

Filing Season Reminder

March 2, 2007

*This reminder applies to sites that **do not** use TaxWise On-line. TaxWise is a copyrighted software program owned by Universal Tax Systems, Inc.*

*Please distribute Filing Season Reminders to **all non-AARP** volunteers preparing or reviewing tax returns at volunteer tax assistance sites.*

Don't Forget to Back-up your Data!

Volunteer sites using TaxWise® software to electronically prepare returns should back-up return data daily.

It is very important that you do a full back-up at the end of every work day. This is your protection in case your system crashes or if, for whatever reason, data is lost. If your site has multiple stand-alone computers, you will want to perform a full back-up on the main transmitting computer as well as each non-networked computer.

Volunteer sites must perform either Regular or Advanced Back-ups. Do not use the "Transferring IRS/RAL Files to Transmitting PC" option. This option does not copy the return file.

Before transmitting any returns, match the list of returns to be transmitted to their signature documents, Form 8453, *U.S. Individual Income Tax Declaration for an IRS e-file Return*, or Form 8879, *IRS e-file Signature Authorization*.

NOTE: Make sure the returns contained in the transmittal file are the returns you want to send and that the information listed matches the information on the signature documents. Following these procedures will ensure no return is transmitted to IRS in error.

Thank you for your continued support of the volunteer program!

Need Help?

- For instructions on performing regular or advanced back-ups, or for transmitting returns, refer to TaxWise help, F1
- For instructions on performing data back-ups, refer to TaxWise User Manual, Chapter 15, page 271.
- For instructions on transmitting returns with TaxWise, refer to the TaxWise User Manual, Chapter 8, page 171.
- See also Publication 3189, *Volunteer e-file Administrator Guide*, pages 52 and 56.