



About Drake

Drake Tax was first marketed in 1977, rapidly growing from a family tax practice into a national brand by providing tax professionals what they need: reliable, affordable software and support.

Located in the beautiful mountains of Western North Carolina, Drake Software employs federal and state programmers, administrative and fulfillment personnel, and customer support staff. Along with our headquarters in Franklin, NC, Drake Software has call centers in Hayesville and Sylva, NC, as well as development and customer service facilities in Antioch, TN and Virginia Beach, VA.

For more information, please call **800.890.9500**.



Headquarters

Franklin, NC



Employees

600+



Business Started

1977



Customers

60,000+



Contents

- 2** Awards
- 3** Support
- 4** Tax Solutions
- 5** GruntWorx
- 6** Tax Diagnostic Tools
- 7** Drake Accounting
- 8** Client Communications
- 9** Drake Portals
- 10** Business Tools
- 11** Drake Software + Right Networks
- 12** Making the Switch
- 13** Keeping You Connected



Additional Services

- 5** **GruntWorx**
Tax automation service that reduces the time spent preparing each return
- 7** **Drake Accounting**
Comprehensive accounting and payroll application that provides multi-location payroll
- 9** **Drake Portals**
Web-based client portal that enables safe file exchange and contactless tax preparation

Awards

Ranked #1

CPA Practice Advisor

2021 Readers' Choice Awards

- Tax Preparation Software
- Tax Planning Systems
- 1099/W-2 Preparation
- Client Portals for Firms
- Document Management and Storage

2020 Review of Drake

5 Stars

NATP

2020 Tax Software Survey

- Overall Satisfaction
- Customer Service
- Federal Tax Law Changes/Updates
- State Tax Law Changes/Updates
- Research Services
- Software Conversion Package
- Technical Support
- Reliability
- Customer Retention

AICPA/The Tax Adviser

2020 Tax Software Survey

- Overall Rating
- Ease of Receiving Technical Support
- Quality of Technical Support
- Ease of Updates and Installation
- Ease of Use
- Handling Transfers of Data Within Returns
- Handling Updates During Tax Season
- Ease of Electronic Filing
- Handling Multistate Business Returns
- Conversion Package
- Most Recommended to New Practices
- Price

CPA Journal

2020 Annual Survey of New York State Practitioners

- Overall Rating
- Customer Support
- Ease of Use
- Availability of Forms
- Accuracy
- Value for Cost



Support



Award
Winning

Drake Software is known for personal and prompt customer service. Even during the height of tax season, customers wait seconds—not minutes—to speak with a customer support representative.

Email - Support@DrakeSoftware.com

Phone - 828.524.8020

Chat - Access within software

Tax Season Support Hours

Mon-Fri 8 am - 10 pm (ET)

Sat 8 am - 6 pm (ET)

Off-Season Support Hours

Mon-Fri 8 am - 9 pm (ET)

Sat 9 am - 5 pm (ET)

Supported Operating Systems

- Windows 8.1, 10
- Windows Server 2012, 2016, 2019

All operating systems are expected to have the latest updates installed.

Network Capabilities

Whether you are an office of one or 100, it's easy to network Drake Tax with a dedicated server or peer-to-peer network.

System Recommendations

Operating System - Windows 10 Pro, 64-bit

Processor - 2.0 GHz or faster multi-core processor

RAM - 4 GB or more

Hard Drive - 2 GB or more of available hard drive space (actual space requirements will vary based on the number of clients you serve), and solid-state hard drives (SSDs) can enhance system performance.

Monitor - Capable of 1920 x 1080 resolution

Internet - High-speed Internet is recommended for optimal software performance.

Printer - Windows GDI (Graphical Device Interface) or HP-compatible laser printer

Browser - Internet Explorer (IE) 11 or Edge must be installed (other browsers such as Chrome and Firefox can be used as the default). Web1040 and DrakeZero do not support IE.

Scanner - TWAIN-compliant scanner (for Drake Documents and GruntWorx)

Microsoft® .NET Framework - Version 4.7 or higher

Minimum System Requirements

The following minimum system requirements will support Drake Tax on most systems. For superior performance, we recommend system upgrades above the stated minimums. Actual requirements will vary based on your system configuration and the features and other programs you install.

Processor - 1 GHz processor

RAM - 1 GB for 32-bit OS and 2 GB for 64-bit OS

Hard Drive - 2 GB of available hard drive space

Optical Drive - CD drive (only required for CD service)

Monitor - Capable of 1024 x 768 screen resolution

Internet - Internet access is required for certain features such as e-file, software updates, online help, and PPR purchases.

Tax Solutions

Productivity

Simple Navigation - Quickly toggle between forms, schedules, and completed returns with clicks or keyboard shortcuts.

Flexible Data Entry - Choose how you enter data, define and lock fields, and determine which screens are accessible.

Import and Transfer Data - Streamline your workflow with time-saving features, such as import for 4562 assets, 8949 transactions, and trial balances using Excel-based templates. Eliminate keystrokes by importing electronic W-2s or exporting K-1 information from entity returns to individual returns.

Go Paperless - With the Drake PDF Printer, you can seamlessly print tax returns to a PDF file, encrypt them with a password, and store those files in the document manager, Drake Documents.

Forms in Spanish - Print numerous taxpayer forms in Spanish, including Forms 1040, 1040-SR, 2350, 4506, 7202, 14039, 14039-B, W-4, W-7, W-9, Schedule 1, Schedule 2, Schedule 3, Schedule 8812, and Schedule EIC.

Data Entry Toolbar - The toolbar is available on all data-entry screens, letting you use an integrated calculator, clear reminder flags, navigate between screens, and more—all without having to leave the current screen.



Drake Tax includes more than 6,000 federal and state forms and schedules:

- 1040/1040-SR
- 1065
- 1118
- 990-PF
- 1040-NR
- 1120/1120-S
- 3115
- All States
- 114 (FinCEN)
- 1120-H
- 706
- 56
- 4720
- 709
- 1041
- 5471
- 990/990-EZ

NEW Pre-CARES Act Fields - Easily serve clients in decoupled states using **Pre-CARES Act** fields on several federal screens, like Net Operating Losses, Qualified Improvement Property depreciation, and Forms 461, 8990, and 8915.

Plan Ahead - Analyze current- and next-year scenarios with the Tax Planner. Quickly compare current- and prior-year returns using federal and state comparison sheets.

Client Organizers - Choose from three different organizers—summary organizers, comprehensive organizers, and blank organizers—that can be generated as a fillable PDF and securely delivered to a client using Drake Portals.

TheTaxBook - Access the tax research product voted #1 for nine years in a row in the CPA Practice Advisor Readers' Choice Awards.

Integrated Billing - Bill by time or form and customize the format of the client's billing statement.

Drake E-Sign

Collect electronic signatures with one of two available options:

Drake E-Sign – In Person - Use an electronic signature pad to digitally sign forms associated with an e-filed return, including the 8879, consent forms, and bank documents.

Drake E-Sign – Online - Gather client signatures remotely with Drake E-Sign – Online. Just send documents via Drake Portals for clients to sign on a mobile device or computer.

Important: To use Drake E-Sign – Online, you need to create a Drake Portals account and purchase E-Sign Events.

★ Drake Documents

Our document manager is a robust information hub for important tax documents, client records, and more. Produce PDF images with the integrated Drake PDF Printer, password-protect your files, preset default descriptions for scanned documents, and watermark documents as *final*, *review*, or *draft*. Here are some other time-saving features that can improve office efficiency:

- Drake Portals integration
- Integrated email launcher
- Links to external files
- Administrative tracking of file activity
- Import/export capabilities
- Customizable cabinets and folders
- Backup utility



Additional Service

GruntWorx®

Do More With Affordable Tax Automation

GruntWorx Organize LITE - Organize client tax documents into a single bookmarked and labeled PDF in a matter of minutes.

GruntWorx Organize - Provide all the features and benefits of Organize LITE with an additional layer of validation to ensure the highest level of accuracy.

NEW GruntWorx Populate LITE - Quickly import information from scanned client tax documents, then self-validate for accuracy with a user-friendly application specifically designed by GruntWorx. **Exclusively available to Drake Software customers this year!**

GruntWorx Populate - Reduce data entry with the import product that is reviewed by US-based GruntWorx validation specialists, who verify that tax data has been accurately extracted from scanned client documents.

GruntWorx Trades - Import data from scanned consolidated brokerage statements directly into Drake Tax, saving you hours of tedious data entry.



Save **TIME**
Increase **EFFICIENCY**
Improve **PRODUCTIVITY**



Award

Document Management and Storage
2021 Readers' Choice Awards

Tax Diagnostic Tools

Data Entry Tools

LookBack - Toggle the data-entry view to show fields that had data in them last year. A simple keystroke toggles the LookBack views, so you can verify prior-year data in even less time.

LinkBacks - Save time by tracking calculated results on the tax return back to the source within data entry.

DoubleCheck - Mark items in any text box, check box, or amount on a tax form as *verified*, *flagged for review*, or *noted for review*, leaving a green check, red flag, or yellow box, respectively. If information pertaining to a verified item changes, DoubleCheck will automatically flip the green check to a red flag.



Analysis

Quick Calculation View - Display return info at a glance from within data entry with a simple keystroke or click. Browse info like return errors, preparer fees, refund or balance due, and e-file eligibility.

Data Review And Analysis - Choose from more than 100 built-in reports or quickly create a custom report in the Report Manager.

★ **Tax Planning** - Quickly compare tax situations for your client. Help your client make sound decisions with scenario reports.

Filing Status Optimization - With a few keystrokes, let Drake calculate and compare whether MFJ or MFS will be better for your client.

Multi-Year Comparison - Review the current-year summary side by side with the prior two years to verify accuracy and identify inconsistencies.



Award

Tax Planning Systems
2021 Readers' Choice Awards

Drake Accounting[®]

★ Comprehensive Accounting Solution

Drake Accounting is comprehensive accounting software that doesn't force you to choose between functionality and user experience.

If you already provide accounting services or have considered providing them to expand your business, see what Drake Accounting has to offer.

System Recommendations

Operating System - Windows 10 Pro, 64-bit

Processor - 2.0 GHz or faster multi-core processor (Intel Core i5 or equivalent)

RAM - 8 GB or more

Hard Drive - 2 GB or more of available hard drive space plus 10-20 MB per client is recommended; a solid-state hard drive (SSD) can enhance system performance. (Actual space requirements will vary based on the type and number of clients you serve.)

Monitor - Capable of 1920 x 1080 resolution

Internet - Internet access is required for certain features, such as e-file and software updates; high-speed Internet is recommended for optimal software performance.

Printer - Laser printer (required if submitting printed forms to the Social Security Administration)

Browser - Internet Explorer 11 or Edge browser must be installed (other browsers such as Chrome and Firefox can be installed and used as the default)

New for 2021

Productivity

- Client Health screen with visual reports
- Report sets for batch printing
- Letter templates and report customization
- Support for peer-to-peer network setup

Payables Module

- Ability to print blank checks
- Batch payments

Receivables Module

- Bank Deposit screen
- Batch payments

Payroll

- GL profiles by location
- Courtesy withholding for Ohio
- Sick/Vacation rework
- Multi-Tier 401(k)

Accounting Module

- Scheduled transactions

Awards

1099/W-2 Preparation
2021 Readers' Choice Awards

Client Communications

★ Document Manager

Drake Documents serves as the efficient communications hub of Drake Tax. From here, you can create, store, and access important forms and tax documents that can be sent directly to clients via email or a secure portal. Drake Portals integration opens up a new way to “meet” your clients where they are, whether they prefer a virtual engagement or are otherwise unable to visit your office.

Integrate Your Email Account

Use third-party email accounts from directly within Drake Tax, so you can communicate with clients without having to exit the software. Set up user tiers—admin, office, and preparer—to maintain the workflow and security that works best for your office.

Customizable Letters & Billing

The integrated communications suite makes it easy to keep in touch with clients. Select one of our customizable letter templates, like pre-season, post-season, and result letters, or create something completely original. Drake lets you tailor the message to match the specific client situation.

Organizers

Tax data organizers save time during tax season. Drake’s organizers are completely customizable, including a breakdown of what can be added and removed, and details for each item—you can even change the checklist and questionnaire to fit the specific needs of your clients.

Drake Portals includes a customizable organizer email notification containing instructions for logging into Drake Portals and accessing the organizer download.

Drake Portals subscribers can collect information from clients using secure web-based questionnaires—and all of that information can be imported into Drake Tax.



Award

Document Management and Storage
2021 Readers’ Choice Awards

Additional Service

★ Drake Portals

Get your own piece of the cloud for safe and convenient client file transfer. Send and receive client documents on your own secure site, anytime, anywhere.

Drake Portals is seamlessly integrated with Drake Tax, making the transition to secure online file transfer simple. The subscription includes a unique URL, brandable website, and fully customizable email templates.

Drake Portals offers a mobile-friendly Web interface that makes it easier to serve your tax clients who can't make it into the office. Here are just a few ways that Drake Portals facilitates tax preparation:

- Send and receive instant messages
- Send prior-year return summary
- Gather tax information
- Collect remote signatures
- Receive payment

Your clients are used to doing almost everything—from streaming videos to paying bills—on their mobile device. With Drake Portals, you can make tax preparation even more convenient.

Award

Client Portals

2021 Readers' Choice Awards

Drake Portals



Anytime, anywhere

Your office and clients can upload or download files at any time from any device with Internet access.



Cloud backup

Secure cloud storage lets you back up important Drake files off-site.



Receive files from your client

Accelerate the return process by letting clients upload documents to your branded Drake Portals site.



Send files to your client

Upload finished tax returns and other important documents for clients to securely download at their convenience.

Business Tools

Preparer Security

Administrator Features - Control access and choose security settings on an individual or group basis.

Multi-Factor Authentication - Secure your Drake Tax account with a supported third-party multi-factor authentication service.

Track Workflow

Client Status Manager (CSM) - Organize and prioritize the day:

- View, search, and filter your client list
- Manage productivity with preparer tracking and reporting
- Track return details, from preparer efficiency to billing revenue
- Assign colors to return statuses to easily see your daily workload at a glance

Stay On Schedule

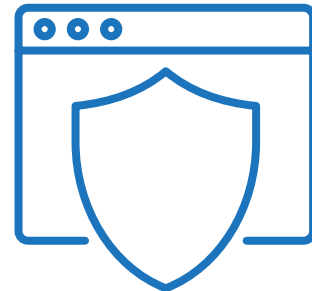
Appointment Scheduler - Schedule client appointments, send email reminders, and manage employee schedules. Color-coded appointments and the ability to synchronize with outside calendars make managing client appointments easier than ever.

Real-Time Web Reports

Track your e-filed returns with the online EF database reporting site.

Fee Collection

Accept credit and debit card payments directly in Drake Tax by enrolling with our merchant-account provider, EPS. The fully integrated Drake E-Sign feature makes accepting client signatures for payments and returns easy. And with Drake Accounting, you can set up direct deposit for clients in the Accounts Payable module.



DrakeSoftware® + Right Networks®

Cloud-Based Hosting

Host your Drake Software applications in the cloud. We have partnered with Right Networks to provide a world-class cloud hosting experience and give you the flexibility to run your business from anywhere. Using industry-leading security processes and 90-day nightly rolling backups, Right Networks ensures you can safely and reliably access your files and applications when you need them.

In addition to Drake products, other best-in-class applications are available for purchase in the Right Networks ecosystem.



Flexibility

Accessible from anywhere, anytime



Performance

Latest hardware and software



Security

Monitoring and industry-standard encryption



Support

Award-winning customer service

Making the Switch


Conversions

We make it simple to convert prior-year client files from your previous software into Drake Tax.

For more information, visit DrakeSoftware.com/Products/Conversions.

Current Data Conversions

ATX™	→	1040, 1041, 1065, 1120, 1120-S
Crosslink®	→	1040
Lacerte®	→	1040, 1041, 1065, 1120, 1120-S
ProSeries®	→	1040, 1041, 1065, 1120, 1120-S
ProSystem FX®	→	1040, 1041, 1065, 1120, 1120-S
TaxAct®	→	1040
TaxSlayer Pro®	→	1040
TaxWise®	→	1040, 1041, 1065, 1120, 1120-S
TurboTax®	→	1040
UltraTax®	→	1040, 1041, 1065, 1120, 1120-S

 For Classroom Training and Drake Update School dates and information, visit DrakeSoftware.com/Training or email us at Education@DrakeSoftware.com.

In-Person Training

Classroom Training - We want to make sure that you know how to use our products. To help, we offer classroom-style training sessions on both our Drake Tax and Drake Accounting programs. Choose from a variety of locations,* or attend a webcast. Drake instructors will guide you through courses designed to ensure your success.

Drake Update Schools - Learn about the latest changes in tax laws and regulations and see what's new in Drake Tax by attending a one-day update school event offered at various locations around the country* and via webcast on DrakeSoftware.com/Training.

* In-person event availability could be limited due to COVID-19.



Practice Returns



Tax Courses



Webinars



Tutorials

Online Training & Resources

e-Training Center - Provide software training and continuing education opportunities for your entire office with the tax courses, webinars, tutorials, and practice returns at **DrakeETC.com**.

Knowledge Base - Read solutions submitted by clients, programmers, support personnel, the IRS, and state tax agencies any time of day by searching our 24/7 support database at **KB.DrakeSoftware.com**.

Passport to Success - Follow our guided itinerary of important pre-tax season and software topics that keeps track of your progress at **Support.DrakeSoftware.com**.

Videos - Watch tutorials covering software setup, data entry, additional products, and more at **DrakeSoftware.com/Videos**.

Webcasts - Can't join us for a live class? Live webcasts are available for both Drake Update Schools and Classroom Training at **DrakeSoftware.com/Training**.

Keeping You Connected

DrakeCPE®

DrakeCPE.com is an online resource for continuing education. Choose the format that best suits your learning style and schedule: self-study courses, live webinars, or on-demand webinars.

Taxing Subjects®

Read the latest tax news, download tax-prep resources, and see what your peers are up to on Taxing Subjects, Drake Software's tax blog. Whether you want to find IRS tax tips or download the newest desk reference guide, **DrakeSoftware.com/Blog** will help you get ready for tax season.

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