Welcome

About Drake

Drake Software was founded in 1977, rapidly growing from a family tax practice into a national brand by providing tax professionals with reliable, affordable software solutions and prompt, friendly service and support.

Located in the beautiful mountains of Western North Carolina, Drake Software employs tax experts, engineers, developers, cyber security professionals, educators, marketers, sales consultants, administrative and fulfillment personnel, and customer support representatives.

Along with our headquarters in Franklin, NC, Drake Software has call centers in Hayesville, Sylva, and Waynesville, NC, and development and customer service facilities in Greenville, SC, Antioch, TN, and Virginia Beach, VA.

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

Founded: 1977

Headquarters: Franklin, NC

Employees: 600+

Customers: 69,000+

45 YEARS

Contents

Additional Services

DrakeSoftware®   **Professional Tax Solutions**

Customer Ratings

Drake Earns Highest Rating in 26 Categories from Four Industry Surveys!

CPA Practice Advisor

2022 Readers' Choice Awards

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

NATP

2021 Tax Software Survey

- Customer Service
- Federal Tax Law Changes/Updates
- State Tax Law Changes/Updates
- Software Conversion Package
- Technical Support
- Reliability of Software
- Customer Retention

AICPA/The Tax Adviser

2021 Tax Software Survey

- Overall Rating
- Ease of Update/Installation
- Ease of Use
- Handling Updates During Tax Season
- Ease of e-Filing
- Conversion Package
- Ease of Receiving Technical Support
- Quality of Technical Support
- Handling Retroactive Tax Law Changes During Tax Season

CPA Journal

2021 Annual Survey of NY State Practitioners

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

Trustpilot

Based on 140+ Reviews

DrakeSoftware®

Professional Tax Solutions

Award-Winning Support

Drake Software is known for personal and prompt customer service. Even during the height of tax season, customers are quickly connected to 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 10 / 11
• Windows Server 2012 / 2016 / 2019 / 2022

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 or 11 Professional, 64-bit
Processor - 2.5 GHz or faster multi-core processor (Intel Core i5 or equivalent)
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.
Scanner - TWAIN-compliant scanner (for Drake Documents and GruntWorx)

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.

Operating System - Windows 10
Processor - 1.0 GHz processor (Intel Core i3 or equivalent); ARM processors are not supported
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.
Printer - Windows GDI (Graphical Device Interface) or HP-compatible laser printer
Browser - Edge must be installed (other browsers such as Chrome and Firefox can be used as the default). DrakeZero does not support IE.
Microsoft® .NET Framework - Version 4.7 or higher
Microsoft® .NET 6 Desktop Runtime

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.

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.

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

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.

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

• 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	

You Have Options

Drake knows that every tax practice has unique needs, which is why we give you purchasing options.

Choose the Drake Tax package that best suits your business, whether you prefer to pay as you go or need unlimited returns.

Ready to learn more?
Call our sales team at **800.890.9500**.

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 by sending documents to clients via Drake Portals on a mobile device or computer.

To offer your clients the flexibility of remote signing, purchase E-Sign Events through your Drake Portals account (sold separately).

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

Document Management and Storage
2022 Readers' Choice Awards

Automation

Grunt**Worx**®

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.

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.

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 Details - Extract and import all trade line item details from scanned consolidated brokerage statements directly into Drake Tax, saving hours of data entry.

GruntWorx Trades Summary - Generate category totals from scanned documents containing trades information, so your clients can see at a glance their investment activity for the tax year.

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 view, 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.

Tax Planning Systems
2022 Readers' Choice Awards

DrakeSoftware®   **Professional Tax Solutions**

Accounting & Payroll

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 or 11 Professional, 64-bit
Processor - 2.5 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 - Edge browser must be installed (other browsers such as Chrome and Firefox can be installed and used as the default)
Microsoft® .NET Framework - Version 4.8 or higher

1099/W-2 Preparation
2022 Readers' Choice Awards

New for 2022

Bank Reconcilitation

- Bulk delete
- Full bank reconciliation delete
- Finalized bank reconciliations

Reports

- Report options can now be saved per client, per user, and per report
- Images can now be added to invoices in Receivables
- New reports
  - Chart of Accounts Prior Year Compare

Check Designs

- Images can be added to new check designs

e-Filing

- A link appears at the bottom of the navigation tree when pending acks are available for 94x
- NC server-to-server
  - In Q4 2021 and 2022 there is now no need to contact us to be allow listed to access the free direct upload of North Carolina 1099-MISC, 1099-NEC, 1099-R, W-2 and NC-3

Patching/Updating

- Automatic updates at night when patches are available (optional)

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, as well as 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.

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

Document Management and Storage
2022 Readers' Choice Awards

Client Portals

Drake Portals

Web-Based Client Portal

Get your 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 on a mobile device, from streaming videos to paying bills. With Drake Portals, you can make tax preparation even more convenient.

Client Portals
2022 Readers' Choice Awards

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
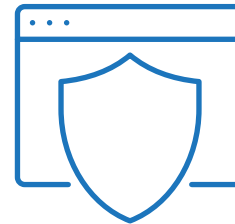
Stay On Schedule

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 online reporting through your Drake User Account on Support.DrakeSoftware.com.

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.

Cloud-Based Hosting

DrakeSoftware **+ Right Netw>rks**®

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

Onboarding & Training

Our dedicated team will provide you with training resources carefully designed to ensure a smooth transition to Drake. Count on us to guide you through onboarding with live webcasts, training videos, conversion guidance, and interactive, virtual Q&A sessions.

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

★ *Conversion Package*
2021 Tax Software Survey - AICPA/The Tax Adviser
2021 Tax Software Survey - NATP

Training Events

We want to make sure you become proficient with our software products in addition to being prepared for tax season. To help you achieve these goals, we offer virtual and in-person training events with expert instructors. CPE is available.

Classroom Training - To help you master Drake Software, we offer a variety of training sessions on all of our products. Join us for an in-person session or for a convenient and interactive webcast - either way, Drake instructors will guide you through courses designed to ensure your success.

Annual Fall Events - To help you prepare for tax season, we host in-person user events and virtual update schools. These events provide you the opportunity to hear from Drake Software and industry experts, learn about the latest changes to tax laws and regulations, see what's new in Drake Tax, and more.

For training and fall event schedules, visit **DrakeSoftware.com/Training** or email us at **Education@DrakeSoftware.com**.

Practice Returns   **Tax Courses**   **Webinars**   **Tutorials**

Drake Software®   **Professional Tax Solutions**

Online Training & Resources

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 **Support.DrakeSoftware.com**.

Practice Returns - Practice return scenarios provide hands-on training in Drake Tax data entry and e-filing at **Support.DrakeSoftware.com**.

On-Demand Webinars - Learn the ins and outs of Drake when it's convenient for you with the Drake 101 series webinars on **Support.DrakeSoftware.com**.

Webcasts - Can't join us for an in-person class? Live webcasts are available for Classroom Training, Update Schools, and other user events 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.

DrakeSoftware®

Professional Tax Solutions