



SOFTWARE NEWS

A Newsletter from CFS Tax Software, Inc.

Summer 2017

SUMMER RENEWAL INCENTIVES

\$5 Early Renewal Discount

Take **\$5 off** each CFS program for *next* year that you renew by August 31st of *this* year.

On your summer renewal notice, you will see the \$5 “Early Discount” listed to the right of the price of your renewable software. Simply subtract that amount for each program renewed by August 31st.

20% Off First-Time Purchases

Place your software renewal order by August 31st, and take **20% off** the first-time purchase of any additional CFS software ordered by August 31st. If there’s a CFS program you’ve been thinking of trying, now is a good time.

15% Off Forms and Supplies

Order your forms, envelopes and tax return supplies by August 31st to get **15% 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.

RENEW BY AUGUST 31ST AND SAVE!



941 E-FILE IS HERE

Last month we posted an update for Payroll System that adds e-file support for federal employment tax returns. The *E-File Federal Employment Tax Returns* module is available in both the **941/940** and **LivePayroll** programs. It can currently be used to e-file Form 941; we will add support for other employment tax returns (Forms 940, 943, 944, 945) when we receive specifications from the IRS.

You are **not** required to e-file federal employment tax returns. However, if you wish to do so using CFS Payroll System, you must first meet the following requirements:

1. You must be a tax preparer. At this time, we are unable to support e-filing for employers filing their own employment tax returns.

2. You must have an IRS e-Services account. If you don’t have an account, see the IRS website for information on registering.

3. You must submit an online e-file application via IRS e-Services to become an Electronic Return Originator (ERO) and a Transmitter. You will then be assigned an EFIN (Electronic Filing Identification Number) and an ETIN (Electronic Transmitter Identification Number). If you already have an EFIN for filing income tax returns, you will need to modify your application to include employment tax returns and to be an ERO and Transmitter. If you do not already have an EFIN, the application process can take up to 45 days, so plan accordingly.

There are helpful tutorials on the IRS website to assist you with using e-Services and completing or modifying an e-file application. Also see *Become an Authorized e-file Provider*, Pub 3112, and Pub 4163.

For information on how to use the *E-File Federal Employment Tax Returns* module, see the Payroll System Help file and the instructional video posted on our website.

TAX QUOTABLE

“There is an ancient belief that the gods love the obscure and hate the obvious. Without benefit of divinity, modern men of similar persuasion draft provisions of the Internal Revenue Code.”

— Martin D. Ginsburg

WHAT’S INSIDE...

CFS INSIDE SCOOP...

☞ **941/940 or LivePayroll** — which is right for you?

☞ **E-File Facts** — what can and can’t be e-filed using CFS software.

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CFS INSIDE SCOOP

941/940 OR LIVEPAYROLL?

We first released our popular *941/940* program nearly a quarter century ago. It was strictly an after-the-fact payroll program, meaning the user enters payroll data after checks have been issued and the program uses that data to generate reports and federal and state tax forms.

Ten years ago, we released *LivePayroll*, which essentially upgraded *941/940* to a live payroll program by adding the capacity to print checks. Since then we have added other features, such as direct deposit and vacation and sick leave tracking.

In short, *LivePayroll* has all of the features of *941/940*, but in addition, it does the following:

- Calculates wages based on employee's annual salary or hours worked/hourly rate;
- Calculates federal, state, and local withholding and other payroll deductions;
- Prints paychecks;
- Processes direct deposits;
- Tracks and reports workers compensation;
- Tracks and reports vacation and sick leave.

If you need a payroll program with the above features, *LivePayroll* should fit the bill. However, if you only need to file your clients' payroll taxes, *941/940* should suffice.

941/940.....	\$154 ⁰⁰
annual renewal.....	\$144 ⁰⁰
LivePayroll (includes 941/940)	\$309 ⁰⁰
annual renewal.....	\$299 ⁰⁰
Network Upgrade (covers all Payroll System programs)	\$175 ⁰⁰

E-FILE FACTS

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.

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	\$119 ⁰⁰
annual renewal.....	\$99 ⁰⁰
network upgrade.....	\$50 ⁰⁰

941/940 and LivePayroll

Our *941/940* and *LivePayroll* programs now provide e-file support for federal employment tax returns, **provided they are filed by a tax preparer with an e-services account, an EFIN, and an ETIN.** (See page 1.) Both programs also support e-filing for a number of state forms.

941/940.....	\$154 ⁰⁰
annual renewal.....	\$144 ⁰⁰
Network Upgrade (covers all Payroll System programs)	\$175 ⁰⁰

CFS USER TIP

When in a form field that accepts either EIN (XX-XXXXXXX) or SSN (XXX-XX-XXXX), select **Field Format** from the **Options** menu to change to the appropriate format—or simply press **F** (for "Format").

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	\$84 ⁵⁰
annual renewal.....	\$149⁰⁰	\$74 ⁵⁰
network upgrade.....		\$50 ⁰⁰

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: W-2, 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	\$154 ⁰⁰
annual renewal.....	\$144 ⁰⁰
E-File Add-On	\$134 ⁰⁰

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 '17 & '18	\$199 ⁰⁰
Annual renewal.....	\$179 ⁰⁰
Annual network upgrade ..add	\$175 ⁰⁰

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

Quick Reference Guide '17 & '18.....	\$39 ⁰⁰
Annual renewal.....	\$29 ⁰⁰
Annual network upgradeadd	\$50 ⁰⁰

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

CA 571 Preparer '17 & '18.....	\$99 ⁰⁰
Annual renewal.....	\$79 ⁰⁰
Annual network upgradeadd	\$50 ⁰⁰

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

MD Personal Property '17 & '18.....	\$179 ⁰⁰
Annual renewal.....	\$139 ⁰⁰
Annual network upgradeadd	\$50 ⁰⁰

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

Financial Planning Tools '17 & '18.....	\$550 ⁰⁰
Annual renewal.....	\$299 ⁰⁰
Annual network upgrade ..add	\$100 ⁰⁰

W4 Calculator—adjust payroll withholding throughout the year:

W4 Calculator '17 & '18.....	\$89 ⁰⁰
Annual renewal.....	\$49 ⁰⁰
Annual network upgradeadd	\$50 ⁰⁰



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 initial release and all major 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.

Don't Forget to Download and Install Your Software

Remember—if you requested the “no CD” shipping option, you will not receive a CD, so don't forget to download and install your purchased CFS software.

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 by signing up for our monthly e-newsletter, and by following us on *Facebook* or *Twitter*.

Please Keep Us Posted

If you make changes to the name, address, or phone number of your firm, we need to know about it. Your firm information needs to be accurate and up-to-date so that you receive our mailings, so that we can notify you of program updates, and so that your license code functions correctly to give you access to the programs you have purchased.

It's easy to update your firm information online. Go to *taxtools.com* and select **Change Firm Name/Address/Email** from the **MyCFS** menu. You can also fax changes to us at 805-522-0187 or e-mail *customerservice@taxtools.com*. Please be sure to include your customer ID number.

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

2017 Forms Will Ship Soon

We generally begin shipping forms in the summer. When your forms order is shipped, you will receive an e-mail with a UPS tracking number.

Please check your order as soon as it arrives. Damages or discrepancies must be reported within 14 days of receipt. Forms and envelopes may be returned sealed and unused within 30 days, but no later than December 15th. Refunds do not include shipping charges.

WHAT CAN YOU FIND AT TAXTOOLS CFS .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...

Our **Instructional Videos** page contains links to short, silent, online videos that can assist you with general tasks, such as installing and updating CFS software, or with specific tasks, such as e-filing information returns with the W2/1099 E-file Add-on or setting up direct deposit in LivePayroll. VCR-like controls allow you to pause, rewind, and fast forward for viewing at your own pace.

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 for the year 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 \$379.00. 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 2017 program will change to read-only mode after May 31, 2018. To enter new data after that date, you must order the 2018 program. The 2017 and 2018 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.

