

December 15, 2006

Issue 2006.16

ExacNews

Exactax Client:

The 2006 tax filing season is just around the corner! This mailing contains several time-sensitive forms that require your immediate attention. These forms need to be reviewed and returned as soon as possible.

Automatic Features and Preparer Information Forms

Enclosed are your 2006 *Automatic Features* and *Preparer Information* forms. Please review the contents and only if you have changes, return as soon as possible. If no changes are submitted, your current Automatic Features will rollover to the 2006 tax system.

Tax Newsletters and Holiday Cards

All year end tax newsletters and holiday cards have been mailed.

Tax Organizers

Tax Organizer orders received by the deadline have been shipped. Orders received after November 17th are being printed and shipped on a weekly basis. Orders for pre-printed Organizers will not be accepted after December 31st. Blank Tax Organizer sets may be ordered at any time.

Workshops

The 2007 schedule of workshops and registration form were included with the November 16th *ExacNews*. Confirmation/Admission cards have been mailed out for all registrants as of December 15th and will continue to be mailed out on a daily basis after that. If you did not receive the bulletin, need to renew for tax year 2006 or register for a workshop, contact our Customer Support Department at (800) 254-2244.

Note: The morning RDE workshop at Exactax is 'sold out'. Due to popular demand an afternoon workshop has been added from 1:30 to 4:30 PM.

Registration Required and Current Account Status

Proforma, Starter Kits, Tax Organizers and software will only be available to accounts that have renewed for the 2006 tax filing season and do not have a current COD balance. If you have not renewed your account and need assistance, please contact our Customer Support Department to complete the renewal process. Please allow a minimum of two weeks from your renewal date or from clearing COD status to receive any of the items listed above.

Proforma

Individual: Proforma for the 1040 system is scheduled to begin printing and shipping the last week of December. Proforma will be provided for all returns processed through December 18th*. The initial 1040 proforma will contain federal and California information. Proforma for returns that contain states other than California will be shipped as the state proforma becomes available.

Fiduciary and Business: To provide input forms as early as possible, the initial Fiduciary and Business proforma will ship with the federal forms and any states that are available. Shipping is scheduled to begin in early January. Proforma of other state forms will be shipped as soon as they become available.

***Note:** To receive proforma for 2004 or 2005 1040 returns processed after December 18th, contact the Customer Support Department to order the proforma. There is a \$4.00 charge per return plus shipping for 2004 and 2005 proforma.

Proforma for 2005 fiscal year business returns is automatically run on a monthly basis.

Starter Kits

Starter Kits will begin shipping the second week of January.

Initial Software Shipment

The initial shipment of the UltraTax CS™ version 2006.2 software package, *Getting Started* Manuals and the ExacTax RDE Communications Center are scheduled to be mailed on December 26th to all RDE accounts renewed as of December 8th. This shipment will include instructions on how to download proforma files using the RDE Communication software.

Important: In the UltraTax program there is a *proforma* item on the Utility menu. DO NOT use the UltraTax proforma utility. Doing this will cause you to have duplicate files. Only retrieve proforma files using the ExacTax RDE Communications program.

Allow approximately two weeks for late renewals or new orders to be shipped.

E-file Questionnaire

The 2006 E-file Questionnaire was included with the first December bulletin. Return the questionnaire only if you are e-filing with ExacTax for the first time or if you have made changes to your e-file account information.

Courier Service

ExacTax will again offer courier service in several metropolitan areas of California. The *2007 Courier Service Application* will be mailed to accounts that used this service last year. Anyone else interested in signing up, please contact the Customer Service Department for an application.

Remittance Envelopes

When sending payments in the ExacTax pre-addressed '502 – Remittance' envelopes do not include anything other than your check and invoice. Our automated mail opener will slice any other documents into several pieces.

Do not change the pre-printed address and use for other correspondence. The Post Office only reads the address that is encoded in the bar code. Because of this we have received numerous letters intended for other destinations.

Shipping Options and Rates

UPS Ground will remain the standard method of shipping returns back to our non-courier customers. There is a \$2.85 per return shipping charge, (\$3.95 per-return for delivery points classified by UPS as 'residential'), added to your normal processing fee for all returns shipped via UPS. To utilize this method of delivery, your shipping address must be a street address; a P.O. Box address is not acceptable.

Selecting UPS enhanced shipping or other options will incur the following per-return charges:

Shipping Method	Per Return Charge
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UPS Next Day – 10:30 AM Guarantee	\$25.75 (\$10.00 additional for Saturday delivery)
UPS Next Day – 3:00 PM Guarantee	\$17.75 (\$10.00 additional for Saturday delivery)
UPS 2nd Day	\$11.75
Regular US Mail	\$5.50
Confidential Handling	\$3.00
Call When Ready	\$3.00
Special Address	\$4.00

Note: Exactax does not give credit for UPS or free shipping when a package is misplaced by UPS.

Undeliverable Packages

The additional charge for an undeliverable UPS package (to any address) is \$5.00.

Hold for Pick-Up

There is no additional charge for returns marked as “Hold for pick-up” at Exactax. However, returns that are not initially marked as “Hold for pick-up” on Form PI and are subsequently picked-up will still be billed the shipping charge, if any, assigned to that return.


Note: Returns that are designated to be delivered by courier do not incur a default shipping charge when picked up at Exactax.

Important Exactax Telephone Numbers

Main numbers	714- 284-4802	800-352-3638
Customer Support	800-254-2244	
Telephone Rerun	714-239-6139	800-786-4272
Electronic Filing (Batch users)	714-254-7228	
Main fax	714-284-4814	
Customer Support fax	714-254-7210	
Accounting fax	714-999-6566	

Street address: **2301 W Lincoln Ave #100**
Anaheim, CA 92801

Or mail to: **P.O. Box 61048**
Anaheim, CA 92803-6148

 **Note:** DO NOT send express mail to our P.O. Box; this will delay pick-up by one day or more.

To contact us by e-mail, use the following addresses:

Sales..... **exsales@exactax.com**
Customer Support..... **exsupport@exactax.com**
Electronic Filing..... **efrdeaut@exactax.com**
Technical Support..... **extech@exactax.com**
Administrative..... **exadmin@exactax.com**
Accounting..... **exaccts@exactax.com**

Also, visit our web site: <http://www.exactax.com>



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Instructions for Changing Preparer Information and 2006 Automatic Feature Settings

Preparer Information:

- The enclosed list of preparers and their corresponding social security and PTIN numbers are currently registered with ExacTax.
- To make a change to an existing preparer, cross through the incorrect information and write in the correction.
- To print the preparer name in the signature block of the tax return, check the appropriate box. **ExacTax will not print the preparer name unless you instruct us to do so by checking the box.*** The “Preparer Name” is not to be confused with the “Firm Name”. The firm name will always print unless you check “NPP” on Form PI, in zip box 20. “Non-Paid Preparer” would then print on the return and the firm name and address would be blank.

**Important: The IRS considers a printed preparer name on the return the same as a signed return.*

- To delete a preparer, write “Delete” next to the name.
- To add a preparer, enter the name, social security number and/or PTIN on any blank line.
- If you have no changes or additions to the Preparer Information, **do not return this form.**

Automatic Feature Settings:

- Review the enclosed Automatic Feature settings for accuracy. There are four pages with separate settings for the 1040, 1041, 1065, 990 and 1120. The settings for 1120 and 1120S systems are combined on one form. All systems have separate state settings.
- To add a feature, check or make an entry in the appropriate box (es) for each applicable system.
- To delete a feature, cross through the box (es) for each applicable system.
- If you have no changes or additions to the Automatic Feature settings, **do not return this form.**

Note: The features listed on each page are the only automatic settings available.

Send forms with changes to: ExacTax
PO Box 61048
Anaheim, CA 92803-6148