

QUICK START

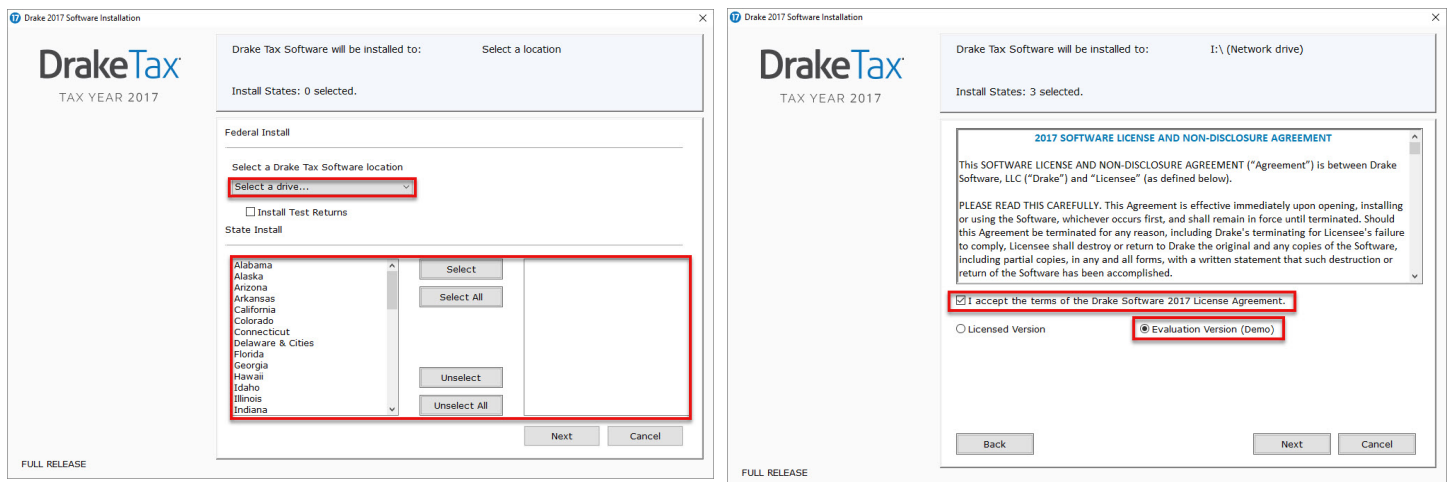
DrakeSoftware®

INSTALLATION

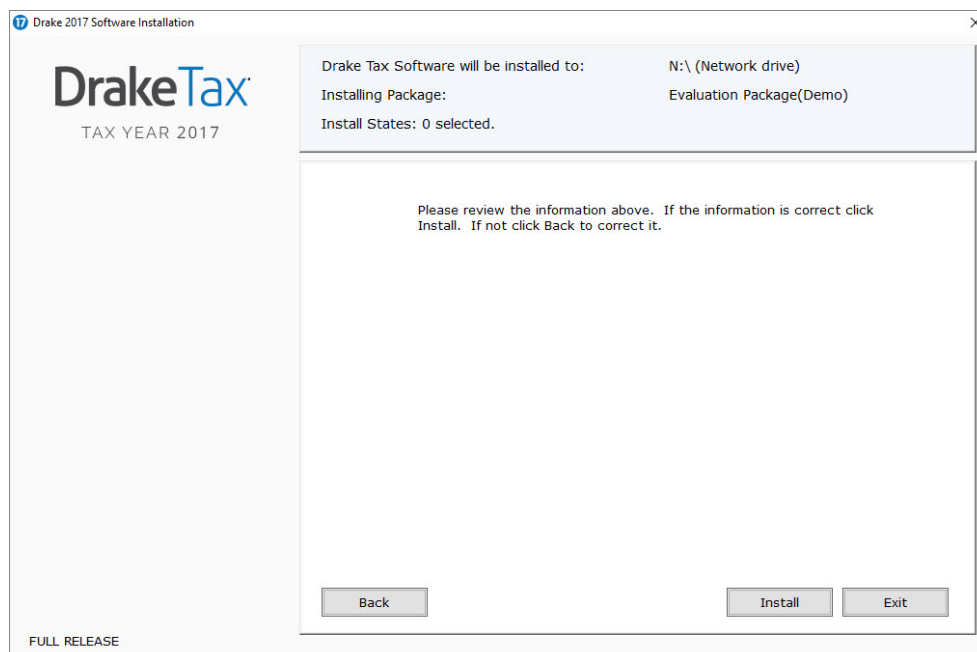
Install Drake Tax from your demo CD or from the online Download Center. On the **Software Installation** screen, choose an install location for Drake Tax from the **Select a drive** drop list, then select the states you want to install from the **State Install** window—choose all that apply—and click **Next** to continue.

Note: Select the **Install Test Returns** check box if you want to view example returns while learning Drake Tax.

If you agree to the license and nondisclosure agreement, select the **I accept the terms of the Drake Software 2017 License Agreement** check box. Then select the **Evaluation Version (Demo)** option and click **Next**.



You will now be prompted by the **Installation** dialog box. Click **Install**.



SETUP

The first time you open the program, you are prompted to set an administrator password. The password must be a minimum of eight characters and have at least one uppercase letter, lowercase letter, numeral, and special character. Confirm the entered password by re-entering it in the **Repeat** password field, then click **Next**.

Select a security question from the drop list and type an answer. Click **Finish**.

Next, you are presented with the **Setup Assistant**. Enter your Drake account number, EFIN, and Drake password. This information is needed in order for Drake Tax to connect to Drake servers for e-filing, program updates, and more.

If you have not registered your demo, click **Register an account**.

The screenshot shows the Drake 2017 Tax Software interface with a 'Setup Assistant' dialog box open. The dialog box is titled 'Drake 2017 - Setup Assistant' and contains the following text:

E-File Setup
Enter your Drake Software account information below. These items are required to E-file test returns with Drake software. To skip this screen press Cancel below.

☐ Do not show Setup Assistant on startup.

Don't have an account yet? [Register an account](#)

Setup Information

Account Number	<input type="text"/>
EFIN	<input type="text"/>
e-File Password	<input type="password"/>

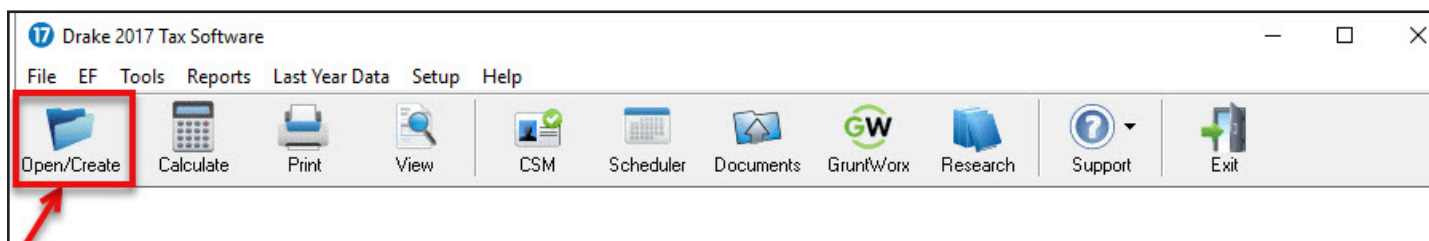
At the bottom of the dialog box are 'Save' and 'Cancel' buttons.

The background application window shows the 'Personal Client Manager' table with columns: Client Name, Type, Status, Started, Completed, Last Change, and Tran Date. The table is currently empty.

OPEN A RETURN

To begin data entry, click **Open/Create** from the toolbar.

Note: Enter the client's SSN or EIN to create a new return.



To view a completed practice return in Drake Tax, enter a test SSN (500-00-1001 to 500-00-1008).

Drake 2017 - Open / Create a New Return

Enter a SSN, ITIN, or EIN to open an existing return or to create a new return.

Search: To search for a return, enter a primary taxpayer's last name or a business entity name and press the Enter key or click OK. The closest match will be selected automatically. Narrow your search by selecting the desired return PACKAGE TYPE on the right of this screen.

500001005

Name	SSN
BEANS, COFFEE	500001001
HERB, OREGANO & ROSEMARY	500001006
LEAF, DILL & CURRY	500001007
MUSTARD, WASABI	500001002
PEA, SNOW & SNAP	500001008
ROOT, SASSAFRAS	500001004
SEASONS, SAFFRON & TURERIC	500001003
TEA, MINT	500001005

☒ Last **9** ☐ All Clients ☐ 1040 ☐ 1120 ☐ 1120S ☐ 1065 ☐ 1041 ☐ 990 ☐ 706

Help ☐ Create return using temporary ITIN OK Cancel

DATA ENTRY

This is the **Data Entry Menu** of the return. To select a data entry screen, click the line item or type the screen code, state abbreviation, form number, or a search phrase in the **Selector/Search** field and press ENTER. You may also enter keywords, phrases, or numbers in the **Selector/Search** field to locate specific data within a return.

Note: Tabs and screen names in blue indicate data is present.

DRAKE 2017 - Data Entry (500001005 - TEA, MINT) - (CONTAINS SENSITIVE DATA)

Calculate View Print Split Documents Tax Planner Import CSM Email e-Pay Help Exit

General Income Adjustments Credits Credits Taxes Health Care Other Forms Foreign Miscellaneous States

1 Name and Address
2 Dependents - (2)
3 Income
4 Adjustments
5 Taxes, Credits and Payments
ES Estimated Taxes
2441 Child Care Credit

W2 Wages
W2G Gambling Income
1099 1099-R Retirement
DIV 1099-DIV Dividend Income
INT 1099-INT Interest Income
99G 1099-G Government Payments
99M 1099-MISC Miscellaneous Income
RRB RRB 1099-R Railroad Retirement
SSA 1099-SSA Social Security

PAD Preparer Notepad
NOTE Notes about the return
FAQ Frequently Asked Questions

A Itemized Deductions Schedule
STAX Sales Tax Worksheet
2106 Employee Business Expense
Due Diligence
8867 Due Diligence Checklist
DD1 Due Diligence Assistance
DD2 Due Diligence Notes

Electronic Filing and Banking
BANK Bank info not set up in firm
IDS Identification for Taxpayer/Spouse
USE Consent to Use of Tax Return Info
DISC Consent to Disclosure of Tax Return Info
DD Direct Deposit/Form 8888
PMT Electronic Funds Withdrawal
PIN 8879/8878 e-file Signature
EF EF Selections
PDF PDF Attachments

AP Protection Plus Audit Protection
BILL Client Adjustments

Enter Screen, State, or Search Phrase

Return Status: In Progress Return Type: Individual Tax Return Current Package: Federal

Screen Codes

Data Entry Menu Tabs

Screens with Data

Selector/Search Field

NAME AND ADDRESS

To open the **Name and Address** screen, click the screen name from the menu or type **1** in the selector field and press ENTER.

The **Name and Address** screen is normally the first screen completed on a new return. Enter the taxpayer's street address. Entering a ZIP code will automatically fill in the **City**, **State**, **County**, and **Resident State** fields.

By default, the return is assigned to the preparer logged in to Drake Tax. To choose a different preparer, make a selection from the **Preparer #** drop list.

DRAKE 2017 - Data Entry (500001005 - TEA, MINT) - (CONTAINS SENSITIVE DATA)

Name and Address and General Information

Taxpayer		Spouse	
Filing Status.....	4 Head of Household	SSN.....	
SSN.....	500-00-1005	First name.....	
First name.....	MINT	MI.....	
Last name.....	TEA	Last name.....	
	Suffix.....	Suffix.....	
Date of birth.....	09-03-1971	Date of birth.....	
Age:	46 (as of 12/31/2017)	Date of death.....	
Date of death.....		Occupation.....	
Occupation.....	SALES		
Phone Number		Phone Number	
Daytime.....	828-524-8020	Daytime.....	
Evening.....	828-524-8020	Evening.....	
Cell.....		Cell.....	
Best time to call.....		Best time to call.....	
Fax.....		Fax.....	
Email / text msg.....		Email/text msg.....	
<input type="checkbox"/> Dependent of another	<input checked="" type="checkbox"/> Full-time student	<input type="checkbox"/> Dependent of another	<input type="checkbox"/> Full-time student
<input type="checkbox"/> Presidential campaign	<input type="checkbox"/> Blind	<input type="checkbox"/> Presidential campaign	<input type="checkbox"/> Blind
Taxpayer did not live with spouse.....		<input type="checkbox"/> Nonresident alien	
Health insurance coverage..... HC		MFS/HOH claiming spouse exemption	
		<input type="checkbox"/> Spouse is not filing a return	
		<input type="checkbox"/> Spouse has no U.S. income	

In care of..... [ID Screen](#)

Mailing Address

Street address..... 10 SPEARMINT LEAVES Apt#... ..

City..... SANTA FE [Combat Zone](#)

U.S. ONLY State ZIP County

NM 87505 SANTA FE ☐ Stateside military address

Foreign ONLY Province/State Country Postal Code

<Click to Access>

Resident state 0 Resident city School district

Foreign Account Questions

If taxpayer has any interest in or authority over any foreign account or foreign trust, answer questions on this screen..... [Foreign Accounts](#)

No Foreign Accounts - Otherwise check here..... ☐ Answer "No" to Sch B, Part III questions

Return Options

Firm #..... ES and OP codes..... [ES](#)

Preparer #.....

Data entry #..... Invoice number.....

ERO #..... Fee override.....

2210 Options

2210 Code.....

2016 Fed tax..... 0

2016 State tax..... 0

Miscellaneous Codes

Code 1.....

Code 2.....

Code 3.....

Code 4.....

Code 5.....

FIELD HELP

Field help provides information about a selected field. There are three ways to access field help:

- Click inside a field and press F1
- Click inside a field and press SHIFT+?
- Right-click in a field and select **Help > Help for this Field** from the menu

The screenshot shows the Drake 2017 Data Entry interface. The title bar reads "DRAKE 2017 - Data Entry (500001005 - TEA, MINT) - (CONTAINS SENSITIVE DATA)". The top toolbar includes buttons for Calculate, View, Refresh, Delete, Clear Flags, Previous, Next, Calculator, PY Fields, PY Data, Help, and Exit. The main screen is divided into several sections: Medical and Dental, Taxes You Paid, Interest You Paid, Gifts to Charity, and Job Expenses and Most Other Misc Deductions. A red box highlights the "Personal property" field in the "Taxes You Paid" section. A "Field Level Help" pop-up window is open over this field, titled "Drake Software - Data Entry - Help". The pop-up contains the following text: "Personal property taxes (direct entry)" and "Enter any personal property tax paid but only if it is based on value alone and it is charged on a yearly basis. If Form 2106, Schedule E, or Form 8829 is being prepared and has personal property taxes entered on it, do not duplicate the entries here. Unused amounts from these forms flow to Schedule A." The pop-up also has "Copy", "Print", and "OK" buttons. The bottom status bar shows "Record 1 of 1", "Press Page Down for New Screen", "Press F1 or Right-Click for Help", and "(Screen Help)".

Press Esc to save data and exit the screen.

The **Data Entry Toolbar** appears on data entry screens when the mouse pointer is moved to the top of the screen. Click the buttons of the toolbar to quickly perform the various functions. To close the toolbar, click elsewhere on the screen.

The screenshot shows the Drake 2017 Data Entry toolbar. The title bar reads "DRAKE 2017 - Data Entry (500001005 - TEA, MINT) - (CONTAINS SENSITIVE DATA)". The toolbar includes buttons for Calculate, View, Refresh, Delete, Clear Flags, Previous, Next, Calculator, PY Fields, PY Data, Help, and Exit.

FORM W-2

Type "W2" in the selector field and press ENTER, or click **W2** to enter Form W-2 information. Enter the W-2 information as it appears on the taxpayer's actual form. In the first field, enter "T" (taxpayer) or "S" (spouse) to fill the employee's fields. Enter the employer's EIN (Employer Identification Number). After you have used this EIN once, the employer's fields fill automatically on subsequent returns.

DRAKE 2017 - Data Entry (500001005 - TEA, MINT) - (CONTAINS SENSITIVE DATA)

Form W2 - Wage and Tax Statement

W-2 [Additional Entries](#) [Import W2](#) [Video: Entering Multiple-State W2s](#)

TS ☐ **F** ☐ Special tax treatment ☐

State Information
IN NJ NY PA

Employer information is required for e-file

EIN..... 51-0000000
Name..... FANTASTIC EMPLOYER
Name cont.....
Street..... 200 JOB CIRCLE
City..... SANTA FE
U.S. ONLY State ZIP
NM 87505
Foreign ONLY Province/State Country Postal Code
<Click to Access>

Employee name and address (if different from screen 1)

Name: First = MINT Last = TEA
Street..... 10 SPEARMINT LEAVES
City..... SANTA FE
U.S. ONLY State ZIP
NM 87505
Foreign ONLY Province/State Country Postal Code
<Click to Access>

1 Wages, tips 32500
2 Federal tax w/h 3250
3 Soc Sec wages 32500
4 Soc Sec w/h 2015
5 Medicare wages 32500
6 Medicare tax w/h 471
7 Soc Sec tips
8 Allocated tips
9 Verification Code
10 Dep care benefit
[Form 2441](#)
[Form 8880](#)

11 Non-qual plan
12 Code Amount Year
13 ☐ Stat employee
☐ Retirement plan
☐ Sick pay
14 Other [SEHI](#) [QSEHRA](#)

15 ST Employer's state ID number 16 State wages 17 State tax 18 Local wages 19 Local tax 20 Locality

☐ Was this W-2 altered or handwritten? (Nonstandard) ☐ Corrected W-2 ☐ Do not update

If either spouse has an ITIN on screen 1, the TIN from the W-2 must be entered in this field.....

Record 1 of 1 Press Page Down for New Screen; Ctrl+Tab for Next Tab Press F1 or Right-Click for Help (Screen Help)

Press PAGE DOWN to enter additional W-2s. When finished, press Esc to save the entries and return to the **Data Entry Menu**.

SIGN THE RETURN

Type "PIN" in the **selector** field or click the **8879/8878 e-file Signature** screen to open the **PIN** screen. Enter the PIN signature date. Press ALT + D to automatically enter today's date. Then proceed by entering the ERO's PIN signature. The taxpayers' PIN signatures will be automatically generated.

DRAKE 2017 - Data Entry (500001005 - TEA, MINT) - (CONTAINS SENSITIVE DATA)

Signature Page for Paperless PIN Returns

[Video: Using a PIN in Drake](#)

PIN signature date.....03-06-2018

ERO's PIN signature.....*****

Under penalties of perjury, I declare that I have examined this return ... ; For a full version of the ERO's jurat, press F1 in the PIN field. By entering your PIN, you (the ERO) are stating that you have read and agree to the full version of the jurat.

Taxpayer's PIN signature.....97158

Taxpayer entered: ☐

Identity Protection PIN.....

Spouse's PIN signature.....

Spouse entered: ☐

Identity Protection PIN.....

Under penalties of perjury, I declare that I have examined this return ... ; For a full version of the taxpayer's jurat, press F1 in the PIN field. By entering your PIN, you (the taxpayer/spouse) are stating that you have read and agree to the full version of the jurat.

Select Form: ☐ 1040 (default) ☐ 4868 with payment ☐ 2350 ☐ 9465 ☐ 56

Direct Debit Consent

☐ Direct Debit Consent

I authorize the U.S. Treasury and its designated Financial Agent to initiate an ACH electronic funds withdrawal entry to the financial institution account indicated for payment of my federal taxes owed on this return and/or a payment of estimated tax. I further understand that this authorization may apply to future federal tax payments that I direct to be debited through the Electronic Federal Tax Payment System (EFTPS). In order for me to initiate future payments, I request that the IRS send me a personal identification number (PIN) to access EFTPS. This authorization is to remain in full force and effect until I notify the U.S. Treasury Financial Agent to terminate the authorization. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than two (2) business days prior to the payment (settlement) date.

I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment.

Form 2350/9465 Only

Taxpayer

Spouse

Prior Year AGI.....

Prior-year PIN.....

Press Page Down for New York E-File/Direct Debit Authorization and Ohio Perjury Statement Acceptance

New Screen

Press F1 or Right-Click for Help

(Screen Help)

SCREEN HELP

Most data entry screens have **Screen Help** to provide more information about the open screen. Click the **Help** button from the **Data Entry Toolbar** or select **Help** from the right-click menu.

The screenshot shows the 'DRAKE 2017 - Data Entry (500001005 - TEA, MINT) - (CONTAINS SENSITIVE DATA)' window. The toolbar at the top includes buttons for Calculate, View, Refresh, Delete, Clear Flags, Previous, Next, Calculator, PY Fields, PY Data, Help (highlighted with a red box), and Exit. A red arrow points from the Help button to the 'Screen Help' window. The main screen displays a declaration: 'Under penalties of perjury, I declare that I have examined this return ...; For a full version of the ERO's jurat, press F1 in the PIN field. By entering your PIN, you (the ERO) are stating that you have read and agree to the full version of the jurat.' Below this are fields for 'Taxpayer's PIN signature' (containing '97158') and 'Spouse's PIN signature'. There are also checkboxes for 'Taxpayer entered' and 'Spouse entered', and fields for 'Identity Protection PIN'. A 'Select Form' section has a checkbox for '1040 (default)'. A 'Direct Debit Consent' section has a checkbox for 'Direct Debit Consent'. A 'Form 2350/9465 Only' section has fields for 'Prior Year AGI' and 'Prior-year PIN'. At the bottom, it says 'Press Page Down for New York E-File/Dir'. The 'Screen Help' window is titled 'Drake Software - Data Entry - Help - PIN Form 8879' and contains the following text: 'Form Allows Individual Electronic Filer to Select Signature PIN and Authorize ERO to Enter It on Return'. 'IRS has issued Form 8879, IRS e-file Signature Authorization, that allows individual filers of electronic income tax returns to select a PIN number to serve as their signature, and to authorize an electronic return originator (ERO) to enter the PIN number on the return for them.' 'Individual taxpayers use Form 8879 to: * Certify the truthfulness, correctness, and completeness of the taxpayer's electronic income tax return * Select a Personal Identification Number (PIN) as the signature for their electronic income tax return and, if applicable, the Electronic Funds Withdrawal Consent * Authorize the electronic return originator (ERO) to enter the taxpayer's PIN as the taxpayer's signature on the electronic income tax return, and if applicable, the Electronic Funds Withdrawal Consent'. 'In some instances, taxpayers might wish to select their own PIN but indicate they are unavailable or unable to return to the ERO's office, or that it is inconvenient for them to sign the electronically prepared individual income tax return. These taxpayers can authorize the ERO to enter their selected PINs by selecting the appropriate box in the form.' 'ERO responsibilities: * EROs must provide Form 8879 to taxpayers who wish to authorize'. The window has 'Copy', 'Print', and 'OK' buttons at the bottom. The status bar at the bottom of the main window shows 'Record 1 of 1', 'Press F1 or Right-Click for Help', and '(Screen Help)'.

DRAKE 2017 - Data Entry (500001005 - TEA, MINT) - (CONTAINS SENSITIVE DATA)

Calculate View Refresh Delete Clear Flags Previous Next Calculator PY Fields PY Data Help Exit

Under penalties of perjury, I declare that I have examined this return ...; For a full version of the ERO's jurat, press F1 in the PIN field. By entering your PIN, you (the ERO) are stating that you have read and agree to the full version of the jurat.

Taxpayer's PIN signature..... 97158 Taxpayer entered: ☐ Identity Protection PIN.....
Spouse's PIN signature..... Spouse entered: ☐ Identity Protection PIN.....

Under penalties of perjury, I declare that I have examined this return ...; For a full version of the ERO's jurat, press F1 in the PIN field. By entering your PIN, you (the ERO) are stating that you have read and agree to the full version of the jurat.

Select Form: ☐ 1040 (default)

Direct Debit Consent
☐ Direct Debit Consent

I authorize the U.S. Treasury and its designee to use the information on this return to prepare and file my tax return with the IRS. I further understand that this authorization allows the IRS to send me a personal identification number (PIN) to use as my signature on my electronic income tax return. This authorization will remain in effect until I notify the U.S. Treasury Financial Agent at 1-888-839-7884.

I also authorize the financial institutions in the United States to use the information on this return to provide confidential information necessary to answer my questions.

Form 2350/9465 Only
Prior Year AGI.....
Prior-year PIN.....

Press Page Down for New York E-File/Dir

Drake Software - Data Entry - Help - PIN Form 8879

Form Allows Individual Electronic Filer to Select Signature PIN and Authorize ERO to Enter It on Return

IRS has issued Form 8879, IRS e-file Signature Authorization, that allows individual filers of electronic income tax returns to select a PIN number to serve as their signature, and to authorize an electronic return originator (ERO) to enter the PIN number on the return for them.

Individual taxpayers use Form 8879 to:

- * Certify the truthfulness, correctness, and completeness of the taxpayer's electronic income tax return
- * Select a Personal Identification Number (PIN) as the signature for their electronic income tax return and, if applicable, the Electronic Funds Withdrawal Consent
- * Authorize the electronic return originator (ERO) to enter the taxpayer's PIN as the taxpayer's signature on the electronic income tax return, and if applicable, the Electronic Funds Withdrawal Consent

In some instances, taxpayers might wish to select their own PIN but indicate they are unavailable or unable to return to the ERO's office, or that it is inconvenient for them to sign the electronically prepared individual income tax return. These taxpayers can authorize the ERO to enter their selected PINs by selecting the appropriate box in the form.

ERO responsibilities:

- * EROs must provide Form 8879 to taxpayers who wish to authorize

Copy Print OK

Record 1 of 1 Press F1 or Right-Click for Help (Screen Help)

STATE & CITY PROGRAMS

Drake Tax produces state returns using the data entered on federal screens. To override or supplement information from federal screens, enter the state code in the selector field and press ENTER or select the state from the **States** tab.

DRAKE 2017 - Data Entry (500001005 - TEA, MINT) - (CONTAINS SENSITIVE DATA)

Calculate View Print Split Documents Tax Planner Import CSM Email e-Pay Help Exit

General Income Adjustments Credits Credits Taxes Health Care Other Forms Foreign Miscellaneous **States**

AL	Alabama	KY	Kentucky	NV	Nevada
AR	Arkansas	LA	Louisiana	NY	New York
AZ	Arizona	MA	Massachusetts	OH	Ohio
CA	California	MD	Maryland	OK	Oklahoma
CO	Colorado	ME	Maine	OR	Oregon
CT	Connecticut	MI	Michigan	PA	Pennsylvania
DC	Washington, DC	MN	Minnesota	RI	Rhode Island
DE	Delaware	MO	Missouri	SC	South Carolina
FL	Florida	MS	Mississippi	TN	Tennessee
GA	Georgia	MT	Montana	TX	Texas
HI	Hawaii	NC	North Carolina	UT	Utah
IA	Iowa	ND	North Dakota	VA	Virginia
ID	Idaho	NE	Nebraska	VT	Vermont
IL	Illinois	NH	New Hampshire	WI	Wisconsin
IN	Indiana	NJ	New Jersey	WV	West Virginia
KS	Kansas	NM	New Mexico		

STEX State Extensions
99K 1099-K Third Party Payments

NY

Return Status: In Progress Return Type: Individual Tax Return Current Package: Federal

Available forms are found on each state's **Data Entry Menu**. For more information on accessing state and city programs, refer to the *Drake Tax User's Manual: Tax Year 2017*.

DRAKE 2017 - Data Entry (500001005 - TEA, MINT) - (CONTAINS SENSITIVE DATA)

Calculate View Print Split Documents Tax Planner Import CSM Email e-Pay Help Exit

General | IT Credits 100 - 200 Series | IT Credits 500 - 600 Series | DTF Credits | Depreciation | Other | DD / EF Info | Cities

1	General Information	MISC	Miscellaneous Information
2	Income Tax Return	STC	201/203/210 - NYC School Tax Credit
3	Income Tax Return 2	CRPT	201/208 - NYC Real Property Tax Credit
4	NYS Modifications	RPT	201/214 - Property Tax Credit
5	Voluntary Contributions	I216	216 - Explanation for Missing Provider Information
6	529 College Savings Program	PNSN	201/203 - Pension Modification Override
7	Itemized Deduction Adjustment		
8	Special Condition Codes		
9	203A - NR Business Allocation Schedule		

Nonresidents / Part-Year Residents Only

10	203B - Wage Allocation
11	203B - Living Quarters Maintained in NYS
12	203B - College Tuition Itemized Deduction
13	Y203 - Yonkers Nonresident Earnings Return
14	Part-Year Resident Income Allocation
15	360 - Change of City Resident Status
16	203F - Multi-Year Allocation

Forms IT-201/203-ATT

ATT1	Other NYS, NYC and Yonkers Credits/Taxes
ATT2	Nonrefundable/Carryover Credits

MCTMT (IT-203-A or IT-6-SNY)

MTA	201/203 - Net earnings from Self-Employment
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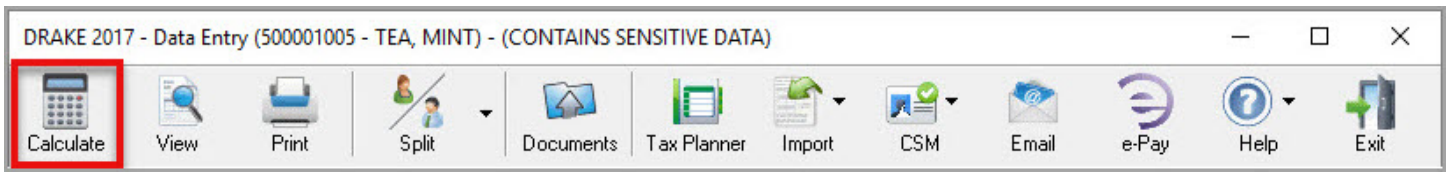
FAQ Frequently Asked Questions

Enter Screen, State, or Search Phrase

Return Status: In Progress | Return Type: Individual Tax Return | **Current Package: New York**

Note: To download additional state programs, go to **Tools > Install State Programs** from the Drake Tax **Home** window.

CALCULATION RESULTS



To calculate a return from data entry, click the **Calculate** button from the **Data Entry Menu** or from the data entry toolbar on any entry screen (or press CTRL + C).

The **Calculation Results** window displays the taxpayer's total income, taxable income, total tax refund amount, balance due, payment method, and the e-file eligibility of the return.

The **EF Status** column displays a green check mark for each return that is eligible for e-file. A red X indicated the return is not eligible for e-file, having an EF message.

EF messages are displayed in the center of the **Calculation Results** window. Review EF messages by right-clicking to read the full description of the problem. If an EF message is blue, double-clicking it opens the data entry screen that contains the error. All identified issues must be corrected for a return to be eligible for e-file.

DRAKE 2017 - Calculation Results - (500-00-1005 - TEA, MINT)

Summary | Details

	Total Income	Taxable Income	Total Tax	Refund	Balance Due	Payment Method	EF Status
Federal	32,500	11,000	1,103	6,776	0	Receive Check	X
NCD400	32,500	18,500	817	0	817	Check or CC	X

EF Messages - Double click on any highlighted item in the list below to fix the problem:

Package	Code	Description - (right-click for full description)
Federal	5092	INVALID PIN: The taxpayer's PIN must be five digits (Do not use five...
NC	9069	Taxpayer PIN signature entered on the "PIN" screen...

Return Notes:

NC Electronic Filing NOT allowed - See Message Page

Fee Type	Amount
Preparation Fee	\$0.00

Total Tax Refund: **5,959**

Current Program: Calculation Complete **SEE MESSAGE PAGE**

Description: Press <ENTER> key or Click Here to Continue

Continue

Once all EF messages are cleared and the return is eligible, it is available for selection during the EF process.

DRAKE 2017 - Calculation Results - (500-00-1005 - TEA, MINT)

Summary | Details

	Total Income	Taxable Income	Total Tax	Refund	Balance Due	Payment Method	EF Status
Federal	32,500	11,000	1,103	6,776	0	Receive Check	
NCD400	32,500	18,500	817	0	817	Check or CC	

EF Messages - Double click on any highlighted item in the list below to fix the problem:

Package	Code	Description - (right-click for full description)

Return Notes:

Fee Type	Amount
Preparation Fee	\$0.00

Total Tax Refund: 5,959

Current Program: Calculation Complete **Eligible For E.F.**

Description: Press <ENTER> key or Click Here to Continue

Continue

At any time during data entry, click **View** or press CTRL + V to view the return. All the forms generated for the return are listed in the tree view in the left pane.

Click check boxes or use the ARROW keys to navigate the forms. The selected form is displayed in the viewing pane.

In this example, a quick print will print Form 1040.

The screenshot shows the Drake 2017 View/Print Client Return interface. The title bar reads "Drake 2017 View/Print Client Return | TEA, MINT (500001005) - (CONTAINS SENSITIVE DATA)".

Toolbar: A red box highlights the top toolbar containing icons for Data Entry, Print, Setup, Documents, eSign, Email, Refresh, Basic View, 8615 Export, Help, and Exit. A red arrow points from the "Toolbar" label to this group of icons.

Form Category Tabs: Below the toolbar, a row of tabs includes "All Forms", "Sets", "EF", "Federal", "Worksheets", "Miscellaneous", and "Notes/Messages". A red arrow points from the "Form Category Tabs" label to the "Miscellaneous" tab.

Forms and Schedules Generated: A red box highlights the left sidebar showing a tree view of generated forms. Under "Federal", "ETD_MSG" and "MESSAGES" are highlighted in red. Under "Miscellaneous", "EIC Due Diligence", "Form 8879", "Form 9325", "W-8 CCLMT", "W-8812", "W-8 EARRY", "Tax Acknowledgment", "Folder Change Sheet", "Filing Instructions", "Engagement Letter", "Result Letter", "Privacy Policy", "Bill", "Summary", and "Comparison" are listed. A red arrow points from the "Forms and Schedules Generated" label to this sidebar.

Expand or Collapse Sections: A red box highlights the "Expand or Collapse Sections" label, which is positioned over the sidebar area.

Main Form Content: The main area displays the "2017 U.S. Individual Income Tax Return" for Form 1040, Department of the Treasury - Internal Revenue Service. The tax year is 2017, and the OMB No. is 1545-0074. The form is for the year Jan. 1-Dec. 31, 2017, or other tax year beginning .2017, ending .20.

The form includes sections for:

- Personal Information:** Your first name and initial (MINT), Last name (TEA), and Social Security Number (500-00-1005).
- Spouse's Information:** Spouse's social security number (500-00-1005).
- Presidential Election Campaign:** Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund. (You) (Spouse).
- Head of household:** If the qualifying person is a child but not your dependent, enter this child's name here. (X) Head of household (with qualifying person). (See instructions.)
- Qualifying widow(er):** (See instructions.)

At the bottom, there are checkboxes for "Check only one box" and "Married filing separately. Enter spouse's SSN above and full name here."

E-FILE A RETURN

e-Filing in Drake Tax is a simple, three-step process.

1. **Select Returns for e-File.** Choose **EF > Select Returns for EF** on the menu bar. Select the check box to the left of the return to select it for e-file and click **Continue**. The Report Viewer lists the returns selected for transmission. Click **Exit**.

The screenshot shows the Drake 2017 Tax Software interface. The 'EF' menu is open, highlighting 'Select Returns for EF' (Ctrl+S). The 'EF Return Selector' dialog box is displayed, showing a list of clients with checkboxes for selection. The first client, 'TEA, MINT', is selected. The dialog box also includes a 'Continue' button and an 'Exit' button.

Drake 2017 Tax Software

File **EF** Tools Reports Last Year Data Setup Help

Open Transmit/Receive (Ctrl+T) Process Acks Check Print Check Register Search EF Database Copy EF Returns to Disk Copy EF Returns from Disk

Personal Client Manager - (CONTAINS SENSITIVE DATA)

Client Name	ID Number	Type	Status	Started	Completed	Last Change
CASH, MINGOME & L...	500000000	1040	Ready For EF	03/06/2018		03/06/2018
INT						
VAT						

Drake 2017 - EF Return Selector - (CONTAINS SENSITIVE DATA)

EF Return Selector

The EF Return Selector allows you to select clients for e-filing. To include a client for transmission, place a checkmark in the box to the left of the Client's ID Number. Double-clicking on a client will allow you to modify the EF documents that are selected for transmission. After making the appropriate selections, click 'Continue' to complete the process.

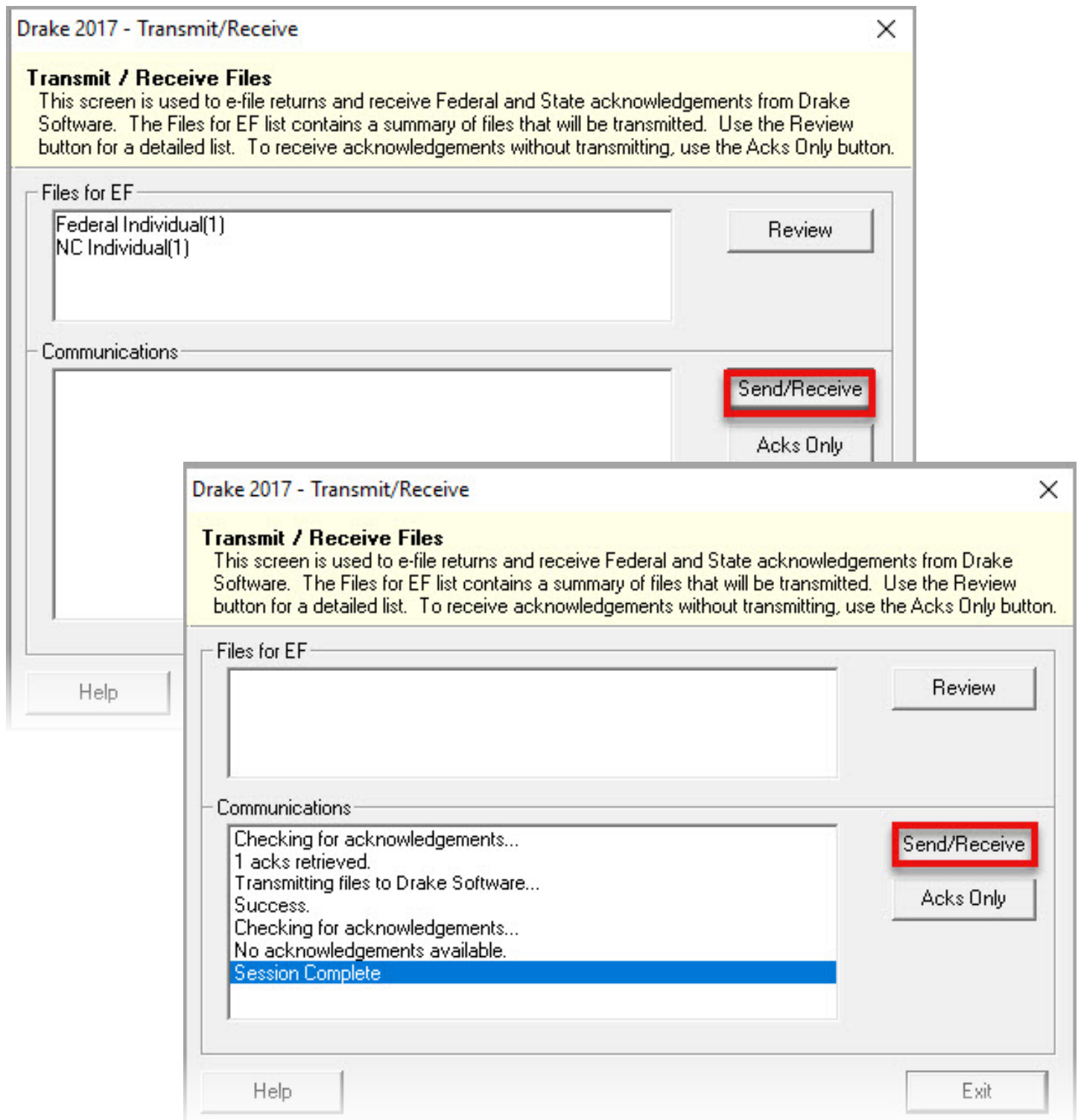
ID Number	Client Name	Status	EF Documents	Fed. Bal ...	Fed. Refu...	Method
<input checked="" type="checkbox"/> 500001005	TEA, MINT	Ready For EF	1040, NCD400		\$6,776	
<input type="checkbox"/> 500001003	SEASONS, SAFFRON...	Ready For EF	1040		\$1,704	
<input type="checkbox"/> 500001004	ROOT, SASSAFRAS S	Ready For EF	1040	\$868		
<input type="checkbox"/> 500001008	PEA, SNOW & SNAP	Ready For EF	1040		\$1,788	
<input type="checkbox"/> 500001007	LEAF, DILL & CURRY	Ready For EF	1040	\$623		
<input type="checkbox"/> 500001006	HERB, OREGANO & ...	Ready For EF	1040		\$2,208	
<input type="checkbox"/> 500001001	BEANS, COFFEE	Ready For EF	1040		\$2,381	

Help Select All Unselect All Continue Exit

Record 1 of 7

Prep: ADMIN DEMO Version: P2.01.02.2018.26 Drive I Windows 10 Pro 03-06-2018

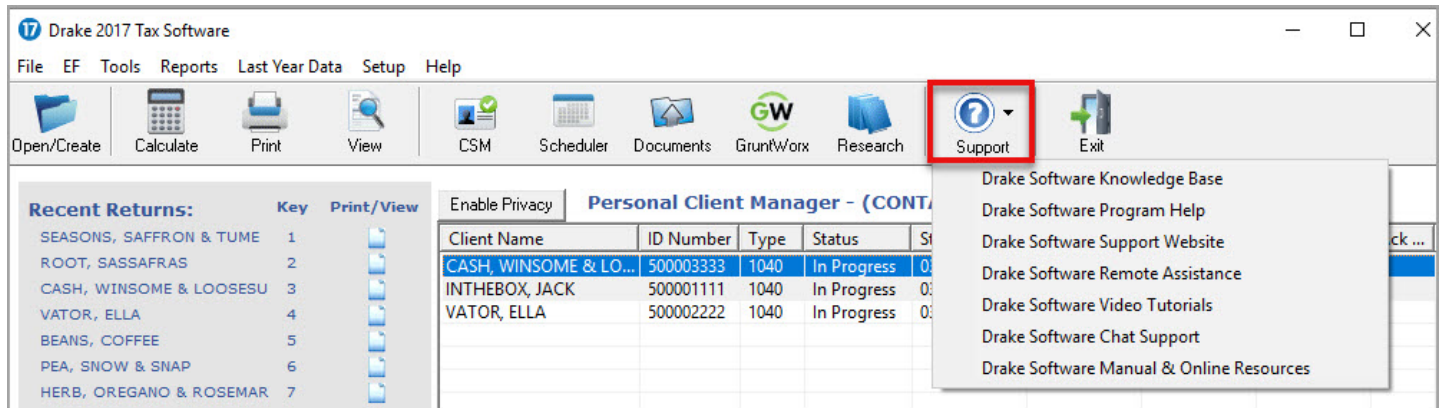
2. **Transmit Returns.** Go to **EF > Transmit/Receive** and click **Send/Receive** to transmit the return and pick up acknowledgements.



To review the transmission details, go to **EF > Search EF Database**. The e-file database is a searchable database that displays information about all returns your office has e-filed for the current tax year. Enter the SSN, ITIN, EIN, or last name and click **Go**. The EF database displays data about the return and the associated bank products, fees, reject codes, and more. Click the tabs to access more information about the return.

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ACCESSING HELP



Drake Software offers a wide range of support resources including a variety of online and program help.

Click the **Support** button from the **Drake Tax** window toolbar to access many resources including:

- **Drake Software Knowledge Base**, an online reference source containing answers to common tax and program questions.
- **Drake Software Program Help**, a searchable "Drake encyclopedia," arranged in "books." The Program Help includes a Search feature, a searchable index, and a Favorites list. Program Help answers many of the most commonly asked questions about the tax program.
- **Drake Software Support Website**, a website with links to all of our online help resources, including the Knowledge Base, Drake ETC and many other helpful webpages.
- **Video Tutorials**, a compendium of more than 200 how-to videos on how to use Drake Tax and related programs.
- **Manual and Online Resources**, a link to Drake Tax manuals, practice returns, IRS pubs, and Drake Software shipment letters, all in PDF format, readable online or available for download.

Thank you for choosing Drake Tax.

We look forward to helping you make next tax season your best ever!