content, then lists the search results in the Help Center. Click the blue, underlined title of a search result to see the full content of that information source in the Help Center or a browser window.

Using the Help Center

All three features in the Help pane—Field/Form Help, Most Common Support Questions, and Search Help—open the Help Center. From the Help Center, you can get a variety of information from one, easy-to-use location.

Tip: The Help Center opens when you click the **Help** button on the toolbar.

Search for a specific topic in Tax Help and Program Help here.

Click the selections on the left side of the Help Center to see the corresponding information to the right.

Click a plus sign [+] to expand a selection. Click a minus sign [-] to collapse a selection.

Click blue, underlined hyperlinks to see more about those topics.

Use the scroll bars to see all the information in the Help Center.

Click and drag the splitter bar to adjust the window sizes.

Help us improve ProSeries Express help.

Tip: For more information about ProSeries Express Edition Help, use the Search Help feature on the Help pane.

Electronically filing tax returns

ProSeries Express Edition/Electronic Filing software is installed with ProSeries Express Edition tax products that support electronic filing. ProSeries Express Edition software supports electronic filing of the following:

- Federal individual returns and extension request forms
- State individual returns (for 42 states)
- Federal corporation and S corporation returns and extension request forms
- California corporation returns
- Massachusetts corporation, S corporation, partnership, and fiduciary returns
- Massachusetts corporation and S corporation extension request forms

● Michigan Single Business Tax returns

To visit the Web site for a state's tax agency, go to http://www.proseries.com, select **Tools**, select **State Tax Departments** in the **General Tax Resources** section, then select the name of the state.

Important: If you don't have an IRS-issued Electronic Filing Identification Number (EFIN) yet, see "Preparing for electronic filing" on page 3.

Tip: For information about electronically filing of Michigan Single Business Tax returns and Massachusetts corporation, S corporation, partnership, and fiduciary returns and extensions, use Search or see chapter 11, "Electronically filing an income tax return" in the ProSeries Express Edition User's Guide.

Establishing an Internet connection

To file electronically, you need to be able to connect to the Internet from the computer on which the ProSeries Express Edition program is installed.

If you don't have an Internet connection, you must first sign up for service with an Internet Service Provider (ISP). Once you have an ISP, go to the **Help** menu, select **Internet Connection Setup**, then follow the instructions in the dialog boxes.
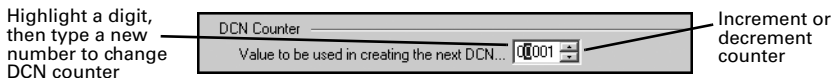
Setting up the DCN counter on multiple stand-alone computers

When ProSeries Express Edition software is installed on a stand-alone computer, the DCN (Declaration Control Number) counter is initially set at "00001." The ProSeries Express Edition program assigns that number to the first federal return that's marked for electronic filing, then increments the DCN counter by "1." As each subsequent federal return is marked for electronic filing, the program assigns the current DCN to that return, then increments the DCN counter by "1."

Changing the starting number in the DCN counter for a computer

If your firm will be filing returns electronically from *more than one* computer using the *same* EFIN on each one (and these computers are not networked), you'll need to change the starting number in the DCN counter in the ProSeries Express Edition program on all but one computer before the firm's tax preparers start to transfer or prepare tax returns.

1 Go to the **Tools** menu and select **Options**.

2 In the **Options** dialog box, select **Electronic Filing**.

3 In the **DCN Counter** box, highlight a digit, then type a new number that you want to use, for example, "01001."

Highlight a digit, then type a new number to change DCN counter

Increment or decrement counter

DCN Counter
Value to be used in creating the next DCN... 00001

4 To increment or decrement the counter, click the up or down arrows.

5 Click **OK** to save your changes.

By advancing the DCN counter sufficiently in the ProSeries Express Edition program on each "additional" stand-alone computer, each return marked for electronic filing will be assigned a unique DCN. For example, changing the DCN counter to "01001" on the second computer, to "02001" on the third computer, and so on.

Tip: If a computer will be using a unique EFIN, it's not necessary to change the starting number in the DCN counter for that computer.

Steps to electronically file a tax return

You'll follow these basic steps when filing your clients tax returns electronically.

Step 1 - Mark the return for electronic filing

To mark a client's federal and state returns for electronic filing:

1   Open the client's federal return, go to the Federal Information Worksheet, scroll down to **Part IV - Filing Information**, then make sure that the appropriate preparer code is entered in the **Preparer Code** field.

   Tip: Enter your preparer code in the **Electronic Return Originator Information** section of the **Electronic Filing Information Worksheet**. If you're acting as an ERO and filing a return for another preparer, enter that preparer's preparer code in the **Preparer Code** field.

2   Make sure the **Check this box to file the federal return electronically** box is checked.

Check this box to file the federal return electronically.

Enter the Preparer Code here.

Check this box to file the state return electronically.

Enter information about the state return(s) for electronic filing in this expanding table.

See Help if you need assistance.

3   **State returns.** If you're going to file the client's state return (or returns) electronically, select the check box to file state returns electronically, then enter the appropriate information in the **Select the state or states to file electronically** expanding table.

4   Enter all other relevant information in the **Filing Information** section.
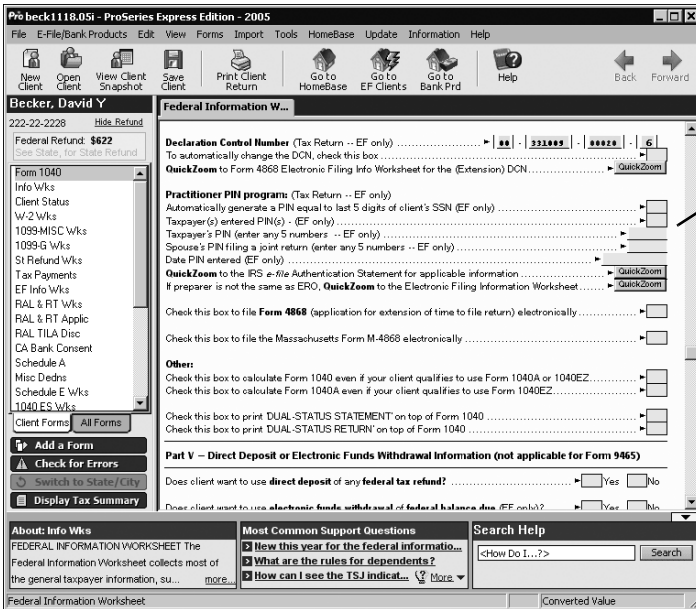
Enter information for the Practitioner PIN Program.

5 **Direct Deposit/Direct Debit.** If the client wants their refund deposited directly into their account or the balance due withdrawn from their account, complete **Part V - Direct Deposit or Electronic Funds Withdrawal Information**.
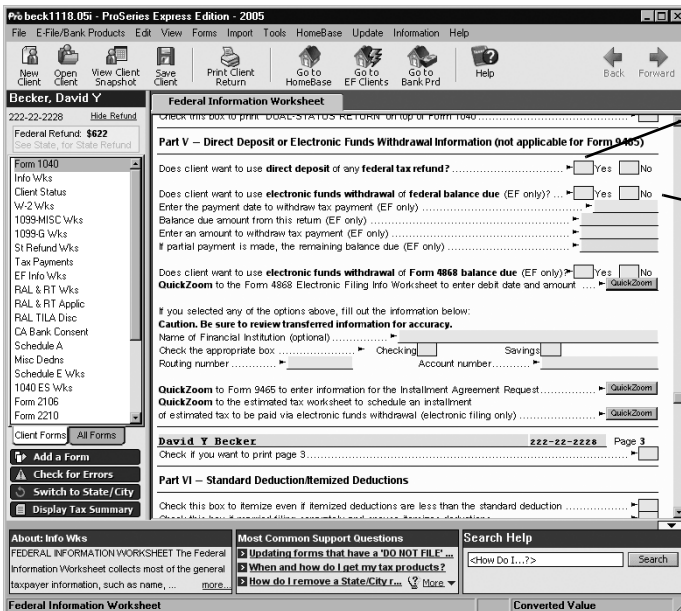
Check this box to use direct deposit of any federal refund.

Check the appropriate box in this area to use electronic funds withdrawal of a federal balance due (if using electronic filing).

Be sure to complete the rest of Part V.

Step 2 - Prepare the client's return(s) for electronic filing

To prepare a client's return(s) for electronic filing:

1 Complete the client's federal return.

2 Complete the Electronic Filing Smart Worksheets on the client's Form W-2, 1099-R, W2-G, and 1099-G worksheets (if applicable).

3 **RAL or RT.** If you're participating in the ProSeries Express/Bank Products program and the client wants a Refund Anticipation Loan or Refund Transfer, complete the applicable parts of the RAL & RT Worksheet.

For more information, see "Offering Bank Products to your clients" on page 44.

4 Click the **Switch to State/City** button on the vertical navigation bar.

5 Complete the client's state return.

6 Click the **Switch to Federal** button on the vertical navigation bar.

7 Go to the toolbar and click the **Save Client** button.

Avoiding common reasons for rejection

● Verify the client's social security number (SSN) and Date of Birth (DOB) with the Social Security Administration (SSA).

● If you're preparing a Married Filing Joint return, verify that the spouse's last name on the return matches the spouse's last name on his or her Social Security card.

● Make sure the employer's name and federal identification number on the actual Form W-2 match the information you've entered in the ProSeries Express program.

● Make sure the payer's name and federal identification number on the actual Form W-2G or Form 1099-R match the information you've entered in the ProSeries Express program.

● Use the error-checking feature during data entry. Go to the **View** menu and make sure there's a check mark before **Error Alerts**.

Step 3 - Check the client's return for errors

After you complete a federal or state return, run the ProSeries Express Edition error checking feature to help you find errors in the client's return.

1 To review the open federal or state return, click the **Check for Errors** button on the vertical navigation bar.

2 Analyze the error report, and fix all errors that are identified.

3 Click **Recheck** to check the return for errors again.

4 **Not using PINs.** If you're not participating in the IRS Practitioner PIN program, review Form 8453 in the client's federal return. (If you're participating in the IRS Practitioner PIN program, you don't need to file Form 8453 with the IRS.) Also review the electronic filing paperwork form in the client's state return, if applicable. Review the form(s) and return(s) with the client.

Tip: The ERO PIN is used as an electronic signature. An ERO PIN can be any five digits (except all zeros). You enter your PIN in the **Firm/Preparer Info** section of the **Options** dialog box.

5 **Using PINs.** If you're participating in the IRS Practitioner PIN program and the client wants to use a PIN, open the Federal Information Worksheet. In **Part IV - Filing Information**, scroll down to the **Practitioner PIN program** section, then click the **QuickZoom to the IRS e-file Authentication Statement** button. When the IRS *e-file* Authentication Statement opens, make sure the check box at the top is selected, then complete the remainder of the form.

For more information, click the **Help** button while the IRS *e-file* Authentication Statement is open on the screen. Review the form and the return(s) with the client.

Tip: You'll need to retain a completed copy of Form 8879, IRS *e-file* Signature Authorization, that's been signed by the client.

Step 4 - Select a bank product

To prepare a client's return for a Refund Anticipation Loan, a Refund Transfer, a Refund Transfer Direct Deposit, or other bank product:

1 In the client file, open the RAL & RT Worksheet.

**2** Select a refund method and a disbursement method.

3 Click the **Check for Errors** button to check the return for possible errors and omissions. Fix any errors that are detected by the ProSeries Express Edition error checking feature.

4 Go to the toolbar and click the **Save Client** button.

5 For more information about using bank products, see "Offering Bank Products to your clients" on page 44.

Resolving duplicate Declaration Control Numbers

You cannot transmit a client's tax return or receive acknowledgments for a tax return if it contains a duplicate Declaration Control Number (DCN). When the ProSeries Express Edition program detects a duplicate DCN, you'll see a "Return Duplicate DCN" message in the Status column in HomeBase.

1 In HomeBase, select the **EF Clients** tab.

2 Select the **Status** column to sort all of the federal returns that display a **Return Duplicate DCN** status.

3 Select the client return that has a duplicate DCN.

4 Go to the **E-File/Bank Products** menu and select **Electronic Filing**.

5 Select **Correct Duplicate DCNs**. The **Correct Duplicate DCNs** dialog box opens.

Correct all returns with duplicate DCNs.

Correct the DCN for the client return that you selected.
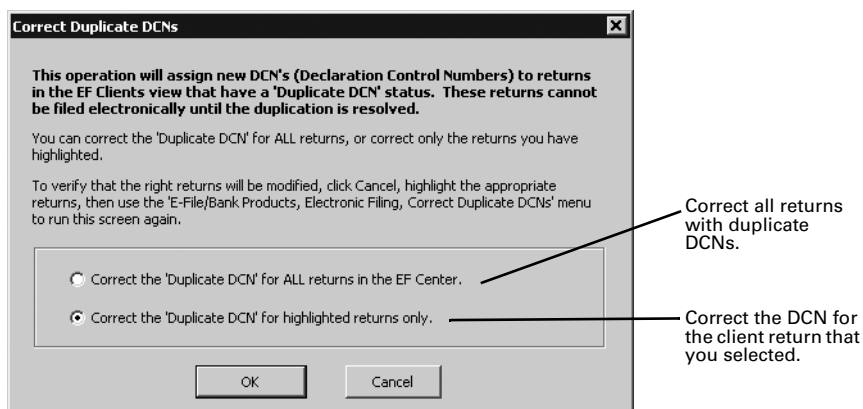
6 In the **Correct Duplicate DCNs** dialog box, select **Correct the 'Duplicate DCN' for ALL returns in the EF Center** or **Correct the 'Duplicate DCN' for highlighted returns only**.

7 Click **OK**.

8 When the confirmation dialog box opens, click **Yes**.

Step 5 - Select the client return(s) to electronically file

To select client tax returns for electronic filing:

1 Go to the HomeBase EF Clients view. If HomeBase is on the screen, click the **EF Clients** tab below the toolbar. If a return is on the screen, go to the toolbar and click the **Go to EF Clients** button.


The HomeBase EF Clients view presents important information about each client return that you've prepared and marked for electronic filing, including the status of each return.

2 Select the returns that you want to file electronically. Their status should be **Return Marked for EF**.

The status should be **Return Marked for EF.**   **Transmit EF Return** button   **Client Status**

These returns are selected.
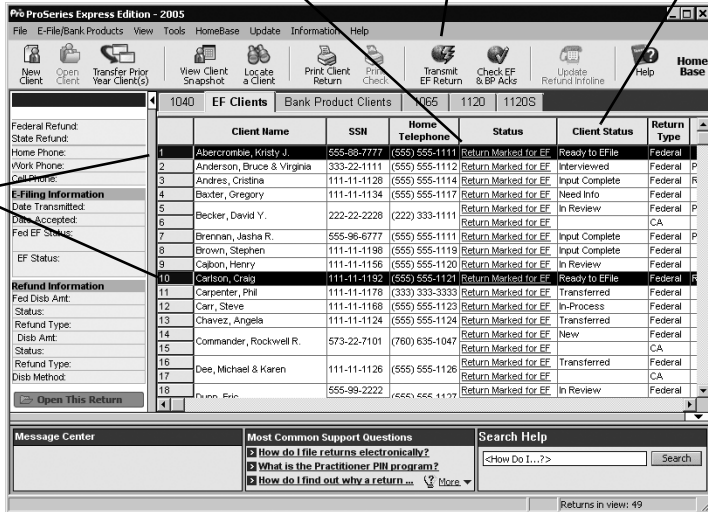
- To change the "Client Status" column in HomeBase, open the client's return, then open the **Client Status** worksheet on the forms bar and choose the status that applies to the client's return.

- To select consecutive client returns, select the first client return, then hold down the SHIFT key and select the last client return.

- To select non-consecutive client returns, hold down the CTRL key while you click each client return.

  State returns. State returns are listed after the corresponding federal return. Select a client's federal and state returns at the same time.

  Tip: While California, Illinois, Maine, Massachusetts, and Minnesota returns do not need to be electronically filed with the corresponding federal return, it's best to do so. If an Arizona, North Dakota, or South Carolina return isn't filed with the corresponding federal return, it can't be electronically filed until the federal return is accepted.

## Step 6 - Convert and transmit the selected return(s)

To electronically file the returns that you selected in Step 5:

1 Go to the toolbar and click the **Transmit EF Return** button.

2 If any informational dialog boxes appear, read the information, then click **OK**.

3 In the **Electronic Filing Options** dialog box, select **Convert and Transmit selected returns/extensions**.

Electronic Filing Options

1 return(s) have been selected for electronic filing.

0 extension(s) have been selected for electronic filing.

Select an option:

○ Convert selected returns/extensions.

○ Transmit selected returns/extensions.

● Convert and Transmit selected returns/extensions.

Make sure there's a check in this box. ⟶ ☑ Enable conversion error checking.

[OK] [Cancel] [Help]
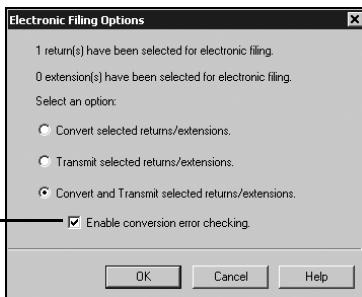
4 Make sure **Enable conversion error checking** is selected.

> **Tip:** A return that cannot pass error checking will usually get rejected by the IRS. Therefore, do not disable conversion error checking unless directed to do so by a ProSeries Express Technical Support Representative.

5 Click **OK**.

When the ProSeries Express program finishes converting and transmitting the returns, the **Transmit Electronic Filing Returns/Extensions Log** opens so you can review the results.

Step 7 - Wait 24 to 48 hours, then check for acknowledgments

Tip: ProSeries Express Edition software automatically checks for acknowledgments when you transmit client returns. It may take more than 48 hours to receive an acknowledgment for some federal and state returns. If you are transmitting a return with a RAL/RT Advance, it will only take a few minutes to receive an acknowledgment.

To check for acknowledgments from the IRS or state taxing authorities:

1 Go to the same computer that you used to electronically file your client's tax return (if you're working on multiple stand-alone computers).

2 Go to the HomeBase **EF Clients** view. If HomeBase is on the screen, click the **EF Clients** tab below the toolbar. If you are currently working on a client's return, save the file, then go to the toolbar and click the **Go to EF Clients** button.

3 Select the client's status in the **Status** column of the EF Clients view to open the client's Electronic Filing Client Status History.

> **Tip:** Entries in the **Status** column are blue and underlined. A client's status becomes bold when your mouse pointer rests on it.

4 Review the Electronic Filing Client Status History and identify the most recent status of the client's return, then click **Close**.

> **Tip:** If a client's return was rejected, the report shows why it was rejected, and how to fix the error.

5 If the most recent status of the return is "Return Accepted," proceed to "Step 8 - Complete the electronic filing process" on page 42.

If the most recent status of the return is "Return Rejected," proceed to "Resolving a problem with a rejected return" on page 42.

If the most recent status of the return isn't "Return Accepted" or "Return Rejected," continue with Step 6.

6 Go to the **E-File/Bank Products** menu and select **Electronic Filing**.

7 From the **Electronic Filing** menu, select **Check EF Acknowledgments** to get the latest acknowledgments.

8 In the **Receive Electronic Filing Acknowledgments** dialog box, check the listing for electronic filing acknowledgments.

9 Review the information, then click **Close**. If the return was rejected, continue with "Resolving a problem with a rejected return" next.

| Convert/Transmit EF Returns and Extensions... |
| Check EF Acknowledgments |
| Update Selected Acknowledgments... |
| Transmit Early IRAL Only |
| EF Reports...   F12 |
| Correct Duplicate DCNs... |
| Electronic Filing Options... |
| Go To EF Clients |

Resolving a problem with a rejected return

To resolve a problem with a rejected return:

1 From the EF Clients view, go to the **E-File/Bank Products** menu, select to **Electronic Filing**, select **Reports**, then print a Rejected Returns report.

2 **Incorrect SSN.** If a return was rejected because the taxpayer's social security number wasn't correct, print the Intuit Electronic Postmark Report before correcting the social security number and resubmitting the return. This provides the original date and time of filing.

3 Fix the errors in the rejected return.

4 Make sure the corrected return passes error checking.

5 Convert and retransmit the corrected returns as explained in "Step 5 - Select the client return(s) to electronically file" on page 39 and "Step 6 - Convert and transmit the selected return(s)" on page 40.

Re-filing state returns. If you've filed a client's federal and state returns together and the federal return is accepted but the state return is rejected, in most cases you can re-file the corrected state return electronically. However, you cannot re-file corrected Hawaii returns, Oklahoma returns, or Oregon returns electronically because they can only be filed with the client's federal return. To re-file a corrected Hawaii return, Oklahoma return, or Oregon return, you must print the return, then mail it to the appropriate state taxing authority.

Step 8 - Complete the electronic filing process

After the IRS or state taxing authority has accepted a return, take these steps to complete the filing process:

1 Go to the same computer that you used to electronically file your client's tax return (if you're working on multiple stand-alone computers).

2 **Not using PINs.** If you and your client are not using PINs, attach any required paper documents to Form 8453, U.S. Individual Income Tax Declaration for an IRS *e-file* Return. Do this for each return that has been accepted, then continue with Step 3.

Tip: The **Preparing Form 8453** section of the Electronic Filing Information Worksheet identifies the paper documents to attach to the client's Form 8453.

Using PINs. If you and your client are using PINs, you don't need to mail Form 8453 to the IRS. However, you may need to mail state electronic filing paperwork to the appropriate state service center. Skip to Step 4.

Tip: To determine if a client's return was filed with PINs, go to the EF Clients view and scroll across to the **PIN** column. If the return was transmitted with a PIN, you'll

see a "Y" in the **PIN** column. If the return was transmitted without a PIN, you'll see an "N" in the **PIN** column.

3 After you've been informed the federal return was accepted, mail the completed Form 8453 to the appropriate IRS service center within the time period required by the IRS.

Tip: The **Mailing Form 8453** section of the Electronic Filing Information Worksheet shows the Form 8453 mailing address.

4 **State forms.** After you've been informed the state return was accepted, mail the completed state electronic filing paperwork to the appropriate state service center within the time period required by appropriate taxing authority (if the state taxing authority requires electronic filing paperwork, mail the completed state electronic filing paperwork to the appropriate state service center within the time period required after the state return is accepted).

5 Print Form 9325, Acknowledgment and General Information for Taxpayers Who File Returns Electronically, and give it to your client.

To print Form 9325:

a. Open the client's federal return.

b. Go to the **File** menu, select **Print**, then select **Print Selected Forms**.

c. Click **Choose**, select **Form 9325: General Information for Electronic Filers**, then click **OK**.

d. Click **Print**.

IRS refund cycle. For information about the IRS refund cycle, go to http://www.proseries.com, select **E-Filing**, select **How to E-File**, then select **IRS Refund Cycle**.

6 **Balance due.** If you filed a balance-due return and your client did not elect to pay with a Discover Card or to have their bank account directly debited, print Form 1040-V, Balance Due Payment Voucher, and give it to your client.

Federal taxes. If your client owes federal taxes, he or she must mail Form 1040-V and the payment to the IRS no later than April 17, 2006.

State taxes. If your client owes state taxes, complete the state tax payment voucher at the same time.

7 **Getting current information.** To review common reject reasons, troubleshooting information, and frequently-asked questions from http://www.proseries.com, do either of the following:

- While in the ProSeries Express EF Clients view, click the **Help** button, then click **Quick Answers**, then click **Electronic filing**.
- While in your Internet browser, go to http://www.proseries.com, select **E-Filing**, then select **E-Filing FAQs**.

Step 9 - Complete the bank product acknowledgment process

You can manually receive bank product acknowledgments for selected clients any time, even if Task Scheduler is already scheduled to check for electronic filing-related acknowledgments.

1 Go to the same computer that you used to electronically file your client's tax return.

2 Select the **Bank Product Clients** tab.

3 Go to the **E-File/Bank Products** menu, select **Bank Products**, then select **Check Bank Products Acknowledgments**.

The ProSeries Express Edition program connects to the Intuit Electronic Filing Center.

4 When the connection is complete, the Bank Products Transmission log opens, displaying any new authorizations and status messages you received.

- To print the contents of the log, click **Print Log**.
- To close the Bank Products Transmission log, click **Close**.
- To view detailed reasons for denial of a RAL, go to the **E-File/Bank Products** menu, select **Bank Products**, select **Reports**, then select **Bank Product Denied RAL Report**.
- To view details on accepted RALs, go to the **E-File/Bank Products** menu, select **Bank Products**, select **Reports**, then select **Bank Products RAL Status Report**.
- To view details on RTs, go to the **E-File/Bank Products** menu, select **Bank Products**, select **Reports**, then select **Bank Products RT Status Report**.

When you're ready to print refund checks, go to the **E-File/Bank Products** menu, select **Bank Products**, then select **Print Checks**.

Refer to the next section, "Offering bank products to your clients" for more information about using Bank Products.

For detailed information about electronic filing, including information about filing Michigan Single Business Tax returns and Massachusetts corporation, S corporation, partnership, and fiduciary returns and corporate extensions electronically, use the Search Help feature on the Help pane, then go to chapter 11, "Electronically filing an income tax return."

Offering Bank Products to your clients

When you file your clients' federal individual returns electronically, those clients may be eligible to receive a disbursement based on their expected federal refunds in the form of bank products such as Refund Anticipation Loans (RALs), Refund Transfers (RTs), Refund Transfer Direct Deposits (RTDDs), and Advances on RALs and RTs.

New for Tax Year 2005. You can offer Pre-season RAL/RT Advances to your clients who want their tax refund early. You'll be able to transmit Pre-season RAL/RT Advances using Santa Barbara Bank & Trust as the bank product provider as early as January 3, 2006.

Similarly, when you file your clients' state individual returns electronically, those clients may be eligible to receive a disbursement based on their expected state refunds in the form of Refund Transfer (RT) bank products. In addition, your fees are deducted from the client's refund and deposited into your bank account electronically.

You can offer bank products through Santa Barbara Bank & Trust (SBBT), which is integrated with the ProSeries Express Edition software, or you can offer bank products through First Security Bank or Republic Bank.

Tip: For more information about offering bank products through Santa Barbara Bank & Trust, First Security Bank or Republic Bank, see chapter 12, "Processing tax refunds using bank products" in the ProSeries Express Edition User's Guide, or go to http://www.proseries.com.

Summary of the basic steps to prepare bank product returns

The following table summarizes the basic steps for offering bank products to your clients through Santa Barbara Bank & Trust:

To take this step	Do this
1. Apply to Santa Barbara Bank & Trust to participate in their bank products program.	Go to the **Bank Products** section of ProSeries.com to learn how to register.
2. Set the ProSeries Express Bank Products options.	**a.** Go to the **Tools** menu, select **Options**, then select **Bank Products**. **b.** Select the Bank Products options that you want. **c.** Click **Registration Information**, then enter the requested information in the **Bank Products Registration Information** dialog box.
3. Transmit your registration information to Santa Barbara Bank & Trust (any time after 12:00 a.m. PST on 12/1/05).	**a.** Go to the Bank Product Clients view. **b.** Go to the **E-File/Bank Products** menu, select **Bank Products**, then select **Transmit Registration Information**.
4. Check for the registration acceptance status from Santa Barbara Bank & Trust.	**a.** Go to the Bank Product Clients view. **b.** Go to the **E-File/Bank Products** menu, select **Bank Products**, then select **Check Bank Products Acknowledgments**.
5. Prepare the client's federal return for a bank product. If applicable, prepare the client's state return(s) for a bank product.	**a.** Prepare the client's federal and state return(s). **b.** Prepare the client's federal return (and state return(s) if applicable) for electronic filing. **c.** Complete the RAL & RT Worksheet in the client's federal return. **d.** Review the client's return(s) and make sure the return(s) successfully pass error checking. **e.** Print the Refund Application Loan (RAL) and Refund Transfer (RT) Application and Agreement form from the client's federal return, and have the taxpayer(s) sign it.
6. File the client's return(s) electronically.	**a.** Go to EF Clients view and select the client's return(s). **b.** **Early RAL/RT Advances**. Go to the **E-File/Bank Products** menu, select **Electronic Filing**, then select **Transmit Early RAL/RT Advance Only**. Only RAL/RT Advance application information is sent to the bank products provider; the client's tax return is not transmitted. **c.** **RALs, RTs, RTDDs**. Go to the **E-File/Bank Products** menu, select **Electronic Filing**, then select **Convert/Transmit Returns and Extensions**.
7. Receive bank product print authorizations and status messages.	**a.** Make sure you are using the same computer that you used when you transmitted your client's return in Step 6. **b.** Go to the Bank Product Clients view. **c.** Go to the toolbar, then click the **Check EF & BP Acks** button.
8. Activate the Refund Infoline.	**a.** Go to the **Tools** menu, select **Options** then select **Refund Infoline**. **b.** Select **Enable your clients to receive e-file and bank product status from the ProSeries Express Refund Infoline**.

To take this step	Do this
9. Print the client's check for a Refund Anticipation Loan or Refund Transfer. (This step isn't applicable for Refund Transfer Direct Deposits.)	**a.** If "Ready to Print" opens in the Status column of the Bank Product Clients view, select the client. **b.** Go to toolbar then click the **Print Checks** button. **c.** Deliver the check to the client.
10. If there's a problem with a check, resolve the problem.	**a.** Go to the Bank Product Clients view and select the client whose check is affected. **b.** Go to the **E-File/Bank Products** menu, point to **Bank Products**, then select **Resolve Check Problems...**
11. View or print Bank Products reports.	**a.** Go to the Bank Product Clients view and select the client returns that you want to include in the report. **b.** Go to the **E-File/Bank Products** menu, point to **Bank Products**, then select **Reports**.

More about Refund Infoline

Refund Infoline allows you to provide your clients a toll-free telephone number that they can use to check the status of their tax return refunds and bank products at anytime. Using this feature eliminates the need to take calls from clients who call and ask "Where's my check?" regarding the status of their income tax refund. When your clients call this number, they'll have the option to hear the status of their tax refund in English or Spanish.

When your clients call the Refund Infoline, they'll hear the most up-to-date status about their tax return, such as:

● Your refund is awaiting approval by the bank

● Your refund check is ready to be picked up

● Your cash card or direct deposit is funded

● Your tax return is pending approval by the IRS

After you've printed a client's refund check and you're ready for the client to pick up his or her return, you'll use the ProSeries Express program to send a "Client Package Ready" message to the Refund Infoline system to change the status of the client's refund. The Refund Infoline is automatically updated with client status by Intuit's electronic filing system with one exception: your clients will not hear the "Your Client Package/Check is ready" message until you tell the Refund Infoline that you are ready for the client to know this status.

The Refund Infoline is a $199 value. However, you will not be charged for Refund Infoline for Tax Year 2005.

Setting up Refund Infoline

You can sign up for the Refund Infoline in one of two ways: (1) you can opt-in during the Options Setup Wizard, or (2) go to the **Tools** menu, select **Options**, then select **Refund Infoline**. In the **Refund Infoline** dialog box, select the **Enable your clients to receive e-file and bank product status from the ProSeries Express Refund Infoline** check box.

You can have ProSeries Express update the "Client Package Ready" status automatically when you print your client's refund check. To do so, select the **Automatically set the options to update the Refund Infoline status to "Client Package Ready" when checks are printed** check box.
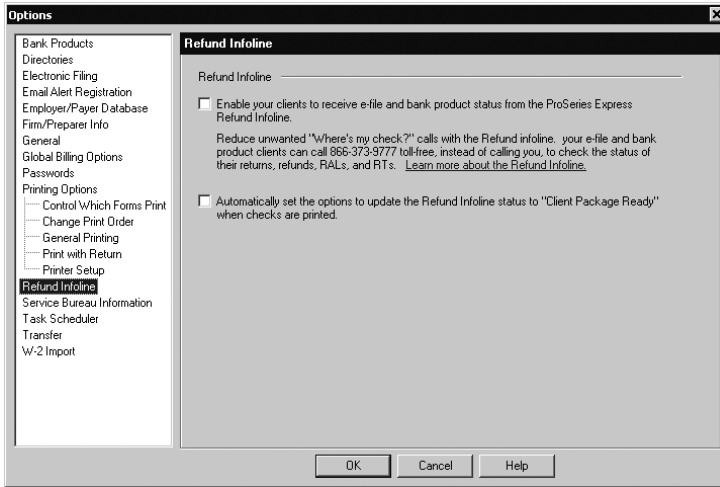
Tip: You can also select (or clear) this option when you click the **Print Check** button on the toolbar.

Refund Infoline telephone number

When you meet with your clients to prepare their returns, you'll give them the toll-free **1-866-373-9777** telephone number that they can call 24 hours-a-day, seven-days-a-week to get the status of their returns.
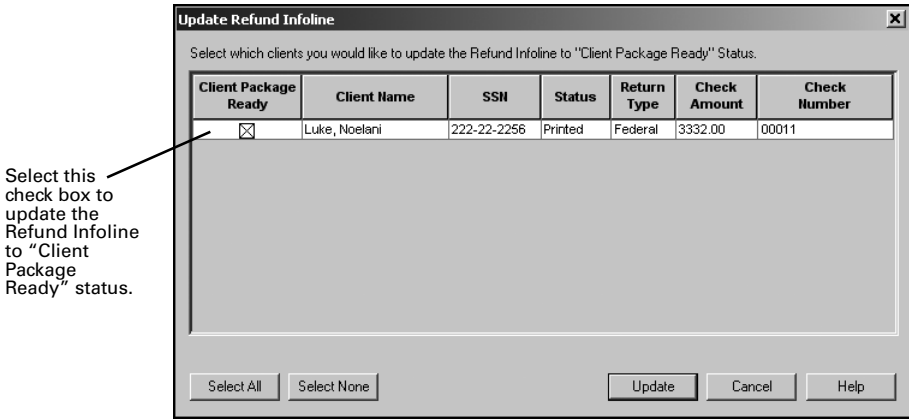
Using Refund Infoline

When you e-file a client's tax return and then later want to update the status of his or her tax refund to "Client Package Ready," click the **Update Refund Infoline** button on the ProSeries Express Edition toolbar.

You'll probably want to update the Refund Infoline after you've printed refund checks for clients if you didn't already select the check box to update the Refund Infoline automatically in the **Options** dialog box.

In the **Update Refund Infoline** dialog box, select the check box in the "Client Package Ready" column for the clients that you want to update. You can select individual or multiple clients to update. When you are ready, click **Update**. The program then transmits the "Client Package Ready" status to the Refund Infoline system.

Update Refund Infoline

Select which clients you would like to update the Refund Infoline to "Client Package Ready" Status.

Client Package Ready	Client Name	SSN	Status	Return Type	Check Amount	Check Number
☒	Luke, Noelani	222-22-2256	Printed	Federal	3332.00	00011

Select this check box to update the Refund Infoline to "Client Package Ready" status.

Select All   Select None   Update   Cancel   Help

To view and confirm the client status, click the **Bank Product Clients** tab to see the "InfoLine Updated" column that shows the date that the updated status was sent to the Refund Infoline system.

For more information about Refund Infoline or bank products in general, use the Search Help feature on the Help pane, or select **User's Guide** in the Help Center.

Troubleshooting suggestions

If this situation occurs	Do this
A dialog box informs you that the computer doesn't have enough disk space	**1.** Go to the **Start** menu, select **Programs**, then **Accessories**, then **System Tools**, and then click **Disk Cleanup**. **2.** Try to install the ProSeries Express Edition software again. **3.** If there still isn't enough disk space, remove unused programs or data from the hard drive.
A dialog box informs you there was an error	**1.** Write down the error message, then restart the computer. **2.** Go to the **Start** menu, select **Programs**, then **Accessories**, then **System Tools**, and then click **ScanDisk**. **3.** After ScanDisk is complete, go to the **Start** menu, select **Programs**, then **Accessories**, then **System Tools**, and then click **Disk Defragmenter**. **4.** After Disk Defragmenter finishes, run your virus-protection software. **5.** Try to set up the computer again. **6.** If you aren't receiving the error message at other computers, continue setting up those other computers.
The ProSeries Express Edition program doesn't start when it should	**1.** Restart the computer. **2.** Make sure no other applications are running. **3.** Double-click the ProSeries Express Edition 2005 icon on the desktop.
You still are unable to install or start the ProSeries Express Edition program	Start your Internet browser, then go to http://www.proseries.com to search for additional troubleshooting solutions.
You are unable to resolve the problem	Call ProSeries Express Edition Technical Support at 1-800-434-6818. To save time, gather as much information as possible, and have your network administrator available.