

## **ExacNews**

### **ExacTax Client:**

Our summer development schedule is progressing smoothly as we work to update and improve our input forms for 2010. The 2010 ExacTax E-File Workshop Schedule was included in the two previous issues of ExacNews. These free workshops are filling up quickly so make your reservations soon.

**Note:** Workshop #202 on June 23 in Anaheim is now full. If you are unable to attend a workshop and would like a workshop packet, these will be available on request after the workshops conclude.

Look for another special issue of ExacNews with Form 8633, *Application to Participate in the IRS e-file Program*. This is the form used to apply for your Electronic Filing Identification Number (EFIN).

### **Operating Hours**

Regular hours are 8:30 – 5:00, Monday through Thursday.

▶ **ExacTax will be closed on Fridays through September 17<sup>th</sup>.**

ExacTax will also be closed on July 5<sup>th</sup>.

### **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 21 days will be placed on C.O.D. status. C.O.D. accounts will be shipped ONE shipment, UPS C.O.D., for the balance past due. Any returns processed after that shipment will be held until monies are received from UPS and account is current.**

***If you do not want shipments sent to you UPS C.O.D., contact Customer Service to place your account on HOLD until you bring your balance current.***

**● E-file transmissions will be held for accounts on C.O.D. until the balance is current.**

### **Remote Data Entry Renewals**

Renewal forms for RDE were mailed out in the last week of May. If you have not received your RDE renewal, please contact Customer Support.



**Save \$75.00 on your RDE renewal when you renew by July 15, 2010!**

### **Batch Renewals**

Batch renewal forms will be mailed during the August/September timeframe.

**RDE Users – Make Backups!**

Every year we receive desperate calls from users who have their hard drives crash without having backed up their tax files. All RDE users should be making regular backups of their data files. If you have not backed up your files, now is a good time to start. Making a backup file in UltraTax is very easy:

- First, create a separate folder to hold the backup files.
- From the *File* menu select *Backup*.
- On the Backup dialog, make sure that the filters for all return types are checked then press the *Select All* button.
- Review and change the backup location setting in the lower right-hand corner, as needed, to the backup folder location.
- Backing up to another location on *your hard drive alone* won't help in the event of a crash. After creating the initial backup, we recommend that you then copy your backup directory to your removable USB drive, CD or DVD drive and write a new disk each time or copy it to a separate drive.

It's always a good idea to keep a recent backup off-site in the event of a fire, theft or other disaster so creating a CD or DVD makes this step very easy.