



Southern California

2007 Cut-Off Dates and Processing Schedule

To ensure that your returns are delivered to your office or are available for pick-up at the processing center by Tuesday, April 17th, returns must be in the Anaheim office on or before the dates and times listed below.

All returns to be held for pick-up at the Anaheim office must be picked up by 4:45 p.m. on Tuesday, April 17th.

Service Bureau (Batch) Returns

Returns Shipped to you via: **Must be in Anaheim by:**

Returns to be shipped via U.S. Mail or UPS	2:30 p.m. Wednesday, April 11
Telephone Reruns to be shipped via U.S. Mail or UPS.....	11:00 a.m. Friday, April 13
Returns to be delivered by Courier.....	Friday, April 13
Telephone Reruns to be delivered by Courier	12:00 noon Saturday, April 14
Returns marked “Hold for Pick-Up” * at our Anaheim Center.....	12:00 noon. Sunday, April 15
Telephone Reruns marked “Hold for Pick-Up” * at our Anaheim Center	12:00 p.m. Monday, April 16

*Returns marked **“Hold for Pick-Up”** can be picked up after 12:00 noon on Tuesday, April 17, 2006.

Note: Special handling options “Hold for Pick-Up” and/or “Expedite” must be marked on Form PI and on the outside of the envelope when submitted for the fastest processing.

Remote Data Entry (RDE) Returns

Returns Shipped to you via: **Must be in Anaheim by:**

Returns and reruns to be shipped via U.S. Mail or UPS	11:00 a.m. Friday, April 13
Returns and reruns to be delivered by Courier	12:00 noon Saturday, April 14
Returns and reruns marked “Hold for Pick-Up” * at our Anaheim Center	12:00 noon Monday, April 16

*Returns marked **“Hold for Pick-Up”** can be picked up after 12:00 noon on Tuesday, April 17, 2006.

Note: Special handling option “Hold for Pick-Up” must be marked on Form PI when submitted for processing.

Please note that our Anaheim Center will be closed on Thursday and Friday, April 19-20. We will resume our normal business hours of 8:30 a.m. to 5:00 p.m. on Monday, April 23.



Northern California and All Other Areas

2007 Cut-Off Dates and Processing Schedule

To ensure that your returns are delivered to your office by Tuesday, April 17th, returns must be in the Anaheim office on or before the dates and times listed below.

Service Bureau (Batch) Returns

Returns Shipped to you via:	Must be in Anaheim by:
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Returns to be shipped via U.S. Mail or UPS	2:30 p.m. Tuesday, April 10
Telephone Reruns to be shipped via U.S. Mail or UPS.....	11:00 a.m. Thursday, April 12
Returns to be delivered by Courier	Thursday, April 12
Telephone Reruns to be delivered by Courier	11:00 a.m. Friday, April 13

Note: Special handling option "Expedite" must be marked on Form PI and on the outside of the envelope when submitted for the fastest processing.

Remote Data Entry (RDE) Returns

Returns Shipped to you via:	Must be in Anaheim by:
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Returns and reruns to be shipped via U.S. Mail or UPS	11:00 a.m. Thursday, April 12
Returns and reruns to be delivered by Courier.....	12:00 noon Friday, April 13

Please note that our Anaheim Center will be closed on Thursday and Friday, April 19 -20. We will resume our normal business hours of 8:30 a.m. to 5:00 p.m. on Monday, April 23.

Shipping via UPS: UPS ground will remain the standard method of shipping returns back to our non-courier customers. There is a \$2.85 shipping charge added to your normal processing fee for *each return* shipped via UPS (an additional 'residential' fee may also apply). To utilize this method of delivery, your shipping address must be a street address, **not a P.O. Box**. Please make sure ExacTax has your correct zip code and suite number, as there will be a \$5.00 charge if we have incorrect information on file.

U.S. Mail: Should you choose to have your returns shipped via U.S. mail, there will be a \$5.50 special handling charge added to each return fee.

Express Mail: When sending packages to ExacTax via Express Mail, DO NOT send them to our PO Box; this can delay delivery by up to two days. Always send Express Mail to our street address:

**2301 W Lincoln Ave #100
Anaheim, CA 92801**

April 2, 2007

Issue 2007-11

ExacNews

ExacTax Client:

April 17th is approaching quickly and we would like to thank you again for a very smooth processing season. Below is a recap of several important items.

Blank Extensions

As a special service to our clients, ExacTax has provided 1040 extensions with name, address, and Social Security Number, for any client that was proformaed for the year 2006 and had not been received for processing as of the end of business on Saturday, March 31st, 2007. These forms were shipped under separate cover. There is no charge for this special service.

Billing Queries and Reminders

When requesting adjustments to your billing, state the reason in the comment section of your remittance and submit it with your payment. Any problems or questions regarding billing queries may also be faxed directly to the Accounting Department at 714-999-6566. Requests for credit must be made in writing.

IMPORTANT: Accounts with an outstanding balance over 10 days will be placed on C.O.D. status. C.O.D. accounts will not be released until the account is current.

Form PI

All input sets MUST have a Form PI (Processing Instructions) attached. NEVER attach a Form PI from another return and DO NOT attach a new PI to a proforma input set. If you have misplaced a Form PI for a proforma set or you have run out of new Form PIs, attach a note to Form [1] when you send it in. ExacTax will generate a Form PI so that the return can be processed without errors.

A procedure charge will apply when a PI must be generated.

Note: Our experience has been that most PI forms are misplaced during the filing process in the office. If you are missing a Form [PI], we suggest that you look in the file for the client that is the one alphabetically before the missing one.

Operating Hours

The ExacTax support hours are as follows, (Pacific Time):

Monday through Friday**8:00 AM to 8:00 PM**

Saturdays.....8:30 AM to 5:00 PM

Sunday, 8 and 15.....9:00 AM to 3:00 PM

ExacTax will be closing at **5:00 P.M.** on Tuesday, April 17th. All returns must be picked up by 4:45 P.M. to allow for logging and packing. We will be open regular hours 8:30 – 5:00 on Wednesday, April 18th. We will be closed Thursday and

Friday. We will reopen for regular hours, 8:30 -5:00, on Monday, April 23rd.

Note: E-file support for authorizations of corrected transmissions only will be available on Wednesday, Thursday and Friday, April 18-20, 9:00 AM – 3:00 PM.

Electronic Filing

For Electronic Filing returns to be “timely filed”, they must be transmitted to the IRS and/or to the FTB on or before April 17, 2007 and **accepted** by the IRS and/or FTB on or before April 22, 2007. Therefore, ExacTax must receive electronic filing authorization by **3:00 P.M. (PT)** on April 17, 2007.

If a return is filed by April 17th and is rejected, re-transmission of corrected, timely filed **rejected** returns must be authorized to ExacTax by **3:00 P.M. (PT)** on Friday, April 20, 2007. If you have not received ACKS for all returns that have been transmitted by April 17, please call Customer Service at 800-254-2244 by April 18 to confirm the status.

Electronic filing of extensions is not available. Extension Form 4868, 7004 and/or state extensions **must be** filed on paper.

Returns for which a paper extension has been filed may still be filed electronically with the IRS and/or the FTB until October 15, 2007 and must be accepted by the IRS and/or the FTB on or before October 20, 2007.

Fiscal Year Proformas

Printed 2006 proforma and downloads have been generated and shipped or uploaded for all 2005 fiscal year business and fiduciary returns processed between February 20th, 2006 and March 30th, 2007.

Common Input Errors

We continue to receive many returns with the same common errors. These errors slow the processing time because they must be separated, reviewed and corrected. You can avoid an incorrect or delayed return by following the instructions below.

State Refund [22B]

Do not submit a Form [22B] with the 2005 state income tax refund force as taxable when the taxpayer deducted sales tax on Schedule A. You will be doing a disservice to your client by having them include income for a deduction that was never taken. If this is caught in Error Control, ExacTax will change the Type Code to ‘1’ and a Quality Control Rerun charge will apply.

W2 and 1099 [20B and 23B]

Efile requires all employer name, address, FEIN and state ID numbers to be entered. A Quality Control rerun will be required if this information is missing after the return has been processed.

B&D [26A, B, C]

Enter tax exempt interest only in the field labeled **Tax Exempt**. Do not duplicate the amount anywhere else. If it is also tax exempt for the state, you must enter the percent that is exempt in the field labeled **In-state Muni %**. Do not enter more than **100%**. The same rule applies to dividends.

Qualified Dividends can **never** be larger than Ordinary Dividends. Qualified Dividends are the portion of Ordinary Dividends that qualify for a lower tax rate. Foreign dividends can **never** be larger than total dividends. Foreign dividends are the portion of the Ordinary, Qualified and Capital Gain Dividends that are foreign. Enter all Foreign Dividends and taxes in US dollars.

Sale of Home [43C]

To exclude the maximum gain under IRC 121 you must indicate that the sale qualifies by checking zip 13. If the taxpayer meets an exception for less than two years of occupancy, enter then number of qualifying days in zips 15 through 20 or enter the amount of exclusion override in zip 21.

Vehicles [51 and 72]

When entering any vehicle expense you must enter the Total Miles and the Business Miles for the system to compute the business use percentage. This applies even when the Standard Mileage Method is not being used.