



“We Don’t Just Do Taxes...WE KNOW TAXES”

DRAKE SOFTWARE 2025 (Order Of Operations)

- 01) ***NAME AND ADDRESS (SCREEN 1)**
- 02) ***DEPENDENTS (SCREEN 2) (Y, Y, Y, N, BLANK, BLANK, Y, Y, Y,)**
- 03) **FORM 4547 (TRUMP ACCOUNT ELECTIONS)**
- 04) **FORM 2441 (CHILD AND DEPENDENT CARE CREDIT)**
- 05) **FORM 8863 (EDUCATION CREDITS)**
- 06) ***FORM 8867 (DUE DILIGENCE CHECKLIST) (Y, Y, N, Y, Y, Y, Y, Y, N/A, Y, Y, Y, Y, Y, Y, N, N, Y, Y, N)**
- 07) ***FORM W-2 (WAGE AND TAX STATEMENT INCOME)**
- 08) **FORM 8880 (RETIREMENT SAVINGS CONTRIBUTIONS CREDIT)**
- 09) **INCOME (SCREEN 3)**
- 10) **FORM 1099-DIV (DIVIDENDS AND DISTRIBUTIONS INCOME)**
- 11) **FORM 1099-INT (INTEREST INCOME)**
- 12) ***FORM 1099-R (RETIREMENT DISTRIBUTIONS INCOME)**
- 13) **FORM 5329 (IRA PENALTY COMPUTATION)**
- 14) **FORM 8915-F (QUALIFIED DISASTER RETIREMENT PLAN DISTRIBUTIONS AND REPAYMENTS)**
- 15) **FORM 8915-X (PRIOR-YEAR DISTRIBUTIONS AND REPAYMENTS)**
- 16) ***FORM W-2G (GAMBLING INCOME)**
- 17) ***FORM 1099-G (UNEMPLOYMENT COMPENSATION INCOME)**
- 18) **FORM SSA-1099 (SOCIAL SECURITY BENEFITS INCOME)**
- 19) **SCHEDULE D (CAPITAL GAINS AND LOSSES)**
- 20) **FORM 1099-C (CANCELLATION OF DEBT INCOME)**
- 21) **FORM 982 (DEBT DISCHARGE)**
- 22) **SCHEDULE C (SELF-EMPLOYED INCOME)**
- 23) **SCHEDULE E (RENTAL PROPERTY INCOME)**
- 24) **SCHEDULE F (FARMING INCOME)**
- 25) **ADJUSTMENTS (SCREEN 4)**
- 26) **MISSISSIPPI ALIMONY RECIPIENTS**
- 27) **SCHEDULE 1-A (ADDITIONAL DEDUCTIONS)**
- 28) **FORM 3903 (MOVING EXPENSES)**
- 29) **FORM 2106 (EMPLOYEE BUSINESS EXPENSES)**
- 30) **SCHEDULE A (ITEMIZED DEDUCTIONS)**
- 31) **FORM 8283 (NONCASH CHARITABLE CONTRIBUTIONS)**
- 32) **FORM 4684 (CASUALTY AND THEFT LOSSES)**
- 33) **FORM 8829 (HOME OFFICE DEDUCTIONS)**
- 34) ***HC (GENERAL HEALTH COVERAGE INFORMATION)**
- 35) **FORM 1095-A (HEALTH INSURANCE MARKETPLACE STATEMENT)**
- 36) **FORM 8962 (PREMIUM TAX CREDIT)**
- 37) ***CONS (CONSENT TO DISCLOSURE OF TAX RETURN INFORMATION)**
- 38) ***IDS (IDENTIFICATION FOR TAXPAYER/SPOUSE)**
- 39) ***PIN (8879/8878 E-FILE SIGNATURE)**
- 40) ***EF (EF SELECTIONS)**
- 41) **VIEW AND CORRECT ALL MESSAGES**
- 42) **VIEW AND CORRECT ALL NOTES IF POSSIBLE**
- 43) **VIEW FORM 1040 OR 1040-SR, SCHEDULES 1, 2, 3, EIC, AND VERIFY FEDERAL AND STATE WITHHOLDING**
- 44) **GIVE TAXPAYERS REFUND AND/OR BALANCE DUE AMOUNT FOR FEDERAL AND/OR STATE**
- 45) ***EPS (PRODUCT INFORMATION)**
- 46) ***DD (DIRECT DEPOSIT)**
(NON EPS TAXPAYERS OR EPS TAXPAYERS REQUESTING DIRECT DEPOSIT OF STATE REFUND)



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TAXPAYER’S COPY FOLDER

- 01) **FOLDER COVER SHEET**
- 02) **RESULT LETTER**
- 03) **PRIVACY POLICY**
- 04) **BILL**
- 05) **FEDERAL FORMS**
- 06) **STATE FORMS**
- 07) **W-2 DETAIL LISTING** (CLIENT COPY OF W-2(S) STAPLED ON THE BACK AT THE TOP LEFT)
- 08) **W-2G DETAIL LISTING** (CLIENT COPY OF W-2G(S) STAPLED ON THE BACK AT THE TOP LEFT)
- 09) **1099-R DETAIL LISTING** (CLIENT COPY OF 1099-R(S) STAPLED ON THE BACK AT THE TOP LEFT)
- 10) **ALL OTHER INCOME DOCUMENTS** (FORM 1099-DIV(S), 1099-INT(S), 1099-G(S), ETC.)
- 11) **SUPPORTING DOCUMENTATION** (CONTRIBUTION STATEMENTS, FORM 1098, ETC.)
- 12) **INDIVIDUAL DIAGNOSTIC SUMMARY**
- 13) **BANK PRODUCT INFORMATION**
- 14) **TAX PREPARATION FEE ACKNOWLEDGEMENT**
- 15) **PATHWARD, N.A., REFUND DISBURSEMENT SERVICE DISCLOSURES**
- 16) **CONSENT TO DISCLOSURE OF TAX RETURN INFORMATION**
- 17) **CONSENT TO DISCLOSURE OF TAX RETURN INFORMATION**
- 18) **ACCOUNT TRANSACTION SUMMARY**

OFFICE COPY FOLDER

- 01) **PHOTO IDENTIFICATION WITH PAYMENT** (DRIVER’S LICENSE, MILITARY, PASSPORT, OR STATE ISSUED)
- 02) **FORM 8879** (DATED AND SIGNED BY ERO AND TAXPAYERS)
- 03) **MS FORM 8453** (DATED AND SIGNED BY ERO, TAX PREPARER, AND TAXPAYERS)
- 04) **BANK PRODUCT INFORMATION** (DATED AND SIGNED BY TAXPAYERS)
- 05) **TAX PREPARATION FEE ACKNOWLEDGEMENT** (DATED AND SIGNED BY ERO AND TAXPAYERS)
- 06) **PATHWARD, N.A., REFUND DISBURSEMENT SERVICE DISCLOSURES** (DATED, INITIALED, AND SIGNED BY TAXPAYERS ON PAGE 7 FOR RT, AND PAGES 7, 17, 18, AND 21 FOR REFUND ADVANCE WITH RT)
- 07) **CONSENT TO DISCLOSURE OF TAX RETURN INFORMATION** (DATED AND SIGNED BY TAXPAYERS)
- 08) **CONSENT TO DISCLOSURE OF TAX RETURN INFORMATION**
- 09) **ACCOUNT TRANSACTION SUMMARY** (DATED AND SIGNED BY TAXPAYERS)
- 10) **DEBT DISCLOSURE STATEMENT** (DATED, PRINTED, SIGNED, AND QUESTIONS ANSWERED BY TAXPAYERS AND TCL REPRESENTATIVE)
- 11) **TAX RETURN VERIFICATION FORM** (DATED, INITIALED, AND SIGNED BY TAXPAYERS)
- 12) **TAX PREPARATION WORKSHEETS**

RECEPTIONIST DESK

- 01) **BILL** (PLACED IN TOP TRAY WITH TAX ADVISOR’S NAME PRINTED AT THE TOP)
- 02) **PENDING ACK REPORT** (PLACED IN SECOND TRAY)
- 03) **FINANCIAL SERVICES QUESTIONNAIRE** (PLACED IN THIRD TRAY)
- 04) **OFFICE COPY FOLDER** (PLACED IN BOTTOM TRAY WITH TWO TAX ADVISOR’S INITIALS AT THE TOP)