# ONESOURCE INCOME TAX™

## LETTERS AND FILING INSTRUCTIONS USER GUIDE

### FOR TAX YEAR 2021

Last Updated: October 19, 2021



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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:**

- 1065 Returns (page 2)
- 1120 Returns (page 3)

## **1065 RETURNS**

2

Organizer > Letters and Filing Instruction	ons 👌 General Option	s		
Organizer Tax Forms	Collapse All 🖃	SELECT WHICH LETTERS YOU WISH TO PRINT	GENERATE BILLING	QuickTrack
New Features	~	(MANDATORY)	STATEMENT	
QuickTrack		O Separate Transmittal Letter and Filing Instructions		
QuickForm		Iransmittal Letter Only - No Filing Instructions     Filing Instructions Only - No Transmittal Letter	Billing Statement	
Partner Allocations Disabled		<ul> <li>Filing Instructions and Partner Letters Only</li> </ul>		
		O Partner Letters Only		
General Information		<ul> <li>Suppress All Letters</li> </ul>		
Federal E-file				
Federal E-file Extension		VERIFY AUTO SELECTED SERVICE CENTER		
Partner Information				
Amended Return		Auto Selected Center A state or U.S. possession por automated Service Center sel	stal code is required to enable lett ection. The Ogden, UT Service Co or Foreign Country	ters and enable the enter post office
Ordinary Income and Deductions		box is automatically selected i		
Sch K		YOUR SERVICE CENTER WILL BE GENERATED BASE	D ON THE PARTNERSHIP'S INFO	DRMATION SHOWN BELOW
Activity Information		State		
		A state or U.S. possession postal code is man	datory to automatically generate	all
Gains and Losses		service centers. No code is required for Foreig	gn Country.	
Credits				
Balance Sheet and Reconciliation				
Letters and Filing Instructions		PREPARER OPTIONS		
General Options		Preparer Options Launch Preparer Letters and Filin	g Instructions Options	
Letters Options				
Filing Instruction Options				
Partner Letter Options				

Figure 1:1

### **1120 RETURNS**



#### 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 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 binder 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.

Organizer > Letters and Filing Instructions > Letter Options	
Organizer Tax Forms Collapse All 🖃	
New Factors	PREPARER OPTIONS
New Features	Preparer Options Launch Preparer Letters and Filing Instructions Options
QuickTrack	
QuickForm	
General Information	OVERRIDE PREPARER FIRM INFORMATION
E-file	Preparer company name
Source Documents (W-2, 1099s, 1098)	Second line of letterhead
▶ 🗅 Income	Street address
Gains and Losses	City, State, ZIP
Adjustments to Income	
Itemized Deductions	OVERRIDE ADDRESSEE INFORMATION
Taxes	Addressee
Credits	Name of company
Payments and Extensions	Street address
Estimate and Extension Package	City, State, ZIP
Estimates and Penalties	Custom salutation
Letters and Filing Instructions	
General Options	EDIT SIGNATURE BLOCK OPTIONS
Letter Options	Custom closing
Filing Instruction Options	Signer's name
Comparison and Reconciliation	Signer's title
Carryovers, Footnotes, Invoicing	

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.

Number         1000 Transmittal Letter - 9540EB           Care Care Units         Image: Care Care Care Care Care Care Care Care		
Adverse of a set of a	ION REUTERS	1040 Transmittal Letter - 9540EB
And references of the section is a decense if in the section is a decense if if i	ttal Letter	Seve Changes
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And Part Part Part Part Part Part Part Part	iing Instruc	deposit/infidran to be effective for the tax return. This section works for both Taxpayer and Spouse (where applicable).
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ge where     ge where     ge where     en     ge where     en     ge where     en	ension Filin	Include section in document
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		Are enclosed is a copy of your TEQ: Year (one) to equipation addemont. This copy is thry an excess, as a separable copy has been fermined to TEQ. Company Name for processing. Your TEQ Year (one) tar equipation addemont and the second of TEQ. Annual due to company (and a bit of the company) fame solution of tEQ. Contact field had been at TEQ. Contact for the second of TEQ. Annual due to you from the company is the second of TEQ. Contact field had been at TEQ. Contact for the second of TEQ. Annual due to your (or text) and text of TEQ. Contact field had been at TEQ. Contact for the second of TEQ. Annual due to you from the company is the second of TEQ. Annual due to you from the company is the second of TEQ. Annual due to you from the company is an early of TEQ. The together at TEQ. Contact for the second of TEQ.
		ADD YOUR ADDITIONAL INFORMATION HERE

#### 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.

	1040 Transmittal Letter - 9540EB				
1040 Transmittal Letter	Sive Changes				
1040 Federal Estimate Filin	< Include section in document				
1040 Federal Extension Fil	IRA				
1040 Federal Filing Instruc	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 data required for the				
1040 Federal Filing Instruc	deposit/ethdraw to be effective for the tax return. This aection works for both Taxpayer and Spouse (where applicable).				
1040 State Estimate Filing					
1040 State Extension Filin	Include section in document				
1040 State Filing Instructio	DOCUMENT TIMELY FILING				
1040 Tax Equalization Lett	To document the timely tiling of your tax return(s), we suggest that you obtain and retain proof of mailing. Proof of mailing can be accomplished by sending the tax return(s) by registered or cettled mail (metered by U.S. Postal Service) or				
1040 Tax Equalization Lett	through the use of an IRS approved delivery method provided by an IRS designated private delivery service.				
1040 Tax Equalization Lett					

#### 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**.

						ADD YOUR ADDIT	TIONAL INFORMATION HERE	
В	I	<u>U</u> :≣	]= <b>E</b>	ŧ	- 1		All States	Add

#### 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**.

B I U := := := := := := := := :: 1120 Alabama Add D		_	-		_			
	BIU	<u>U</u> :: ]:	12 2	=	≡	1120 Alabama	Add	D

#### 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 indention 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.

THOMSON REUTERS	1120 Transmittal Letter - 9783FX
1120 Transmittal Letter	Save Changes Edit Forms Listing
1120 Federal Estimate Filin	
1120 Federal Extension Fil	DOCUMENT TIMELY FILING

#### 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.

Edit Forms Listing		×
Modify Elements in Forms Listing		Add
Insert Form 2210 - Underpayment of Estimated Tax at the end of 1120 Federal	<b>•</b>	Apply
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.

Edit Forms Listing	×
Modify Elements in Forms Listing	Add
$\stackrel{\wedge}{_{\!$	Edit Delete
Delete     State Extension Form (Paper)       from     1120 Florida	Apply
Save	

#### 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.

Edit Forms Listing	×
Modify Elements in Forms Listing	Add
$\stackrel{\wedge}{_{\!$	Edit Delete
$\stackrel{\wedge}{_{\!$	Edit Delete
Rename     State Main Form (e-file)     to     New Jersey Corporate Return       for     1120 New Jersey	Apply
Save	

#### 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.