

ONESOURCE INCOME TAX™

LETTERS AND FILING INSTRUCTIONS USER GUIDE

FOR TAX YEAR 2020

Last Updated: October 20, 2020

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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:

- [1065 Returns \(page 2\)](#)
- [1120 Returns \(page 3\)](#)

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

[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 1:1

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 1:2

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 2019 return will be in effect for the 2020 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 2019 will also be there in 2020. You must go to 2020 and remove it from the binder if you do not wish to have it print in the 2020 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.

The screenshot displays the 'Letter Options' screen. On the left, the 'Organizer' pane shows a tree structure under 'Tax Forms' > 'Letters and Filing Instructions'. The 'Letter Options' item is highlighted. The main content area is titled 'Letter Options' and contains several sections:

- PREPARER OPTIONS**: Includes a button labeled 'Preparer Options' with the subtitle 'Launch Preparer Letters and Filing Instructions Options'.
- OVERRIDE PREPARER FIRM INFORMATION**: Contains input fields for 'Preparer company name', 'Second line of letterhead', 'Street address', and 'City, State, ZIP'.
- OVERRIDE ADDRESSEE INFORMATION**: Contains input fields for 'Addressee', 'Name of company', 'Street address', 'City, State, ZIP', and 'Custom salutation'.
- EDIT SIGNATURE BLOCK OPTIONS**: Contains input fields for 'Custom closing', 'Signer's name', and 'Signer's title'.

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.

The screenshot shows the '1040 Transmittal Letter - 9540EB' window. On the left is a sidebar with a list of sections: 1040 Transmittal Letter, 1040 Federal Estimate Fil..., 1040 Federal Extension Fi..., 1040 Federal Filing Instru..., 1040 Federal Filing Instru..., 1040 State Estimate Filing..., 1040 State Extension Fil..., 1040 State Filing Instru..., 1040 Tax Equalization Lett..., 1040 Tax Equalization Lett..., 1040 Tax Equalization Lett..., 1040 Tax Equalization Lett..., 1040 Tax Equalization Lett..., 1040 Tax Equalization Lett..., 1040 Tax Equalization Lett..., 1040 Tax Equalization Lett... The main area has a 'Save Changes' button and a list of sections with checkboxes to 'Include section in document'. The sections are: IRA (checked), DOCUMENT TIMELY FILING (unchecked), RETAIN RECORDS (checked), and TAX EQUALIZATION (checked). Each section has a brief description of its content.

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.

This screenshot is a close-up of the 'IRA' section in the '1040 Transmittal Letter - 9540EB' window. It shows the 'Include section in document' checkbox, which is checked. Below the checkbox is a text box containing the following text: 'This optional section contains details related to IRA contributions. It specifies the type of IRA, how much contribution is being claimed on the return, whether an amount needs to be deposited or withdrawn and the date required for the deposit/withdrawal to be effective for the tax return. This section works for both Taxpayer and Spouse (where applicable)'.

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**.

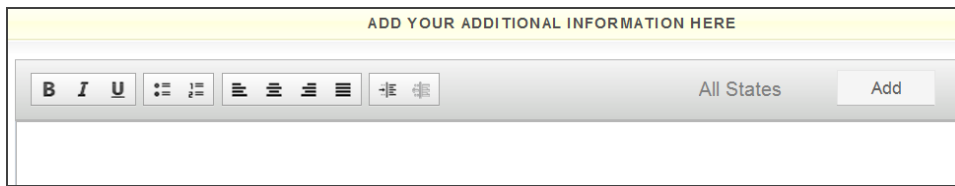


Figure 2:4

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.

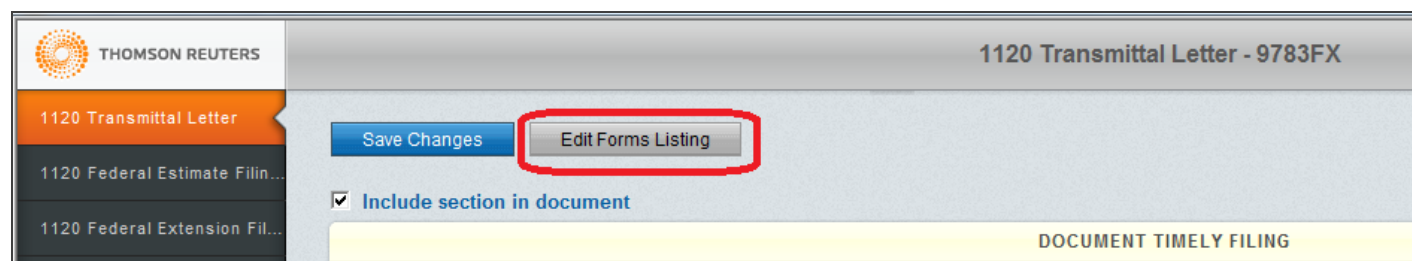


Figure 3:1

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.

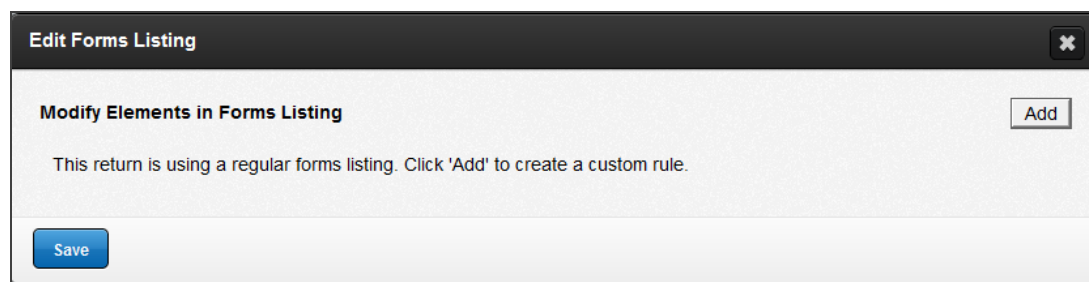
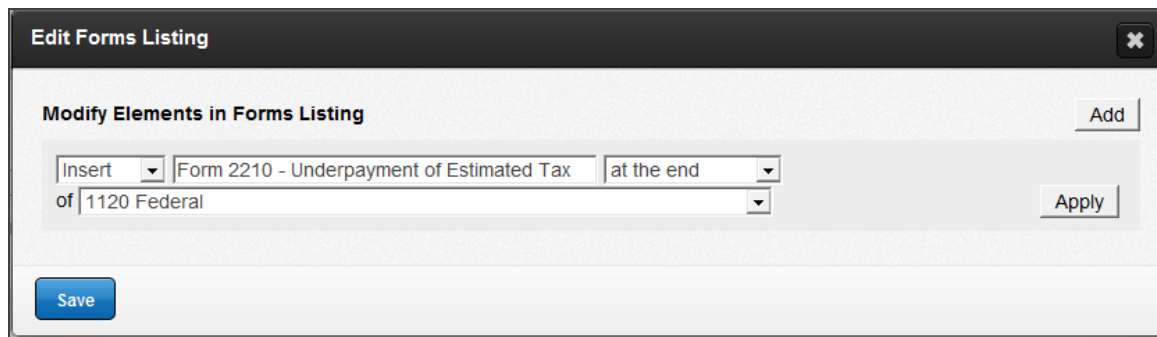


Figure 3:2

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 software window titled "Edit Forms Listing". Inside the window, there is a section titled "Modify Elements in Forms Listing" which includes an "Add" button. Below this section, there are three dropdown menus. The first dropdown menu is set to "Insert". The second dropdown menu is set to "Form 2210 - Underpayment of Estimated Tax". The third dropdown menu is set to "at the end". Below these three dropdown menus, there is a fourth dropdown menu labeled "of" which is set to "1120 Federal". At the bottom of the window, there are two buttons: "Apply" and "Save".

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 the window, there is a section titled "Modify Elements in Forms Listing" which includes an "Add" button. Below this section, there is a text input field containing the instruction "Insert 'Form 2210 - Underpayment of Estimated Tax' at the end of '1120 Federal'", with "Edit" and "Delete" buttons to its right. Below the instruction field, there is a dropdown menu currently showing "Delete", followed by a text input field containing "State Extension Form (Paper)", and another dropdown menu currently showing "1120 Florida". An "Apply" button is located to the right of the "1120 Florida" dropdown. At the bottom left of the window is a blue "Save" button.

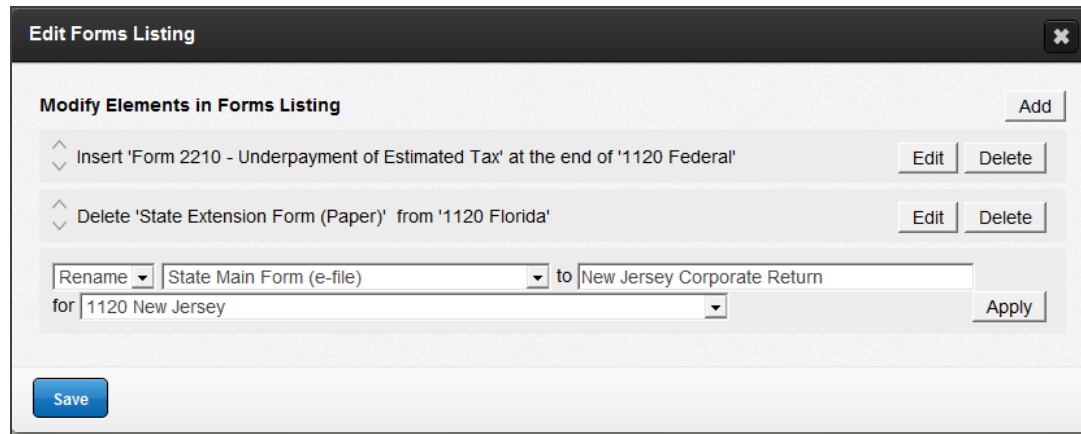
Figure 3:4

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.



The screenshot shows a window titled "Edit Forms Listing" with a close button in the top right corner. Below the title bar is a section labeled "Modify Elements in Forms Listing" with an "Add" button. There are two expandable sections, each with a downward arrow icon. The first section contains the text "Insert 'Form 2210 - Underpayment of Estimated Tax' at the end of '1120 Federal'" and has "Edit" and "Delete" buttons. The second section contains the text "Delete 'State Extension Form (Paper)' from '1120 Florida'" and also has "Edit" and "Delete" buttons. Below these sections is a form for renaming a form. It includes a "Rename" dropdown menu, a text field containing "State Main Form (e-file)", a "to" label, a text field containing "New Jersey Corporate Return", and a "for" label followed by a dropdown menu containing "1120 New Jersey". There is an "Apply" button to the right of the "for" dropdown. At the bottom left of the window is a "Save" button.

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.