CFS SOFTWARE NEWS

FALL RENEWAL / CONFIRMATION NOTICES

If you have not renewed your CFS products for 2017, you received this newsletter with a **Fall Renewal Notice**. If you *have* renewed, you received a **Confirmation Notice** listing the CFS products you have previously ordered this year.

If you haven't renewed, please consider the following benefits of renewing now:

- Avoid the stress of having to place your order when your office and ours are at their busiest.

- Resolve potential software or hardware problems before tax season begins by installing and testing your software early.

And if you renew by October 31st—or have already renewed—you can take advantage of the following offers:

10% Off First-Time Purchases

Place your software renewal order by October 31st, and take **10% off the first-time purchase** of any additional CFS software ordered by October 31st.

10% Off Supplies

Order your forms, envelopes and tax return supplies by October 31st to get **10% off** our already low prices.

See our catalog for a wide selection of forms, envelopes, checks, and tax return supplies.

Renew Online

The quickest, easiest way to renew your software and supplies is to do it online. Go to **www.taxtools.com** and click on **Renewal Notice** under the **MyCFS** menu.

Remember: if you renew online, you do not need to return the enclosed paper renewal form.

2016 FORM CHANGES

Earlier filing deadline for W-2s and some 1099-MISCs. January 31st is the new deadline for filing W-2s with the SSA—whether you use paper forms or e-file. January 31st is also the deadline for filing Form 1099-MISC with the IRS by paper or e-file, **if you are reporting nonemployee compensation payments in box 7**.

Form 1098. In the past, Form 1098 Copy A was a 3-up form, sold in packs of 34 sheets. However, because the IRS increased the size of the form this year, Form 1098 is now 2-up. We generally package forms with enough sheets in a pack for 100 employees or recipients. This means a pack of 2016 1098 Copy A forms now contains 50 sheets rather than 34 and, because we price forms by the sheet, is priced slightly higher than last year.

Form 1099-SA. The 2016 Instructions for Forms 1099-SA and 5498-SA state:

> **Online fillable form.** Due to the very low volume of paper Forms 1099-SA and 5498-SA received and processed by the IRS each year, these forms have been converted to an online fillable format. You may fill out the forms, found online at *www.irs.gov/form1099sa* and *www.irs.gov/form5498sa*, and send Copy B to the recipient. For filing with the IRS, follow your usual procedures for filing electronically if you are filing 250 or more forms. If you are filing these forms on paper due to a low volume of recipients, **for these forms only**, you may send in the black and white Copy A with Forms 1096 that you print from the IRS website.

In light of the above, we will no longer produce a red Form 1099-SA. However, our *W2/1099* program will generate a black Form 1099-SA Copy A that can be filed with the IRS, and the *W2/1099 E-file Add-On* adds electronic filing capability for Form 1099-SA and most other information returns.

WHAT'S INSIDE...

NEW AT CFS...

- New features in *LivePayroll* and *Quick Reference Guide*;

- E-File Update — what can and cannot be e-filed using CFS software.

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WHAT'S NEW AT CFS

NEW PROGRAM FEATURES

PTO Tracking in LivePayroll

In the middle of last year, we added paid time off (PTO) tracking to *LivePayroll*.

Accrual and use of sick leave and vacation are calculated for each paycheck, according to policies the user defines and assigns to employees. PTO hours can be reported to employees either on the employee's check stub or on a separate report.

PTO balances are brought forward when clients are imported from the previous year. When the first check of the year is created, balances are updated again to reflect any December checks created since the import.

For more information on PTO tracking, see the program's Help file and the *Vacation and Sick Leave* instructional video on our website.

> **LivePayroll (includes 941/940) $299⁰⁰**
>   **annual renewal...................... $289⁰⁰**
>
> **Network Upgrade (covers all Payroll System programs) $150⁰⁰**

Annotation Tools in Quick Reference Guide

Quick Reference Guide can now be annotated with bookmarks, notes, and highlighting. With the network version, annotations are shared with other users on the network.

For more information, see the program's Help file and the *Quick Reference Guide* instructional video on our website.

> **Quick Reference Guide...............$39⁰⁰**
>   **annual renewal........................$29⁰⁰**
>   **network upgrade.....................$50⁰⁰**

E-FILE UPDATE

There are three methods of e-filing—(1) web-based, (2) file upload by the preparer directly to the taxing agency, and (3) file-upload to a third-party provider who then forwards the file to the taxing agency.

CFS can only support e-filing if the file-upload method is available and no third-party provider is required.

Details follow regarding which forms can and cannot be e-filed using CFS software.

W2/1099 (plus E-File Add-On)

Using *W2/1099* and the *E-File Add-On,* the following information returns can be e-filed with the federal government, as well as many states: W2, 1098, 1098-T, 1099-A, 1099-B, 1099-C, 1099-DIV, 1099-INT, 1099-MISC, 1099-PATR, 1099-R, 1099-S, and 1099-SA.

At this time, we are unable to provide e-filing for ACA information returns (Forms 1094-B, 1095-B, 1094-C, and 1095-C).

> **W2/1099 .... $149⁰⁰**
>   **annual renewal...................... $139⁰⁰**
>   **E-File Add-On....................... $129⁰⁰**

941/940 (and LivePayroll)

Our after-the-fact and live payroll programs support e-file for a number of state forms. However, at this time we are unable to provide e-file support for Forms 940, 941, 943, 944, or 945, due to the IRS requirements for e-filing of these forms.

> **941/940....................................... $149⁰⁰**
>   **annual renewal...................... $139⁰⁰**
>
> **Network Upgrade (covers all Payroll System programs) $150⁰⁰**

California Sales Tax Preparer

In 2010, CFS became the first software company certified for the California Board of Equalization's Direct Transmit program.

Our *California Sales Tax Preparer* software allows the user to complete a Sales and Use Tax Return within the program, then transmit the return and payment directly to the BOE with the click of a mouse button.

> **CA Sales Tax Preparer $119⁰⁰**
>   **annual renewal....................... $99⁰⁰**
>   **network upgrade.................... $50⁰⁰**

New York Sales Tax Preparer

We had hoped we would be able to employ the same file-upload method for *New York Sales Tax Preparer* that we employed for *California Sales Tax Preparer*. However, the New York State Department of Taxation and Finance uses a manual web-entry system, which means we cannot support e-filing.

New York Sales Tax Preparer can still be used to store your clients' data conveniently on your computer, and to prepare printed forms as an aid to manually entering information online.

Because New York requires e-file and we are unable to provide it, **we have discounted the price of *New York Sales Tax Preparer* by 50%.**

> **NY Sales Tax Preparer ..... ~~$169⁰⁰~~ $84⁵⁰**
>   **annual renewal............. ~~$149⁰⁰~~ $74⁵⁰**
>   **network upgrade.....................$50⁰⁰**

AFTER-TAX-SEASON 2-FOR-1 SPECIALS

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

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

TaxTools '16 & '17	$199⁰⁰
Annual renewal..........................	$179⁰⁰
Annual network upgrade ..add	$150⁰⁰

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

Quick Reference Guide '16 & '17....................................	$39⁰⁰
Annual renewal...........................	$29⁰⁰
Annual network upgrade ....add	$50⁰⁰

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

CA 571 Preparer '16 & '17..........	$99⁰⁰
Annual renewal...........................	$79⁰⁰
Annual network upgrade ....add	$50⁰⁰

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

MD Personal Property '16 & '17...................................	$179⁰⁰
Annual renewal..........................	$139⁰⁰
Annual network upgrade ....add	$50⁰⁰

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

Financial Planning Tools '16 & '17...................................	$550⁰⁰
Annual renewal..........................	$299⁰⁰
Annual network upgrade ..add	$100⁰⁰

W4 Calculator—adjust payroll withholding throughout the year:

W4 Calculator '16 & '17...............	$89⁰⁰
Annual renewal...........................	$49⁰⁰
Annual network upgrade ....add	$50⁰⁰

REMINDERS

Shipping Policies

Software is shipped by first-class mail. When ordering software, customers may 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 intial 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. Some customers will receive the added benefit of not paying sales tax on programs downloaded from the Internet.

Note: 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.

Forms and supplies are ordinarily shipped UPS Ground. Cost depends upon shipment weight and destination. Costs may be higher for shipments outside the contiguous United States.

UPS Next Day and 2nd Day shipping options are also available, with cost depending upon shipment weight and destination.

Note:

• UPS can only deliver to a street address, not to a post office box.

• Severe weather may cause a delay in delivery. The UPS package guarantee does not apply when transportation networks are disrupted.

Installing W2/1099

If you purchase *W2/1099* at the end of the year, months after purchasing other CFS programs, the license code you received when you purchased those other programs **will not work for *W2/1099***. You must use the new license code you receive when you purchase *W2/1099*.

The license code will be on your receipt for *W2/1099*. You can also look it up at *www.taxtools.com* by clicking on **License Code** under **Quick Links**. You will need to log in to your **MyCFS** account.

If you installed another *Payroll System* program (*941/940*, *LivePayroll*, or *Corrector*) at the beginning of the year, you do not need to install *W2/1099*. Just make sure you have installed the *Payroll System* update containing the *W2/1099* release. Then open *CFS Payroll System*, click on the **File** menu, click on **Firm Information**, and enter your new license code for *W2/1099* in the **License Code** field**.**

Sales Tax and Downloads

If you are a California resident (or, in some cases, a resident of another state purchasing software at a seminar), when you purchase a program on CD we must collect sales tax because you are receiving a **tangible product** (the CD). When you download a program from the Internet, we do not collect sales tax because there is no **tangible product** involved.

However, because most of our programs come on one Multi-Program CD, you may be charged sales tax on a downloaded program if you purchase a CD, **even if you purchase the CD for a different program at a different time.**

If you purchase **any** program on CD, we must charge you sales tax on **every** program you have purchased (or purchase in the future) that is also contained on that CD, **even if you download it**.

WHAT CAN YOU FIND AT TAXTOOLS.COM?

At *www.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 or **Quick Links**, click on **Technical Support**.

Software and Updates...

Need to download or update your software, or just want to make sure you're running the latest version? Under **Quick Links** or the **Downloads** menu, click on **Download Software** to download and install full programs. Click on **Software Updates** to download an update or check a program's **Update History** to find out what's been changed.

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, and License Codes. Select these options and others from the **MyCFS** menu, or click on **MyCFS Account** under **Quick Links**.

Instructional Videos...

We've posted instructional videos to guide you through everything from installing and updating software to performing specific tasks within programs. The videos have controls that allow you to pause, rewind, and fast forward for viewing at your own pace. There is no audio. Under the **Support** menu, click on **Instructional Videos**.

Expected Release Dates...

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

Seminar Schedule...

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

More...

You will also find product descriptions, customer comments, news and update notices, downloadable 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 and, in most cases,* no 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. **Note:** this option 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 $329.00. 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

The 2016 program will change to read-only mode after May 31, 2017. To enter new data after that date, you must order the 2017 program. The 2016 and 2017 programs may be purchased together for a special discount price of $550.

Fill-N-Print

After a Fill-N-Print subscription expires, subscribers may still access saved data in "offline" mode. New files may be created once the subscription is renewed.

*An exception would be software purchased at a seminar in a state that requires sales tax on downloaded software.