



# SOFTWARE NEWS

A Newsletter from CFS Tax Software, Inc.

Fall 2010

## LAST CHANCE FOR EARLY RENEWAL!

Many of you have already taken advantage of our May and August early renewal specials, thereby earning vouchers to apply to next year's renewals.

But if you *haven't* renewed, we are trying one last time to encourage you to do so before the December-January rush, when both your office and ours will be at their busiest.

It's the smart thing to do. You'll save time by ordering early, and saving time means saving money. And if that isn't reason enough, here's another incentive:

### Free Software!

Renew any CFS software title by October 31st, and get the 2010 version of either *Tax Corresponder* or *W4 Calculator*, **FREE!**\*

*W4 Calculator* makes it easy to calculate the correct number of W4 and DE 4 allowances for your clients, and *Tax Corresponder* includes hundreds of time-saving, customizable tax correspondence templates. (For more information on *Tax Corresponder*, see the next column.)



**Renew now and treat yourself to free software!**

\* If you have already renewed early and want to take advantage of this offer, call CFS at 800-343-1157, or fax your request to 805-522-0187.

## LAST CHANCE FOR SUPPLIES DISCOUNT!

Order your forms, envelopes, and tax return supplies by October 31st to take **10% off the regular low price.**

When you buy forms from CFS, you know you are buying forms that are compatible with CFS software. And our prices are *significantly* lower than those of our competitors.

Order from our supplies catalog or online at *TaxTools.com*. You can also generate a forms order sheet from within *CFS Payroll System* by selecting "Complete Forms Order..." from the Help menu.

## NEW LETTERS IN TAX CORRESPONDER

We have recently added letters to *Tax Corresponder 2010* addressing the *HIRE Act* and the *Small Business Health Care Tax Credit*. The letters can be used to explain the new laws to your client; more importantly, they serve as a marketing tool by encouraging the client to make an appointment with you for tax planning.

*Tax Corresponder* contains many such letters for marketing your practice to potential clients or marketing new services to existing clients—letters on such diverse topics as IRAs, estate planning, tax planning strategies, and higher education tax breaks.

The letters were written by experienced tax preparers, and can be customized to suit your needs. Client data can be imported from other CFS programs and other major tax preparation programs, then mail-merged to create a personalized letter to each of your clients.

If you own *Tax Corresponder 2010*, make sure you have downloaded the latest update containing the new letters. If you don't own it, order it at *TaxTools.com*—or get it free when you renew your CFS software by October 31st!

## TAX QUOTABLE

"Day in and day out, your tax accountant can make or lose you more money than any single person in your life, with the possible exception of your kids."

—Harvey MacKay

## WHAT'S INSIDE...

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# WHAT'S NEW AT



## THE HIRE ACT

Under the Hiring Incentives to Restore Employment (HIRE) Act, enacted March 18, 2010, two new tax benefits are available to employers who hire certain previously unemployed workers (“qualified employees”).

The first, referred to as the payroll tax exemption, provides employers with an exemption from the employer’s 6.2 percent share of social security tax on wages paid to qualifying employees, effective for wages paid from March 19, 2010, through December 31, 2010.

In addition, for each qualified employee retained for at least 52 consecutive weeks, businesses will also be eligible for a general business tax credit, referred to as the new hire retention credit, of 6.2 percent of wages paid to the qualified employee over the 52 week period, up to a maximum credit of \$1,000.

In order to take advantage of the exemption, employers are required to get a statement from each eligible new hire that he or she worked fewer than a total of 40 hours during the 60 days before beginning work. Employers can use the new Form W-11 to meet this requirement.

Form W-11 has been added to *CFS TaxTools*, *Small Business Tools*, and *Payroll System*. In addition, the HIRE Act has required changes to Forms 941, W-2, and W-3, contained in *CFS Payroll System*. We have also added a letter to *Tax Corresponder* to explain the provisions of the HIRE Act to your clients.

If you have one or more of the above CFS programs, make sure that you have updated to the latest version(s) containing the new forms. You can update from within the programs by selecting “Update from the Web” from the “Internet Options” menu, or you can download the updates from *TaxTools.com* and manually install them.

## 2010 E-FILE UPDATE

Each year we receive calls from customers asking why our programs don’t support e-filing for Form 941 or a particular state payroll or sales tax form.

To begin with, there are two methods of e-filing—web-based and file-upload. With web-based e-filing, the user must manually log in to a website and manually enter the necessary information online. When finished, the user hits a “submit” button, and the form is filed. With web-based e-filing, our software can indirectly aid the user by compiling data and providing software-generated reports containing the information to be manually entered online.

With the file-upload method, the user creates a file from within a software program, and the file is uploaded to a government website. Usually, the software user/preparer directly submits the file to the government. However, sometimes the file-upload method requires the software company to act as an intermediary or third-party provider; the user sends the file to the software company, and the software company forwards the file to the government. With the file-upload method of e-filing, it may be possible for our software to create the file to be uploaded. However, if the software company is required to submit the file, CFS is not equipped to act as a third-party provider.

**Currently, we can only offer e-file where the file-upload method is available and no third-party provider is required.**

Details follow regarding the latest e-file developments in *California Sales Tax Preparer*, *New York Sales Tax Preparer*, and *CFS Payroll System*.

**California Sales Tax Preparer:** This year, the California State Board of Equalization implemented a Direct Transmit Program for software developers. We are now actively involved in the testing and certification

process for the program. In the near future, *California Sales Tax Preparer* users will be able to transmit returns and payments directly to the BOE electronically and receive confirmation that the return and payment have been received.

CA Sales Tax Preparer .....	\$109 <sup>00</sup>
annual renewal .....	\$99 <sup>00</sup>
network upgrade .....	\$50 <sup>00</sup>

**NY Sales Tax Preparer:** New York has imposed an “e-file mandate” for certain tax preparers and businesses that prepare their own returns. We have provided links within the program to information on the state’s web site, so that users may determine whether or not the mandate applies to them. If it does, the user must manually enter the data online, as the system is web-based. However, the software can be used to prepare printed forms to assist in manually entering the information online.

NY Sales Tax Preparer .....	\$169 <sup>00</sup>
annual renewal .....	\$149 <sup>00</sup>
network upgrade .....	\$50 <sup>00</sup>

**CFS Payroll System** currently supports payroll form e-filing for a number of states that use the file-upload method with no third-party provider requirement. We will offer e-filing for additional state forms—and for Form 941—if and when it is possible to submit those forms using the file-upload method with no third-party provider requirement.

941/940 Payroll System .....	\$119 <sup>00</sup>
annual renewal .....	\$109 <sup>00</sup>
LivePayroll (includes 941/940) .....	\$299 <sup>00</sup>
annual renewal .....	\$289 <sup>00</sup>
Network Upgrade (covers all Payroll System programs) .....	\$125 <sup>00</sup>

## AFTER-SEASON 2-FOR-1 SPECIALS

CFS is currently offering after-tax-season 2-for-1 specials on the following programs:

**CFS TaxTools**—over 300 tax-planning, retirement, and financial utilities, forms, and flowcharts:

TaxTools '10 & '11 .....	\$189 <sup>00</sup>
Annual renewal.....	\$159 <sup>00</sup>
Annual network upgrade ..add	\$150 <sup>00</sup>

**CFS Quick Reference Guide**—tables, charts, and other important information, in a powerful searchable format:

Quick Reference Guide '10 & '11.....	\$39 <sup>00</sup>
Annual renewal.....	\$29 <sup>00</sup>
Annual network upgrade ....add	\$50 <sup>00</sup>

**CFS CA 571 Preparer**—prepares and prints California Business and Agricultural Property Statements:

CA 571 Preparer '10 & '11.....	\$99 <sup>00</sup>
Annual renewal.....	\$79 <sup>00</sup>
Annual network upgrade ....add	\$50 <sup>00</sup>

**CFS MD Personal Property**—prepares and prints Maryland Personal Property Returns:

MD Personal Property '10 & '11.....	\$179 <sup>00</sup>
Annual renewal.....	\$139 <sup>00</sup>
Annual network upgrade ....add	\$50 <sup>00</sup>

**CFS Financial Planning Tools**—comprehensive **Financial Planner**, plus over 100 forms, worksheets, flowcharts, and calculators:

Financial Planning Tools '10 & '11.....	\$550 <sup>00</sup>
Annual renewal.....	\$299 <sup>00</sup>
Annual network upgrade ..add	\$100 <sup>00</sup>



## REMINDERS...

### Shipping Policy

Our shipping policy allows customers to choose from the following three options:

1. Receive the initial release of each program on CD and download all updates for **\$7 per order**.
2. Receive the initial release and all significant updates on CD for **\$25 per year**.
3. Download the program and all updates: **no CDs = no shipping charge**.

By choosing option three, you will not only save money on shipping, you will also have immediate access to your software. California customers receive the added benefit of not paying sales tax on programs downloaded from the Internet.

There are some exceptions to the shipping policy. Users of the CD versions of *Fill-N-Print Tax Forms* or *Tax Research* do not have a choice of shipping options, as they must receive several scheduled CD shipments.

Also, due to the large number of updates required, users of *NY Sales Tax Preparer* **must** download all updates from the Internet, and therefore cannot choose option two.

### Don't forget to download and install your software!

If you requested the “no CD” shipping option (see *Shipping Policy*, above), you will not receive a CD, so don't forget to download and install your purchased CFS software. Even if you requested your CFS programs on CD, you may want to download them from the Internet in order to receive them sooner.

Make sure we have your current e-mail address and our e-mails are not being blocked by your spam blocker, so that we can remind you about program releases and updates.

You can also stay informed of releases and updates by periodically checking the “News and Updates” section of our web site at *TaxTools.com*.

### W2/1099 License Code

Remember—when you install **CFS Payroll System W2/1099**—even if you have already installed **Payroll System 941/940** or **LivePayroll**—you may need to enter a **new license code**.

Your license code is printed on your receipt. You can also look it up at *TaxTools.com* by clicking on **License Code** under **Quick Links**. You will need to log in to your **MyCFS** account.

When you install the program, make sure that you are using the latest code. (It may vary only slightly from your old license code.) **You must enter the correct code to activate the program.**

### Please keep us posted!

If your firm has a change in name, address, phone, or e-mail, we need to know about it. It is important that we have up-to-date information so that you continue to receive mailings and e-mail notifications, and so that your license code functions correctly.

To update your firm information online, go to *TaxTools.com* and select **Firm Name/Address/Email Change** from the **MyCFS** menu. You can also fax changes to us at 805-522-0187 or e-mail [custserv2@taxtools.com](mailto:custserv2@taxtools.com). Please be sure to include your customer ID number.

Our policy is to require name and address changes in writing, but for simple changes such as updating or correcting a phone number or e-mail address, or if you have any questions, please call our customer service department at 1-800-343-1157.

### Instructional Videos

We have posted several new and updated *Instructional Videos* on our web site. They are available from the **Support** menu at *TaxTools.com* or from a link in the Help menu of most CFS programs.

There are brief tutorials to help you with such things as downloading and installing CFS software, using our Online Research site, and performing many specific tasks in CFS programs.

# WHAT CAN YOU FIND AT TAXTOOLS COM?

At *TaxTools.com*, you'll find all kinds of useful information, including...

## Technical Support...

Need help? You might find the answer in the **Frequently Asked Questions (FAQ)** section of our **Technical Support** page. If not, you can submit a **Technical Support Request** or get live **Chat Support** from a technician. Under the **Support** menu, click on **Technical Support**.

## Forums...

Looking for an answer to a tax- or software-related question? You may find an answer—or be able to answer someone else's question—in one of our discussion forums. Click on **Forums** on the menu bar.

## Software Updates...

Need to update your CFS software, or just want to make sure you're running the latest version? Under **Quick Links**, click on **Software Updates**. Click on the CFS program you want to update, and you'll be taken to a screen where you can find the latest downloadable update, along with an **Update History**.

## MyCFS...

Your **MyCFS** account allows you to shop securely at our online store **and** gives you secure access to your personal customer information, including: Renewal Notice, Order History, Package Tracking, License Codes, and Vouchers. Select these options and others from the **MyCFS** menu.

## Expected Release Dates...

Want to know when to expect your CD or download your next update? Under the **Support** menu, click on **Release Dates**.

## Show/Seminar Schedule...

Find out where and when CFS will be appearing at tax shows and seminars by selecting **Tax Seminars** from the menu bar.

## More...

At *TaxTools.com*, you will also find product descriptions, customer comments, instructional videos, news, links, downloadable program demos, and more!

## CFS POLICIES AND DISCLAIMERS

### Return/Refund Policy

Software and tax supplies returns will be accepted no later than 30 days from receipt of item(s). All tax year forms/envelopes must be returned sealed and unused within 30 days of receipt, but no later than December 15th of the same tax year. All refunds will be paid less shipping charges.

Shipping damage must be reported as soon as possible (no more than 14 days).

### Free Shipping

There is no shipping charge or sales tax if you download the program and all updates and do not receive a CD. However, if you later request a CD, CFS is required by law to charge applicable sales tax on the original order.

### Update CD Service

There is a charge of \$25 if you would like the initial release and all major updates on CD. This does not apply to CD versions of Tax Research or Fill-N-Print Tax Forms, and is not available for NY Sales Tax Preparer.

### Multi-Program Network License

You can purchase network upgrades for CFS programs for an additional fee. However if you purchase several CFS programs, you might want to consider our Multi-Program Network License, which upgrades all CFS programs to the network version for an annual price of \$299.00. The Multi-Program Network License is not a stand-alone program—you must buy the single-user programs you wish to upgrade. This offer does not apply to Fill-N-Print.

### Financial Planning Tools 2010

The 2010 program will function through May 31, 2011. To use the program after that date, you must order the 2011 program. The 2010 and 2011 programs may be purchased together for a special discount price of \$550.

### Quick Reference Guide

The content of this program is included in CFS Tax Research. It is also available as a stand-alone program for \$39.00 for first-time users and \$29.00 for renewals.

