Tax Return Checklist Procedure

These steps must be completed before a return is printed!

Check off each step in aero as completed.

1. Organize documents (either through interview or mail-in/drop-off). Confirm 2016 Tax Questions answered. If not answered call client (or have front desk email questions to client).
2. Review Prior Year Return and Enter Prior Year and Carry-over Numbers:
   For new clients:
   - See How to Review a New Client Prior Year Return Procedure
   - Enter prior year information in COMP screen
   - Enter carry-over numbers in appropriate screen

   For existing clients:
   - open PY return in Drake Document Manager (DDM)(client drawer, Tax, 2015 folder) Check all carry-over information(especially MA Schedules B & D).
   - In COMP screen check numbers against PY return
3. Enter all tax return data in Drake 2016
   - If documents are not already organized from an interview, then use the organizer to order documents for data entry.
   - Enter Data into appropriate screen (See Drake Data Entry Notes)
   - If there is any Missing Information, type one note for each item (See Missing Information Procedure)
4. Review/Clear Notes (including missing information) and Messages (Federal & State):
   - In the NOTE screen, make sure all questions are answered. Uncheck hold EF when question is answered
   - Check message screen (view mode – red screens) and deal with all messages (Preparer signing return will handle PIN signature message).
5. Review Tax Return Comparison (Note Significant Changes):
   - Review comparison (view mode – Compare sheet)
   - Note any items that have changed significantly and the reason next to the line that changed. Either click (check mark to flag to yellow note, or right click add note to field).
     -When you have completed the compare, put a green checkmark on the federal refund or balance due field.
   - Set Status:
     If you are not signing the return, then, click on CSM on the toolbar, and set status, typically “Ready for Review”. If there are questions that you were unable to answer, then select “Ready for Review-help needed”. If items are outstanding, then select “Missing Info”.
   - If you are signing the return, proceed to printing, no status needs to be set. If items are still missing, set status to “Missing info” and que follow-up in Solve.
6. Review Billing:
   - New client: Check for quote and compare to calculated amount.
   - Existing client: Compare last year’s billing (bill in preparer copy) with calculated amount. Forms and totals can be viewed in Bill_Sum. If adjustment is needed, go to BILL screen in Drake
7. Print/Sign Return

Notes:
Notes that need to carry forward to 2017 should be in the bottom box of Drake NOTE screen.