

Tax Form Defaults

Use Tax Form Defaults to enter return information that you need on every return you prepare. This feature saves you time by reducing your data entry throughout the tax season.

i You need to setup Tax Form Defaults for each tax package your offices uses.

Many TaxWise users set default information on the Main Information sheet, including:

- Answering the question “Are you excluding Puerto Rico income from the tax return?”
- Setting the full-year resident state
- Choosing the type of return
- Selecting Settlement Solution options

Many clients require similar forms in returns. You can add these forms to your tax form defaults so you don't have to add them each time you start a new return. Some IRS forms you may want to include are:

- Schedule A, *Itemized Deductions*
- Form W-2, *Wage and Tax Statement*
- Schedule B, *Interest and Ordinary Dividends*
- Form 8879, *IRS e-file Signature Authorization*

Other forms to include in Tax Form Defaults are:

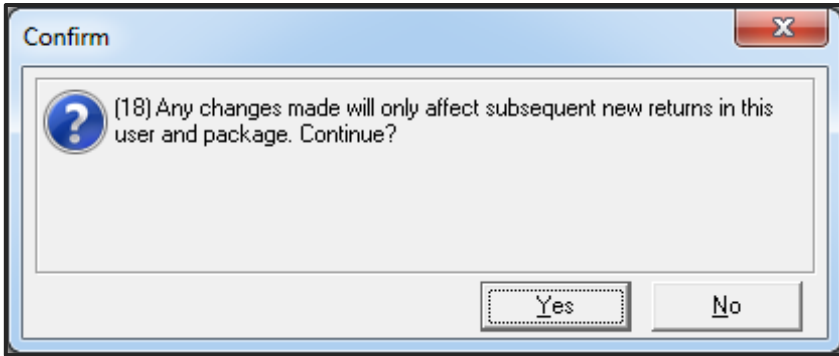
- Preparer Use Form
- Price Sheet
- Client Letters

Setting Defaults

To access Tax Form Defaults in TaxWise 2016, make sure you are logged in to the program as the **Admin** user.

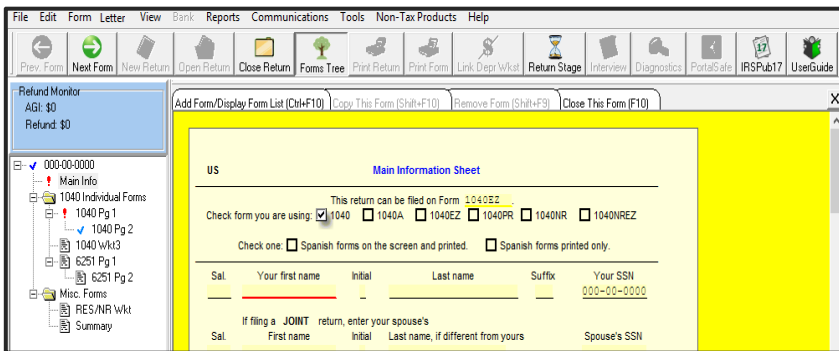
1. On the Tools menu, click **Edit Tax Form Defaults**.
2. Choose a tax package and click **OK**.

TaxWise confirms that all changes will affect future returns only:



3. Click **Yes**.

Regardless of which package you are in, Tax Form Defaults displays a yellow background:



4. Enter any data here that remains the same for all or most returns.

i Navigate the return and add forms just as you would in a live return.

TaxWise automatically saves the return with your defaults.

5. When you finish adding data, close the return.