

THOMSON REUTERS®

**LETTERS AND FILING INSTRUCTIONS USER
GUIDE**

FOR TAX YEAR 2021

Last Updated: October 19, 2021

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CHAPTER 1: SELECTING OPTIONS IN THE TAX ORGANIZER

For letters and filing instructions, you are able to make selections and inputs on a return by return basis. In order to do so:

1. Open a return and navigate to the **Letters & Filing Instructions** folder.
2. To enable the new letters and filing instructions to print, go to **General Options** and select which letters you wish to print.

Selections:

- [1040 Returns \(page 2\)](#)
- [1041 Returns \(page 3\)](#)
- [1065 Returns \(page 4\)](#)
- [1120 Returns \(page 5\)](#)
- [5500 Returns \(page 7\)](#)
- [990 Returns \(page 6\)](#)
- [706 Returns \(page 8\)](#)
- [709 Returns \(page 9\)](#)

1040 RETURNS

Organizer > Letters and Filing Instructions > General Options

Organizer | Tax Forms Collapse All

New Features
QuickTrack
QuickForm
General Information
E-file
Source Documents (W-2, 1099s, 1098)
Income
Gains and Losses
Adjustments to Income
Itemized Deductions
Taxes
Credits
Payments and Extensions
Estimate and Extension Package
Estimates and Penalties
Letters and Filing Instructions
General Options
Letter Options
Filing Instruction Options
Comparison and Reconciliation
Carryovers, Footnotes, Invoicing
Federal Tax Elections
Informational Forms
Foreign Information

The option below, set in tax defaults by your firm administrator, can be overridden on this screen.

SELECT WHICH LETTERS YOU WISH TO PRINT

Transmittal Letter and Filing Instructions
 Transmittal Letter Only - No Filing Instructions
 Filing Instructions Only - No Transmittal Letter
 Suppress All Letters

GENERATE BILLING STATEMENT
Billing Statement

GENERATE QUARTERLY REMINDER
Quarterly Reminder

VERIFY AUTO SELECTED SERVICE CENTER

Auto Selected Center A State Postal code is required to enable letters and enable the automated Service Center selection (Unless you selected APO/DPO/FPO Address or Foreign Address as the address type).

WE SELECTED THE SERVICE CENTER ABOVE BASED ON THE TAXPAYER INFORMATION SHOWN BELOW

State (No) A state postal code is mandatory to automatically generate all service centers except for Austin International.

Type of Address US Address If you must file at the Austin International Service Center select APO, DPO, FPO Address or Foreign Address as the address type.

Form W-7 is attached to this return. (If this option is selected, the Austin, TX address will print on the filing instructions.)

IRS SERVICE CENTER (OVERRIDE)

Automatic Generation Use this drop down to override our automatic selection of a service center. ?

USE PHYSICAL MAILING ADDRESS

Check here to use the physical mailing addresses for the IRS service center campuses.

Figure 1:1

1041 RETURNS

Organizer > Letters and Filing Instructions > General Options

Organizer | Tax Forms Collapse All

New Features

QuickTrack

QuickForm

General Information

E-file

Source Documents (1099s)

Income

Gains and Losses

Deductions

Beneficiary Info (1041)

Taxes

Credits

Payments and Extensions

Estimates and Penalties

Reconciliation

Carryover, Footnotes, and Invoicing

Informational Forms

Letters and Filing Instructions

General Options

Letter Options

Filing Instruction Options

The option below, set in tax defaults by your firm administrator, can be overridden on this screen.

SELECT WHICH LETTERS YOU WISH TO PRINT

Transmittal Letter and Filing Instructions
 Transmittal Letter only - No Filing Instructions
 K- 1 Transmittal Letter Only
 Filing Instruction Only - No Transmittal Letter
 Suppress All Letters (Default)

GENERATE BILLING STATEMENT

Billing Statement

VERIFY AUTO SELECTED SERVICE CENTER

Auto Selected Center

A state postal code is required to enable letters and enable the automated Service Center selection.

WE SELECTED THE SERVICE CENTER ABOVE BASED ON THE TAXPAYER INFORMATION SHOWN BELOW

State

(None selected) A state postal code is mandatory to automatically generate all service centers.

1041 IRS SERVICE CENTER (OVERRIDE)

Automatic Generate Use this drop down to override our automatic selection of a service center.

USE PHYSICAL MAILING ADDRESS FOR 1041

Philadelphia - Physical Address for Expatriates

Figure 1:2

1065 RETURNS

Organizer > Letters and Filing Instructions > General Options

Organizer
Tax Forms
Collapse All ☐

- New Features
- QuickTrack
- QuickForm
- Partner Allocations Disabled
- ▶ General Information
- ▶ Federal E-file
- ▶ Federal E-file Extension
- ▶ Partner Information
- Amended Return
- ▶ Ordinary Income and Deductions
- ▶ Sch K
- ▶ Activity Information
- ▶ Gains and Losses
- ▶ Credits
- ▶ Balance Sheet and Reconciliation
- ▶ **Letters and Filing Instructions**
 - General Options
 - Letters Options**
 - Filing Instruction Options
 - Partner Letter Options

SELECT WHICH LETTERS YOU WISH TO PRINT (MANDATORY)

Separate Transmittal Letter and Filing Instructions
 Transmittal Letter Only - No Filing Instructions
 Filing Instructions Only - No Transmittal Letter
 Filing Instructions and Partner Letters Only
 Partner Letters Only
 Suppress All Letters

GENERATE BILLING STATEMENT QuickTrack

Billing Statement

VERIFY AUTO SELECTED SERVICE CENTER

Auto Selected Center A state or U.S. possession postal code is required to enable letters and enable the automated Service Center selection. The Ogden, UT Service Center post office box is automatically selected for Foreign Country

YOUR SERVICE CENTER WILL BE GENERATED BASED ON THE PARTNERSHIP'S INFORMATION SHOWN BELOW

State A state or U.S. possession postal code is mandatory to automatically generate all service centers. No code is required for Foreign Country.

PREPARER OPTIONS

[Preparer Options](#) Launch Preparer Letters and Filing Instructions Options

Figure 1:3

1120 RETURNS

Organizer > Letters and Filing Instructions > General Options

Organizer | Tax Forms Collapse All

New Features
QuickTrack
QuickForm

- ▶ General Information
- ▶ Federal E-file
- ▶ Federal E-file Extension
- ▶ Amended Return
- ▶ Income and Deductions
- ▶ Gains and Losses
- ▶ Taxes
- ▶ Credits
- ▶ Payments and Extension
- ▶ Estimates and Penalties
- ▶ Balance Sheet/M1-M2 -M3
- ▶ **Letters and Filing Instructions**
 - General Options**
 - Letters Options
 - Filing Instruction Options
 - Shareholder Letters

Enable Federal electronic filing for this return

Note: To allow for regular filing instructions to print rather than electronic filing instructions, uncheck this box. This is necessary when the return has been marked to efile in the previous year but efilng for the current year has not yet been released.

SELECT WHICH LETTERS YOU WISH TO PRINT (MANDATORY)

Separate Transmittal Letter and Filing Instructions
 Transmittal Letter Only - No Filing Instructions
 Filing Instructions Only - No Transmittal Letter
 Suppress All Letters (Default)

GENERATE BILLING STATEMENT

[Billing Statement](#)

VERIFY AUTO SELECTED SERVICE CENTER

Auto Selected Center

Ogden, UT A State Postal Code is required (unless you checked the Foreign Country or Possession tax credit) to enable the automated Service Center selection.

TTA SELECTED THE SERVICE CENTER BASED ON TAXPAYER INFORMATION SHOWN BELOW

A state postal code is mandatory to automatically generate all service centers except for Ogden International.
 Zip code as entered.

Check this box if this is a Corporation with its principal place of business outside the United States or claiming a possession tax credit (Sec-936 and 30A). Ogden will be selected as the IRS Service Center.

Figure 1:4

990 RETURNS

Organizer > Letters and Filing Instructions > General Options

Organizer | Tax Forms Collapse All

New Features
QuickTrack
QuickForm

General Information
E-file
Form 990
Form 990EZ
Form 990-PF
Form 990-T
Gains and Losses
General Depreciation
Rent and Royalty
Estimates
Extensions and Penalties
Excise Taxes
Foreign Information
Federal Tax Elections
Footnotes, Invoicing and Power of Attor

Letters and Filing Instructions
General Options
Letters Options
Filing Instruction Options

The option below, set in tax defaults by your firm administrator, can be overridden on this screen.

SELECT WHICH LETTERS YOU WISH TO PRINT

Transmittal Letter and Filing Instructions
 Transmittal Letter only - No Filing Instructions
 Filing Instructions Only - No Transmittal Letter
 Suppress All Letters (Default)

GENERATE BILLING STATEMENT

[Billing Statement](#)

ELECTRONIC FUNDS WITHDRAWAL E-FILING ALLOW OPTION LINKS

[Return](#) [990PF Extension](#) [990T Extension](#)

EFTPS LINKS

[EFTPS](#)

990 IRS SERVICE CENTER (OVERRIDE)

Note: We will automatically select the service center based on the taxpayer's state
Auto Selected Center (Currently there is only one IRS Center that Handles all 990 returns.)
 Address for organization/agency located in a foreign country or U.S. possession
(It will replace the filing address for Federal 990, 990EZ and 990PF)

GENERAL PREFERENCES (APPLIES TO LETTERS AND FILING INSTRUCTIONS)

Print preparer's telephone number in the heading of the letters

Figure 1:5

5500 RETURNS

Organizer > Letters and Filing Instructions > General Options

Organizer | **Tax Form** Collapse All ☐

New Features
QuickTrack

▼ **General Information**

Basic Return Information

 Return and Print Options

 Paid Preparer Information

 ▶ **Tax Defaults**

 ▶ **E-file**

 ▶ **5500 Series**

 ▶ **Extension**

 ▶ **Footnotes and Invoicing**

▼ **Letters and Filing Instructions**

 General Options

 Letter Options

 Filing Instruction Options

The options below, set in tax defaults by your firm administrator, can be overridden on this screen.

SELECT WHICH LETTERS YOU WISH TO PRINT (MANDATORY)

Transmittal Letter and Filing Instructions
 Transmittal Letter Only - No Filing Instructions
 Filing Instructions Only - No Transmittal Letter
 Suppress All Letters

Note: Select extension filing instruction options in the Extension organizer.

PREFERENCES

Print preparer's telephone number in the heading of the letters

PLEASE NOTE

FILE WITH DOL

Form 5500/5500-SF: E-file only

FILE WITH IRS

Form 5500-EZ: Paper file only with IRS
 Form 8955-SSA: File with IRS. Check filing requirements to choose E-file or paper file
 Form 5558: Paper file only with IRS.

Figure 1:6

706 RETURNS

Organizer > Letters and Filing Instructions > General Options

Organizer | Tax Forms Collapse All

What's New
QuickTrack
▶ General Information
▶ DSUE/Portability
▶ Schedules
▶ Form 706-NA
▶ Tax Computation
▶ Supplemental Information
▶ Power of Attorney
Extension
Change of Address
▶ Letters and Filing Instructions
 General Options
 Letters Options
 Filing Instruction Options

The option below set in tax defaults by your firm administrator can be overridden on this screen

SELECT WHICH LETTERS YOU WISH TO PRINT (MANDATORY)

- Transmittal Letter and Filing Instructions
- Transmittal Letter Only - No Filing Instructions
- Filing Instructions Only - No Transmittal Letter
- Suppress All Letters

Figure 1:7

709 RETURNS

Organizer > Letters and Filing Instructions > General Options

Organizer | Tax Forms Collapse All

New Features

QuickTrack

General Information

Tax Computation

List of Gift Recipients

List of Gifts

Gifts made by spouse

Prior Period Gifts

DSUE Amount

Generation-Skipping Computation

Spousal Transfer

Letters and Filing Instructions

General Options

Letters Options

Filing Instruction Options

The option below set in tax defaults by your firm administrator can be overridden on this screen

SELECT WHICH LETTERS YOU WISH TO PRINT (MANDATORY)

Transmittal Letter and Filing Instructions
 Transmittal Letter Only - No Filing Instructions
 Filing Instructions Only - No Transmittal Letter
 Suppress All Letters

GENERATE BILLING STATEMENT

[Billing Statement](#)

VERIFY AUTO SELECTED SERVICE CENTER

Auto Selected Center

Using a private delivery service

A State Postal Code is required to enable letters and enable the automated Service Center selection. Unless you have selected APO/FPO Address, Foreign Address or private delivery service, Cincinnati OHIO is the Service Center for every state.

GENERAL PREFERENCES (APPLIES TO LETTERS AND FILING INSTRUCTIONS)

Print preparer's telephone number in the heading of the letters.....

Figure 1:8

CHAPTER 2: CUSTOMIZING LETTERS AND FILING INSTRUCTIONS

There are two ways to customize your letter or filing instruction for a given return.

OPTIONAL PARAGRAPHS

Optional Paragraphs allow you to select to include or exclude them from the print. Some optional paragraphs have conditions around them that will cause them to only trigger if those conditions exist in a given return.

For example, the IRA section in 1040 is an **Optional Paragraph**, but simply checking to include it will not make the content print. The return also has to have IRA information entered in to it to trigger the print.

Conversely, if a return does have IRA information entered in it, but you chose to exclude the **Optional Paragraph** related to IRA, it will not print.

Optional Paragraph selections will roll over from year to year, so that the selections made in a 2020 return will be in effect for the 2021 return.

PREPARER SECTIONS

The second level of customization you may have available is a **Preparer Section**. An administrator in your firm who has rights to Letters and Filing Instructions can set up a section that will allow you to type any content you wish to include in the printed letter or filing instruction for that return. Any text you enter in this area will be saved with the return and printed each time you print (unless you go remove the text from the section).

There are three types of **Preparer Sections**:

- Default Preparer Sections
- State Specific Preparer Sections
- Advanced Preparer Sections

Text you type in to a **Default Preparer Section** or **Advanced Preparer Section** will print for all states on that return. Text you type in to a **State Specific Preparer Section** will print for that state on that return instead of the text in the **Default Preparer Section**. Only one Preparer Section per State per return can be created.

Preparer section content will roll over from year to year, so that text entered in a **Preparer Section** in 2020 will also be there in 2021. You must go to 2021 and remove it from the locator if you do not wish to have it print in the 2021 letter or filing instruction.

To access the **Preparer Options** screens for all return types, click the **Preparer Options** button that is located at the top of the **Letter Options** screen and also at the top of the **Filing Instruction Options** screen.

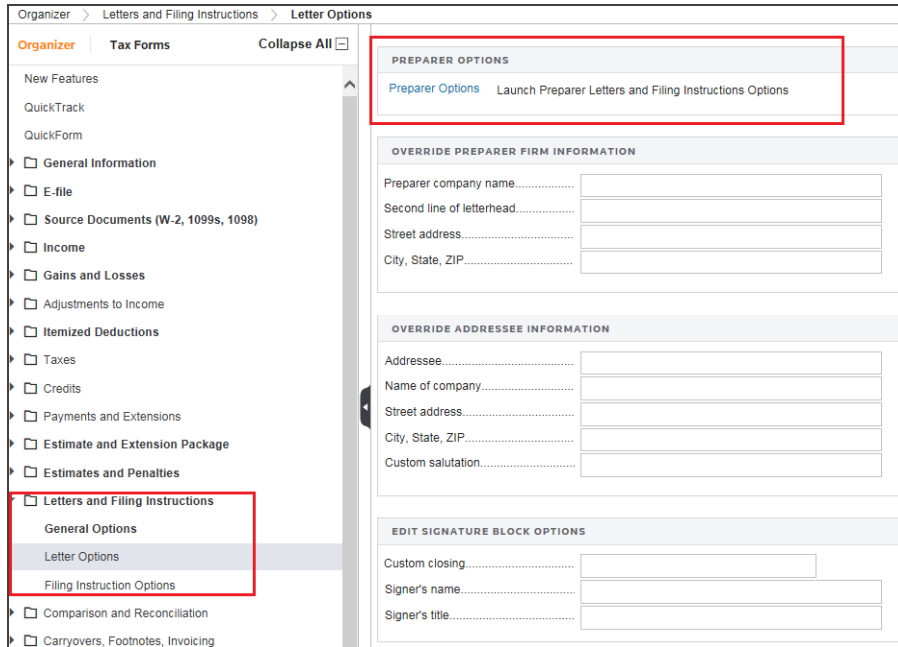


Figure 2:1

Once you click to launch the **Preparer Options** screen, a window will open showing you all that is available for your selection and input.

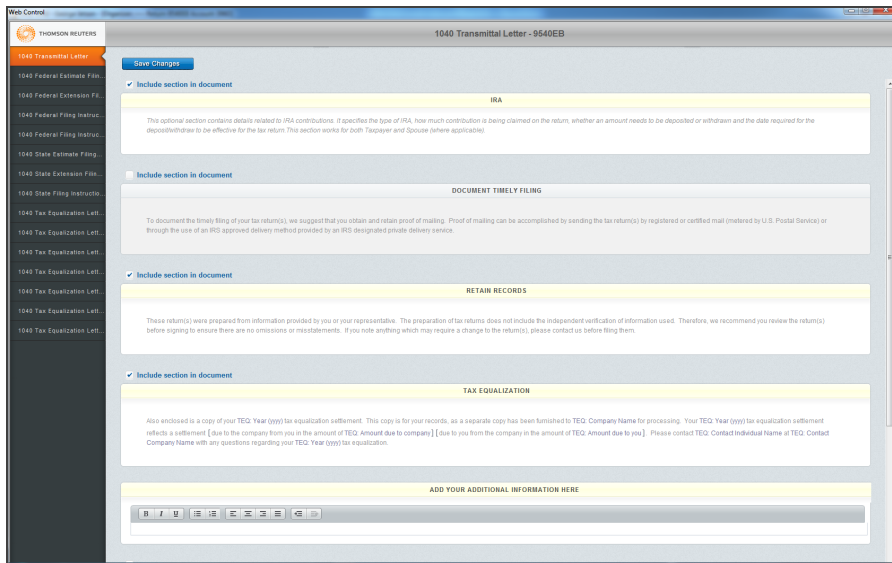


Figure 2:2

You will notice the various letters and filing instructions listed down the left – this list shows all letters and filing instructions, in the system, where there are options or input available.

For **Optional Paragraphs**, you will be able to check or uncheck the box to include/exclude that content in your printed letter. The screen below shows both an included and an excluded optional paragraph. Your selections will be saved with the return so that you do not have to continually make those selections.

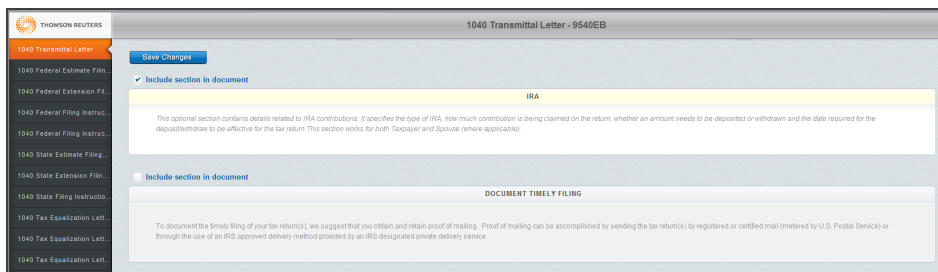


Figure 2:3

Be sure to click **Save Changes** before navigating away from the screen.

Clicking the title of the filing instruction or letter at the left will change to another set of **Optional Paragraphs**.

If there is a **Preparer Section** available for you, you will see it in any place on the screen, and you may see more than one. The key for a **Preparer Section** is the blank area you can type in, under the **Section** header/title.

The space will expand as you type more text and it will word wrap.

The original **Preparer Section** that displays is considered the **Default Preparer Section** and has **All States** shown on the tool bar. Any text entered in this Section will be in the Filing Instructions for each State on this return that does not have a **State Specific Preparer Section**.

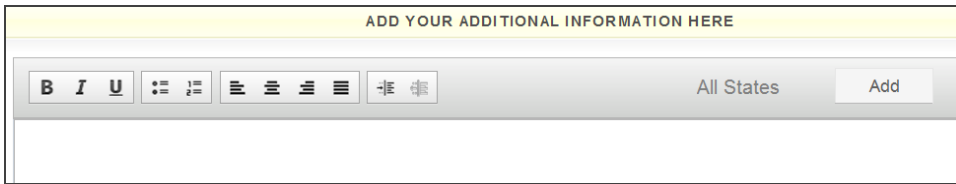


Figure 2:4

When you click the **Add** button, you will be presented with a list of states to select from. After the state is selected, a **Preparer Section** specific to that state will be displayed directly below the **Default Preparer Section**.

As shown below, a **Preparer Section** has been added for 1120 Alabama. Any text entered in this Section will be on the 1120 Alabama Filing Instructions for this return instead of the text entered in the **Default Preparer Section**.



Figure 2:5

You are also able to do the following in a **Preparer Section**:

- apply font formatting (bold, italic, underline) (in **red**)
- change the justification of the text (in **blue**)
- create a bulleted or numbered list (in **green**)
- change indentation on the text (in **purple**).

If your administrator has allowed an **Advanced Preparer Section**, any text entered in this section will be in the filing instructions for each state in the return. You cannot apply changes to a specific state like you can with the **Default Preparer Section**.

The **Advanced Preparer Section** allows you to enter and edit text like the **Default Preparer Section**, but provides additional features that the **Default Preparer Section** does not.



Figure 2:6

In addition to the formatting options available to the **Default Preparer Section**, you can do the following in an **Advanced Preparer Section**:

- insert tables (in **green**)
- insert field references (in **blue**)
- insert conditions to control print (in **red**).

Any text you enter in a **Preparer Section** will save with the return and print each time you print the Letters and Filing Instructions. Be sure to click the **Save Changes** button before navigating away from the screen so that your text will be saved.

The last step for letters and filing instructions, at the preparer level, is to print the documents. By clicking **Print** or **Print Preview**, you will see your transmittal letter and your filing instructions.

The transmittal letter will now reflect what is being printed, instead of what is activated in the return. For example, if you choose to print only the Alabama and Pennsylvania returns, a transmittal letter will print and the forms listing will show only the Alabama and Pennsylvania forms.

CHAPTER 3: CUSTOMIZING THE FORMS LISTING

You are able to customize the Forms Listing on the transmittal letter for a given return. To do this, open the **Preparer Options** screen and click the **Edit Forms Listing** button.

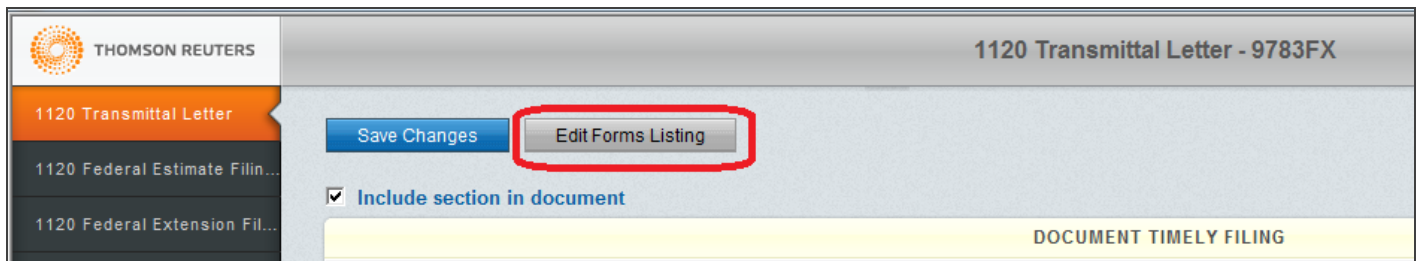


Figure 3:1

In the dialog that opens, you can insert a form into the Forms Listing, delete a form from the Forms Listing, and rename a form in the Forms Listing.

1. Click the **Add** button on the **Edit Forms Listing** dialog.

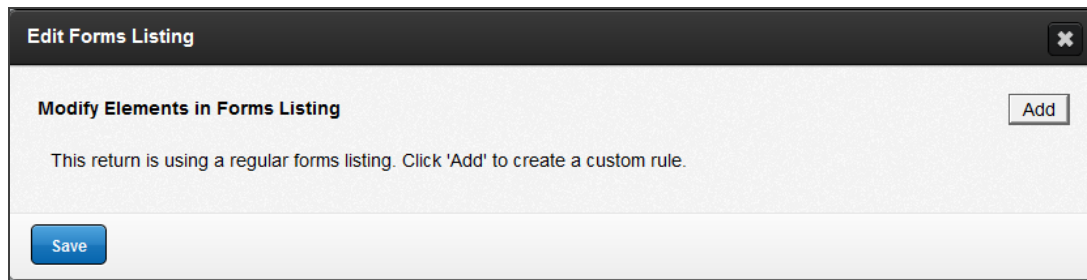
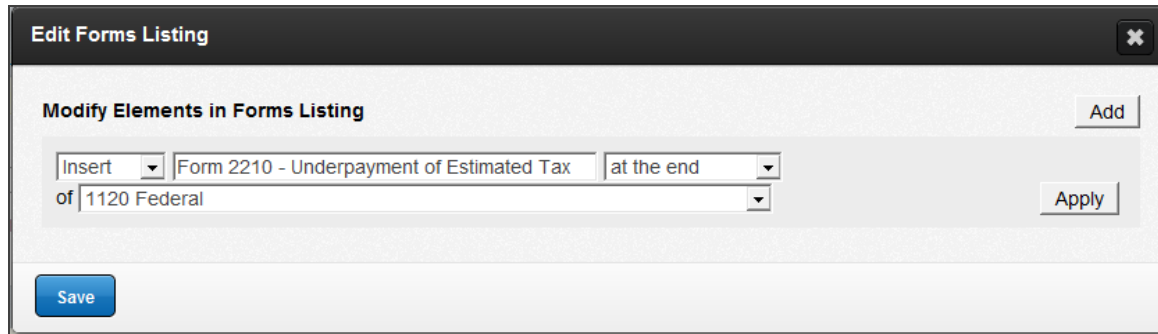


Figure 3:2

2. Select the edit you wish to make (**Insert**, **Rename**, or **Delete**).

INSERTING A FORM INTO THE FORMS LISTING

1. When you select **Insert**, you will be able to specify the name of the form you wish to insert into the Forms Listing on the transmittal letter.



The screenshot shows a dialog box titled "Edit Forms Listing". Inside, there is a section "Modify Elements in Forms Listing" with an "Add" button. Below this, there are four dropdown menus: the first is set to "Insert", the second to "Form 2210 - Underpayment of Estimated Tax", the third to "at the end", and the fourth to "of 1120 Federal". There are "Apply" and "Save" buttons at the bottom of the dialog.

Figure 3:3

You are able to specify if you want the new form to print at the beginning or at the end of a specified jurisdiction (for example: 1120 Federal, 1120 Alabama, Form 2553, 1120 Hawaii Composite, etc).

2. Click **Apply** to apply your inserted form to the Forms Listing.

DELETING A FORM FROM THE FORMS LISTING

1. To delete a form from the Forms Listing, select **Delete** from the first drop-down menu when adding a modification.
2. Select the type of return you wish to remove from the Forms Listing.

3. Specify the jurisdiction. For example, if you want to remove the Florida Extension form from the Forms Listing in your 1120 return, select **Delete State Extension Form (Paper)** from 1120 Florida.

The screenshot shows a software window titled "Edit Forms Listing". Inside, there's a section "Modify Elements in Forms Listing" with an "Add" button. Below that, a text field contains "Insert 'Form 2210 - Underpayment of Estimated Tax' at the end of '1120 Federal'" with "Edit" and "Delete" buttons. Underneath is a dropdown menu with "Delete" selected, followed by another dropdown menu with "State Extension Form (Paper)" selected, and a "from" dropdown menu with "1120 Florida" selected. An "Apply" button is to the right. At the bottom left is a "Save" button.

Figure 3:4

RENAMING A FORM IN THE FORMS LISTING

1. To rename a form in the Forms Listing, select **Rename** from the first drop-down menu when adding a modification.
2. Select the type of return you wish to rename.
3. Type the new name.

4. Select the jurisdiction it applies to.

For example, if *Corporate* was misspelled in the Forms Listing for the 1120 New Jersey main form, select to **Rename the State Main Form (e-file)** to *New Jersey Corporate Return* for 1120 New Jersey.

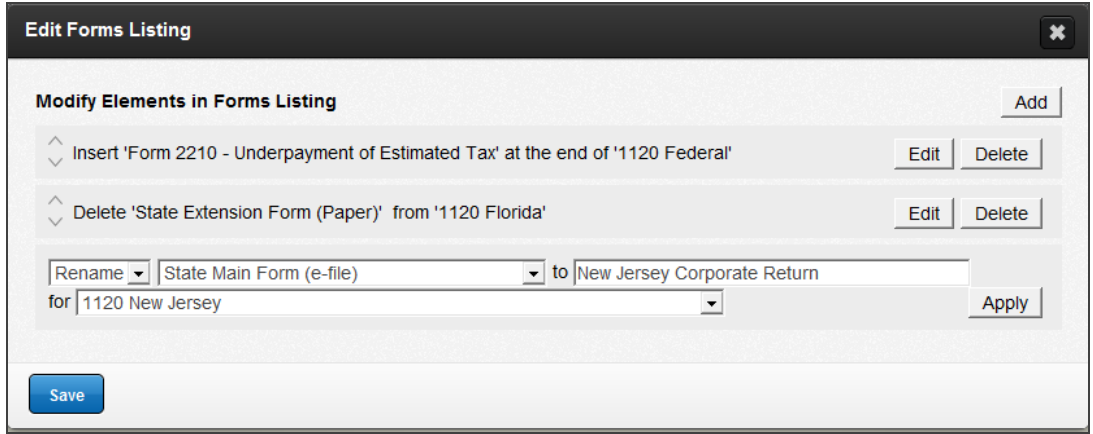



Figure 3:5

 You can make multiple modifications to the Forms Listing within one return, and those modifications will save with the return until you delete them.