

IRS E-Services & Transcript Presentation

Learn the basics of IRS E-Services
and how to read the transcripts
from the Transcript Delivery System.

**Includes the New IRS Registration
and Security Protocols Going into
Effect in the Near Future.**



Roger Nemeth, EA

- Started managing tax franchises in 2006.
- Developed Audit Detective in 2010.
- Qualified as an N.T.P.I. Fellow in 2015.
- Worked as a programmer for the largest Tax Resolution Company integrating automated transcript systems into workflow programs.
- Assisted in the downloading and research of over 30 million transcripts.
- To date our software has been used to download just under one-fifth of a billion transcripts.



Presentation Overview

This presentation will cover the features of the IRS E-Services available to tax professionals. The main feature is the Transcript Delivery System (TDS).

The second half of the presentation will focus on TDS and the transcripts that are available.

This presentation will not cover the features available to reporting agents, healthcare providers, and mortgage providers.

New IRS Registration & E-Services Procedures

In September 2016 the IRS announced the biggest change to its E-Services System since it was launched in 2004. The changes were being implemented to enhance the security of the system due to the cyber hacking issues that have evolved over time.

This presentation has been updated with the latest information. Originally the IRS announced October 24th as the official launch date, but on October 14th they suspended the launch indefinitely to give organizations time to adapt to the new system.

Handout Overview

1. IRS Transcript Cheat Sheet
2. Sample IRS Form 8821 & 2848 for individual and business.
3. Sample Account Transcript
4. Sample Record of Account
5. Sample Return Transcript
6. Sample Wage & Income Transcript

What Is IRS E-Services?

E-Services is a suite of web-based tools that allow tax professionals and payers to complete certain transactions online with the IRS. The tools include Registration Services, e-file Application (EFIN's), Transcript Delivery and TIN Matching. These services are only available to approved IRS business partners as noted below and not to the public.

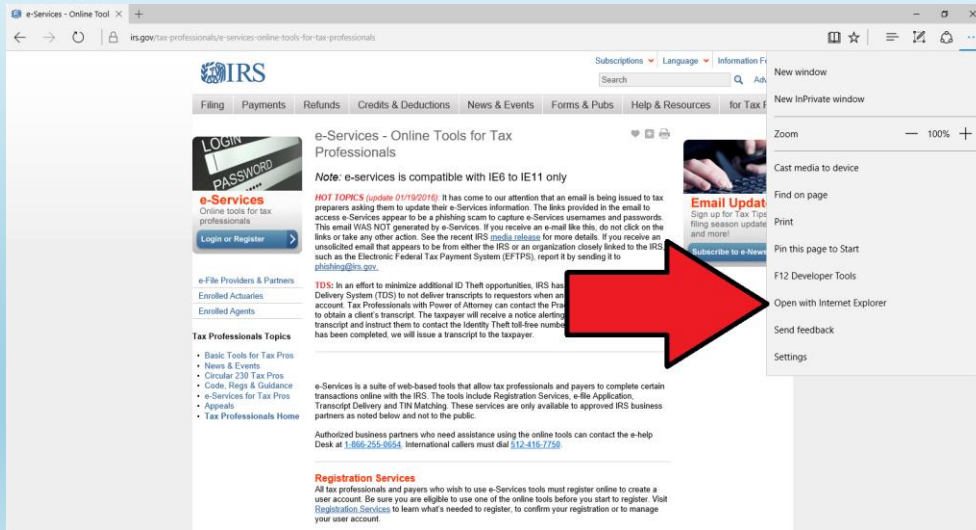
Features For the Tax Pro

- Sign up for an EFIN.
- Close an EFIN or disassociate from an EFIN.
- Confirm number of E-Filed Returns under an EFIN (IRS recommends you check each EFIN once a year to check for EFIN spoofing).
- Transcript Delivery System (The most beneficial feature).
- Online Payment Agreement under POA (New System).
- Online 2848 and/or 8821 (Future feature).

Only Use Internet Explorer When Using E-Services

E-Services is an antiquated, cumbersome system with many quirks that make it difficult to use. The IRS notes: “e-services is compatible with IE6 to IE11 only”. Many users still try to use Edge, Chrome, Safari, or Firefox. We have had multiple THS users use non-approved browsers and try to change their passwords. They completed the process but the new password does not save and they lock themselves out trying to use the new password. Also, transcripts will not print from TDS using Chrome.

How To Change Your Browser From Edge To Internet Explorer



New Registration Requirements

Here's what new users need to get started:

- A readily available email address.
- Your Social Security number.
- Your filing status and address from your last-filed tax return.
- Your personal account number from a:
 - credit card, or home mortgage loan, or home equity (second mortgage) loan, or home equity line of credit (HELOC), or car loan (The IRS does not retain this data).
- A readily available mobile phone. Only U.S.-based mobile phones may be used. **Your name must be associated with the mobile phone account.** Landlines, Skype, Google Voice or similar virtual phones as well as phones associated with pay-as-you-go plans cannot be used (An alternative method is now available).
- If you have a "credit freeze" on your credit records through Equifax, it must be temporarily lifted before you can successfully complete this process.

Re -Registration Requirements

Here's what existing E-Services users need to get started after the new system is launched:

- Log in with an existing username and password;
- Submit financial account information for verification, for example, the last eight digits of a credit card number or car loan number or home mortgage account number or home equity (second mortgage) loan account number;
- Submit a mobile phone number to receive an activation code via text OR request an activation code by mail (see above);
- Enter the activation code.

Tip!!! Register now for a Get Transcript Account and get your validation completed ahead of a time to minimize later issues.

Alternate Phone Validation

The IRS recognizes that some people do not have text enabled cell phones in their name (they might be in a spouses name or under the business). In that case you can request a postcard be sent to your address of record with a confirmation code. Once received, you should be able to enter a text enabled phone number and confirm a received text. At this time we do not know if Google Voice is an option or if the number has to be a cell phone.

A third option will be available in the future that will allow the user to register a landline and receive verbal security verification codes.

NOTE!!! At the time of this presentation I have not been able to confirm if Google Voice can be used because the IRS has not sent out the confirmation letter to five persons who are requesting it in our beta pool. Their requests were made over 20 days ago.

Username, Password & PIN Rules

Usernames:

- Cannot be an e-mail address.
- Cannot include your SSN.

Passwords:


- It must be a minimum of 8 and a maximum of 32 characters long
- Must contain 1 of each lower case letter, upper case letter, number, and special character (^, > and < are not valid characters)
- The password is case-sensitive
- Passwords may not match any of the last 24 passwords you have chosen
- Your password may not match or contain your username, first name, last name, or Social Security Number
- Passwords may not contain strings of 3 or more consecutive characters (e.g. aaa, \$\$\$)
- Passwords must be changed every 180 days or they will expire

PIN:

- Must be 5 digits.
- Most people use a zip code or the first five or last five of their SSN.

Two-Factor Authentication

When the IRS launches the new system a text will be sent to your registered text enabled phone number each time you login. A new security code will need to be entered EACH AND EVERYTIME you log into E-Services. This prevents someone from accessing an E-Services account even if they have the username & password. Here is the screen:

 IRS

We sent a security code text message to your phone

A 6-digit security code has been sent to the phone number you provided (ending in 0758). Please enter your security code below.

6-digit security code [Resend Security Code](#)
 [No longer have access to this phone?](#)

CANCEL **SUBMIT** >

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

THS Two Factor Handling

The ProPlus & Executive Products will work exactly as they always have except the following screen will pop up every time a transcript request or CAF Check is made:

During testing THS was able to stay logged in for several hours completing a large number transcript downloads under one login.

The Executive Version may be able to auto import the security code into the software automatically.

Passwords Are Not To Be Shared

From the IRS E-Services Terms Of Use:

“Member Account, Password and Security:

As part of the registration process, you selected a username, password and PIN. You are responsible for maintaining the confidentiality of this information. While it may be necessary to disclose your username or PIN to an IRS employee or other individual, you agree not to disclose your password to anyone. You are fully responsible for all activities that occur under your password. IRS personnel do not have access to your password and should never ask you for it.”

People often ask is it illegal to share the password with my staff. The answer is no, BUT it is a violation of the terms of use and you could be banned from using E-Services if caught.

IRS Is Consolidating Logins

- Once the new system is launched the IRS will combine the logins for E-Services, Get Transcripts (different than TDS), Online Payment Agreement, Identity Protection PIN & e-Postcard.
- For some reason the PTIN applications are excluded from the new system.
- The IRS announced that once the systems are combined the E-Services username will become the primary for the account if a user has multiple accounts.

TIP!!! The IRS advised tax professionals they can register or re-register for Get Transcripts and get the new ID Verification and linking of the cell phone to their account through the Get Transcripts interface. When the new system is launched the E-Services username will become the overall username and the IRS will force a password change at that time.

The Dreaded Confirmation Letter

The confirmation letter should become a thing of the past unless you are doing the alternative verification process due to a lack of a cell phone in your name or financial history on your credit report to validate your identity.

New System Allows Immediate Password Resets

Under the old system, if you forgot your password or let it expire the IRS would mail you a new confirmation code which took up to 14 days. The new system will allow immediate password resets.

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services

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- [Reporting Agent e-Services](#)
- [Transcript Delivery System](#)
- [Registration Services](#)

Welcome to IRS e-services
Roger Nemeth
Representing Roger W Nemeth

Application
Access to apply or revise an existing application on-line for participation in IRS *e-file* Program or Taxpayer Identification Number (TIN) Matching.

Remove Affiliation
Provides access to the Firm Disassociation page that will allow you to remove your affiliation to the *e-file* firm or organization you selected. Disassociating yourself from the *e-file* application will remove your name from each of the *e-file* applications shown and will eliminate all authority that resulted from your affiliation.

Reporting Agent e-Services
Provides access to Transcript Delivery System and Electronic Account Resolution.

Transcript Delivery System
Transcript Delivery System (TDS) provides self-service for return and account information requests by external customers through e-services portal. TDS automates the validation, processing, and delivery of taxpayer information to the authorized third party user, thus requiring less intervention from IRS personnel.

Registration Services
Registration Services allows you to confirm your registration, revise your registration information, change your password or PIN and recover a lost password or PIN.

E-Services Main Menu Features

- Application
 - Apply, revise, or close an existing EFIN application.
- Remove Affiliation
 - Disassociate from EFIN.
- Reporting Agent E-Services
 - Does not apply to Tax Pros.
- Transcript Delivery System
 - Allows the user to request and download IRS Transcripts electronically.
- Registration Services
 - Confirm registration.
 - Revise contact info.
 - Change password or PIN
 - Recover lost password or PIN

What Is An EFIN

EFIN = Electronic Filing Identification Number

- What is an EFIN?
 - Providers need an EFIN to electronically file tax returns.
 - As of January 1, 2012, any tax return preparer who anticipates preparing and filing 11 or more Forms 1040, 1040A, 1040EZ and 1041 during a calendar year must use IRS e-file.

Apply For An EFIN

1. Log into E-Services.
2. Click on Application.
3. Select New Application (you can also save a partially completed application and return at a later time).
4. Complete application.
5. If you are not a Circular 230 Tax Professional (CPA, Attorney, or EA) you must submit your fingerprints.
6. Pass a suitability check.
 - This may include: a credit check; a tax compliance check; a criminal background check; and a check for prior non-compliance with IRS e-file requirements.

EFIN Info

- Usually an EFIN is applied for under an EIN.
- An EFIN can be applied for by a Sole Proprietor using an SSN.
- EFIN Applications can take 4-6 weeks or longer so make sure to apply early for E-Filing.
 - Once your suitability test has passed the application time is usually reduced.
 - Immediately after tax season I have seen the processing time be about a week.
 - Best way to see if your EFIN has been approved is to log into E-Services and check the status of the application. The approval letter can be received 2-3 weeks after approval.


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[e-file Application](#)

Name: Employer Identification Number(EIN):

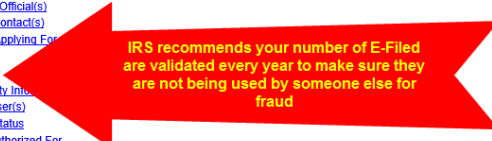
You are about to revise the application for your Firm/Organization. If your application has been submitted and been accepted by the IRS you may have to re-submit your application for review based on your revisions. Not all changes will require you to re-submit the application for review.

Select the area of the application you want to enter, revise or view information about:

- [Add New Location](#)
- [Firm Name & Business Type](#)
- [Firm/Organization Address](#)
- [Principals](#)
- [Responsible Official\(s\)](#)
- [Application Contact\(s\)](#)
- [Program\(s\) Applying For](#)
- [Form\(s\)](#)
- [EFIN Status](#)
- [Firm Suitability Info](#)
- [Delegated User\(s\)](#)
- [Application Status](#)
- [Service\(s\) Authorized For](#)
- [Application Summary](#)
- [Personal Information](#)
- [Application Comments](#)
- [Application Submission](#)
- [Self Certification](#)

When you have finished, you may do any of the following:

- Select *Cancel* to exit the application.
- Select *Return to Search* to return to Search e-file Application.


 IRS recommends your number of E-Filed are validated every year to make sure they are not being used by someone else for fraud

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e-file Application : EFIN Status

Name: Sunshine Tax Solutions Employer Identification Number(EIN):

Listed below are the EFIN(s) Electronic Filing Identification Number(s) and their statuses that have been assigned to this application.

EFIN	EFIN Status	Begin Date/Time
1	Valid/Active	08/06/2015 11:32:36PM

Do you own or operate Web site(s) through which taxpayer information is collected, transmitted, stored, or processed? Yes No

If you own or operate Web site(s) through which taxpayer information is collected, transmitted, stored, or processed you are required to register their URLs with us. If you own or operate any such Web site that you have not previously registered with us, select the URL Collection link on the Application Information page menu to register now.

Electronic Return Originator (ERO) Activity by EFIN/Return Type

The activity shown below by EFIN and Return Type represents the total YTD counts for returns submitted electronically to the IRS.

EFIN	Return/Form Type	Processing Year	Customize Find View All First 1 of 2 Last		
			Transmitted YTD	Accepted YTD	Rejected YTD
1	1120S	2016	1	1	0
2	1040	2016	17	15	2

[e-file application Menu Page](#) [Add Comment\(s\)](#) [Go to Summary Page](#)

When you have finished EFIN Status, you may do any of the following:

- Select *Previous* to go back to the e-file application Menu Page.
- Select *Next* to go to the Firm Suitability Information page.
- Select *Save* to save all changes made.
- Select *Cancel* to exit the application.

[Previous](#) [Next](#) [Save](#) [Cancel](#)

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[List of Applications](#) [Firm Type](#)

e-file Application

You may select an existing application to revise or complete from the list below. You can begin a new application by clicking on *New Application*.

[New Application](#)
[Roger W Nemeth, 2243 PINE LANDING CT, TALLAHASSEE, FL 32312 <Completed>](#)
[Sunshine Tax Solutions, 2243 PINE LANDING CT, TALLAHASSEE, FL 32312 <Completed>](#)

[Close Office](#)  **Close Office**

[Cancel](#)

[List of Applications](#) | [Firm Type](#)

Transcript Delivery System

- The Transcript Delivery System (TDS) allows users to request and download IRS transcripts.
- In order to access TDS a user must be registered for E-Services and listed as a Principal or Responsible Official on an EFIN with five (5) E-Filed returns in any one previous tax year.
 - These users can grant someone Delegated User access to E-Services.
- Exception: The IRS allows Circular 230 Professionals (EA, CPA, & Attorney) who do not have five (5) E-Filed Returns to access TDS, but they need to apply for an EFIN as a sole Proprietor under their SSN.
- A user also needs a Centralized Authorization File (CAF) Number to request transcripts.

Delegated Users

- A delegated user can use their parent member's CAF number to access any transcripts that are approved under that CAF or they can get their own CAF.
- Example: My wife is not a tax professional. She is a delegated user under my EFIN and can access any transcripts I have access to or she can get them under her own CAF number.
- To assign a delegated user just log into your E-Services Account and click on the EFIN application you would like to add them to (They only need to be delegated on one to get access).

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e-file Application

Name: Roger W Nemeth Social Security Number(SSN): XXX-XX-9512

You are about to revise the application for your Firm/Organization. If your application has been submitted and been accepted by the IRS you may have to re-submit your application for review based on your revisions. Not all changes will require you to re-submit the application for review.

Select the area of the application you want to enter, revise or view information about:

- [Add New Location](#)
- [Firm Name & Business Type](#)
- [Firm/Organization Address](#)
- [Principal\(s\)](#)
- [Responsible Official\(s\)](#)
- [Application Contact\(s\)](#)
- [Program\(s\) Applying For](#)
- [Form\(s\)](#)
- [EFIN Status](#)
- [Firm Suitability Information](#)
- [Delegated User\(s\)](#)
- [Application Status](#)
- [Service\(s\) Authorized For](#)
- [Application Summary](#)
- [Personal Information](#)
- [Application Comments](#)
- [Application Submission](#)
- [Self Certification](#)

When you have finished, you may do any of the following:

- Select *Cancel* to exit the application.
- Select *Return to Search* to return to Search e-file Application.

Cancel
Return to Search

e-file Application : Delegated User(s)

Name: Roger W Nemeth Social Security Number(SSN): XXX-XX-9512

You may add users to your application that you wish to delegate authorities to. Delegated users are **not required** to submit the application. You can select any of the following actions from the table below:

- Select *Authorities* to go to Delegate authorities page.
- Select *Edit* to edit delegated user entries. (The editable entries will appear in the section below.)
- Select *Delete* to delete a delegated user.

Name	TIN	Organization Role	Principal Consent	Title	Delegate Authorities	Edit	Delete
Nemeth, Rebecca R	XXX-XX-1996	Delegated User	No		Delegate Authorities	Edit	Delete
Thompson, Laura A	XXX-XX-9363	Delegated User	No	Operation Manager	Delegate Authorities	Edit	Delete

*First Name (Required):

Middle Initial:

*Last Name (Required):

Name Suffix:

Title:

*Social Security Number (Required):

Email Address:

Is this person also a principal consent? No Yes

- Select *Add* to add a delegate.
- Select *Clear* to clear the form.

Add
Clear

CAF Number

- To request a CAF number complete an 8821 or 2848 on someone (taxpayer, spouse, self, etc...) and fax it to the IRS.
 - They are supposed to send you a letter with your CAF Number within 30 days, but often times the letter is not received. The letter is only sent after the first request.
 - Best Practice: Call the Practitioner Line 2-3 days later and advise them you forgot your CAF number (do not tell them you just applied or they will tell you to wait 30 days and call back). IRS.gov states you can call PPL (also known as PPS) and retrieve a forgotten CAF.
 - Note: This is the only time in working with E-Services you will call PPL instead of the E-Help Desk.
- In rare instances a user can have multiple CAF's. This is from the old days over 10 years ago. The IRS has been trying to consolidate everyone down to just 1.
- **CAUTION: A business can also be issued a CAF number but the business cannot get access to TDS only individuals who work for a business. Be careful not to list your business CAF on the 2848 or 8821 because you will not get access to the transcripts. Also, make sure you only use the individual CAF when using TDS or all requests will fail.**

Name Changes

- In some instances if you legally change your name the IRS may issue a new CAF number and not tell you. It can also really mess up your existing authorizations and new authorizations since you are using an old CAF number which is no longer valid.

Authorization To Access Taxpayers Transcripts

- In order to get CAF Authority to obtain a taxpayers transcripts electronically the taxpayer must give authority by signing an IRS Form 8821 (Tax Information Authorization) or 2848 (POA).
- A 2848 can only be used by a Circular 230 Professional (CPA, Attorney, or EA) or the preparer of record in very limited circumstances. The 2848 allows the tax professional to access any information under the authority as well as represent the taxpayer in representing them to the IRS.
 - A 2848 carries tax advice liability for any tax year listed.
- An 8821 just allows the tax professional access to any tax matter and year authorized without the tax advice liability. The tax pro can call the IRS and ask questions about the tax payers account, but cannot negotiate on the tax payers behalf.

2848 Power of Attorney and Declaration of Representative

OMB No. 1545-0130

Form 2848 (Rev. 12-2015)

Department of the Treasury Internal Revenue Service

Information about Form 2848 and its instructions is at www.irs.gov/form2848.

Part I Power of Attorney

Caution: A separate Form 2848 must be completed for each taxpayer. Form 2848 will not be honored for any purpose other than representation before the IRS.

1 Taxpayer information. Taxpayer must sign and date this form on page 5, line 7.

Taxpayer name and address
 John Smith
 123 Main St
 Anywhere, FL 32312

Taxpayer identification number(s)
 Daytime telephone number 444-555-6666
 Fax number (if applicable) 850-555-9999

2 Representative(s) must sign and date this form on page 5, Part II.

Name and address
 Bob Jones
 333 Main St
 Anywhere, FL 32312

CAF No. CAF Number or none
 PTIN 9999999999
 Telephone No. 800-555-1234
 Fax No. Optional

Check if to be sent copies of notices and communications Check if new: Address Telephone No. Fax No.

Name and address
 CAF No. _____
 PTIN _____
 Telephone No. _____
 Fax No. _____

Check if to be sent copies of notices and communications Check if new: Address Telephone No. Fax No.

Name and address
 CAF No. _____
 PTIN _____
 Telephone No. _____
 Fax No. _____

Note: IRS sends notices and communications to only two representatives.

Check if new: Address Telephone No. Fax No.

Name and address
 CAF No. _____
 PTIN _____
 Telephone No. _____
 Fax No. _____

Note: IRS sends notices and communications to only two representatives.

Check if new: Address Telephone No. Fax No.

Name and address
 CAF No. _____
 PTIN _____
 Telephone No. _____
 Fax No. _____

Note: IRS sends notices and communications to only two representatives.

Check if new: Address Telephone No. Fax No.

Name and address
 CAF No. _____
 PTIN _____
 Telephone No. _____
 Fax No. _____

3 Acts authorized (you are required to complete this line 3). With the exception of the acts described in line 5b, I authorize my representative(s) to receive and inspect my confidential tax information and to perform acts that I can perform with respect to the tax matters described below. For example, my representative(s) shall have the authority to sign any agreements, consents, or similar documents (see instructions for line 5a for authorizing a representative to sign a return).

Description of Matter (Income, Employment, Payment, Excise, Estate, Gift, Withdrawal, Rollover, Divorce, RUT, PUA, Civil Penalty, Sec. 5000a Shared Responsibility Payment, Sec. 4684b Shared Responsibility Payment, etc.) (see instructions)

Tax Form Number (1040, 941, 720, etc.) (if applicable)

Year(s) or Period(s) (if applicable) (see instructions)

Income 1040 1990-2018

Separate Assessment 1040 1990-2018

Civil Penalties not applicable 1990-2018

4 Specific use not recorded on Centralized Authorization File (CAF). If the power of attorney is for a specific use not recorded on CAF, check this box. See the instructions for Line 4. Specific Use Not Recorded on CAF

5a Additional acts authorized. In addition to the acts listed on line 3 above, I authorize my representative(s) to perform the following acts (see instructions for line 5a for more information).

Authorize disclosure to third parties; substitute or add representative(s); Sign a return;

Other acts authorized: _____

For Privacy Act and Paperwork Reduction Act Notice, see the instructions. Cat No. 11880J Form 2848 (Rev. 12-2015)

Form 2848 (Rev. 12-2015) Page 2

b Specific acts not authorized. My representative(s) is (are) not authorized to endorse or otherwise negotiate any check (including directing or accepting payment by any means, electronic or otherwise, into an account owned or controlled by the representative(s) or any firm or other entity with whom the representative(s) is (are) associated) issued by the government in respect of a federal tax liability. List any other specific delegations to the acts otherwise authorized in this power of attorney (see instructions for line 5b): _____

6 Retention/revocation of prior power(s) of attorney. The filing of this power of attorney automatically revokes all earlier power(s) of attorney on file with the Internal Revenue Service for the same matters and years or periods covered by this document. If you do not want to revoke a prior power of attorney, check here

YOU MUST ATTACH A COPY OF ANY POWER OF ATTORNEY YOU WANT TO REMAIN IN EFFECT.

7 Signature of taxpayer. If a tax matter concerns a year in which a joint return was filed, each spouse must file a separate power of attorney even if they are appointing the same representative(s). If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, or trustee on behalf of the taxpayer, I certify that I have the legal authority to execute this form on behalf of the taxpayer.

IF NOT COMPLETED, SIGNED, AND DATED, THE IRS WILL RETURN THIS POWER OF ATTORNEY TO THE TAXPAYER.

Signature _____ Date _____ Title (if applicable) _____

Print Name _____ Print name of taxpayer from line 1 if other than individual _____

Part II Declaration of Representative

Under penalty of perjury, by my signature below, I declare that:

- I am not currently suspended or disbarred from practice, or ineligible for practice, before the Internal Revenue Service;
- I am subject to regulations contained in Circular 230 (31 CFR, Subtitle A, Part 10), as amended, governing practice before the Internal Revenue Service;
- I am authorized to represent the taxpayer identified in Part I for the matter(s) specified there, and
- I am one of the following:
 - a Attorney—a member in good standing of the bar of the highest court of the jurisdiction shown below.
 - b Certified Public Accountant—licensed to practice as a certified public accountant is active in the jurisdiction shown below.
 - c Enrolled Agent—enrolled as an agent by the Internal Revenue Service per the requirements of Circular 230.
 - d Officer—a bona fide officer of the taxpayer organization.
 - e Full-Time Employee—a full-time employee of the taxpayer.
 - f Family Member—a member of the taxpayer's immediate family (spouse, parent, child, grandparent, grandchild, step-parent, step-child, brother, or sister).
 - g Enrolled Actuary—enrolled as an actuary by the Joint Board for the Enrollment of Actuaries under 38 U.S.C. 1242 (the authority to practice before the Internal Revenue Service is limited by section 10.3(d) of Circular 230).
 - h Unenrolled Return Preparer—authority to practice before the IRS is limited. An unenrolled return preparer may represent, provided the preparer (1) prepared and signed the return or claim for refund or prepared (if there is no signature space on the form), (2) was eligible to sign the return or claim for refund, (3) has a valid PTIN, and (4) possesses the required Annual Filing Season Program Record of Competence(s). See **Special Rules and Requirements for Unenrolled Return Preparers in the instructions for additional information.**
 - i Student Attorney or CPA—receives permission to represent taxpayers before the IRS by virtue of his/her status as a law, business, or accounting student working in an LTC or STCP. See instructions for Part II for additional information and requirements.
 - j Enrolled Retirement Plan Agent—enrolled as a retirement plan agent under the requirements of Circular 230 (the authority to practice before the Internal Revenue Service is limited by section 10.3(d)).

IF THIS DECLARATION OF REPRESENTATIVE IS NOT COMPLETED, SIGNED, AND DATED, THE IRS WILL RETURN THE POWER OF ATTORNEY. REPRESENTATIVES MUST SIGN IN THE ORDER LISTED IN PART I, LINE 2.

Note: For designations (i-f), enter your title, position, or relationship to the taxpayer in the "Licensing/Jurisdiction" column.

Designation—insert above letter (a-f)	Licensing/Jurisdiction (State) or other licensing authority (if applicable)	Bus. license, certification, registration, or enrollment number (if applicable)	Signature	Date
c	IRS	00000000-EA		
a	Enter State	BAR # for attorney		
b	Enter State	State CPA License #		

Form 2848 (Rev. 12-2015)

2848 Power of Attorney and Declaration of Representative

OMB No. 1545-0046 For IRS Use Only

Form 2848 (Rev. 2015)

Department of the Treasury Internal Revenue Service

Information about Form 2848 and its instructions is at www.irs.gov/form2848.

Part I Power of Attorney

Caution: A separate Form 2848 must be completed for each taxpayer. Form 2848 will not be honored for any purpose other than representation before the IRS.

1 Taxpayer information. Taxpayer must sign and date this form on page 2, line 7.

Taxpayer name and address: **ACME Toy Company**, 123 Main St, Anywhere, FL 32312

Taxpayer identification number(s): **44-5555555**

Daytime telephone number: **850-555-9999**

Plan number (if applicable):

2 Representative(s) must sign and date this form on page 2, Part II.

Name and address: **Bob Jones**, 333 Main St, Anywhere, FL 32312

CAF No.: **CAF Number or none**

PTIN: **999999999**

Telephone No.: **850-555-1234**

Fax No.: **Optional**

Check if new: Address Telephone No. Fax No.

3 Acts authorized (you are required to complete this line 3). With the exception of the acts described in line 5b, I authorize my representative(s) to receive and inspect my confidential tax information and to perform acts that I can perform with respect to the tax matters described below. For example, my representative(s) shall have the authority to sign any agreements, consents, or similar documents (see instructions for line 5a for authorizing a representative to sign a return).

4 Specific use not recorded on Centralized Authorization File (CAF). If the power of attorney is for a specific use not recorded on CAF, check this box. See the instructions for Line 4, Specific Use Not Recorded on CAF.

5a Additional acts authorized. In addition to the acts listed on line 3 above, I authorize my representative(s) to perform the following acts (see instructions for line 5a for more information):

Income: **1120, 1120s, 1065, 1041** 1990-2018

Payroll: **940, 941, 944** 1990-2018

4 Civil Penalties: **not applicable** 1990-2018

5b Other acts authorized:

For Privacy Act and Paperwork Reduction Act Notice, see the instructions. Cat. No. 11860J Form 2848 (Rev. 12-2015)

Form 2848 (Rev. 12-2015) Page 2

b Specific acts not authorized. My representative(s) is (are) not authorized to endorse or otherwise negotiate any check including directing or accepting payment by any means, electronic or otherwise, into an account owned or controlled by the representative(s) or any firm or other entity with whom the representative(s) is (are) associated; issued by the government in respect of a federal tax liability. List any other specific objections to the acts otherwise authorized in this power of attorney (see instructions for line 5b).

6 Retention/revocation of prior power(s) of attorney. The filing of this power of attorney automatically revokes all earlier power(s) of attorney on file with the Internal Revenue Service for the same matters and years or periods covered by this document. If you do not want to revoke a prior power of attorney, check here:

YOU MUST ATTACH A COPY OF ANY POWER OF ATTORNEY YOU WANT TO REMAIN IN EFFECT.

7 Signature of taxpayer. If a tax matter concerns a year in which a joint return was filed, each spouse must file a separate power of attorney even if they are appointing the same representative(s). If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, or trustee on behalf of the taxpayer, I certify that I have the legal authority to execute this form on behalf of the taxpayer.

IF NOT COMPLETED, SIGNED, AND DATED, THE IRS WILL RETURN THIS POWER OF ATTORNEY TO THE TAXPAYER.

Signature: _____ Date: _____ Title (if applicable): _____

Print Name: _____ First name of taxpayer from line 1 if other than individual

Part II Declaration of Representative

Under penalties of perjury, by my signature below I declare that:

- I am not currently suspended or disbarred from practice, or ineligible for practice, before the Internal Revenue Service;
- I am subject to regulations contained in Circular 230 (31 CFR, Subtitle A, Part 10), as amended, governing practice before the Internal Revenue Service;
- I am authorized to represent the taxpayer identified in Part I for the matter(s) specified there; and
- I am one of the following:
 - a Attorney—a member in good standing of the bar of the highest court of the jurisdiction shown below.
 - b Certified Public Accountant—licensed to practice as a certified public accountant is active in the jurisdiction shown below.
 - c Enrolled Agent—enrolled as an agent by the Internal Revenue Service per the requirements of Circular 230.
 - d Officer—a bona fide officer of the taxpayer organization.
 - e Full-Time Employee—a full-time employee of the taxpayer.
 - f Family Member—a member of the taxpayer's immediate family (spouse, parent, child, grandparent, grandchild, step-parent, step-child, brother, or sister).
 - g Enrolled Actuary—enrolled as an actuary by the Joint Board for the Enrollment of Actuaries under 20 U.S.C. 1242 (the authority to practice before the Internal Revenue Service is limited by section 10.363 of Circular 230).
 - h Unenrolled Return Preparer—Authority to practice before the IRS is limited. An unenrolled return preparer may represent, provided the preparer (1) prepared and signed the return or claim for refund (or prepared it if there is no signature space on the form), (2) was eligible to sign the return or claim for refund, (3) has a valid PTIN, and (4) possesses the required Annual Filing Season Program Record of Completion(s). See Special Rules and Requirements for Unenrolled Return Preparers in the instructions for additional information.
 - k Student Attorney or CPA—receives permission to represent taxpayers before the IRS by virtue of his/her status as a law, business, or accounting student working in an LITC or STCP. See instructions for Part II for additional information and requirements.
 - l Enrolled Retirement Plan Agent—enrolled as a retirement plan agent under the requirements of Circular 230 (the authority to practice before the Internal Revenue Service is limited by section 10.36).

IF THIS DECLARATION OF REPRESENTATIVE IS NOT COMPLETED, SIGNED, AND DATED, THE IRS WILL RETURN THE POWER OF ATTORNEY. REPRESENTATIVES MUST SIGN IN THE ORDER LISTED IN PART I, LINE 2.

Note: For designations d-f, enter your title, position, or relationship to the taxpayer in the "Licensing jurisdiction" column.

Designation—insert above letter (a-f)	Licensing jurisdiction (State or other licensing authority (if applicable))	Bar, license, certification, registration, or enrollment number (if applicable)	Signature	Date
c	IRS	00000000-EA		
a	Enter State	BAR # for attorney		
b	Enter State	State CPA License #		

Form 2848 (Rev. 12-2015)

8821 Tax Information Authorization

OMB No. 1545-0046 For IRS Use Only

Form 8821 (Rev. 2015)

Department of the Treasury Internal Revenue Service

Information about Form 8821 and its instructions is at www.irs.gov/form8821.

Do not sign this form unless all applicable lines have been completed.

Do not use Form 8821 to request copies of your tax returns or to authorize someone to represent you.

1 Taxpayer information. Taxpayer must sign and date this form on line 7.

Taxpayer name and address: **ACME Toy Company**, 123 Main St, Anywhere, FL 32312

Taxpayer identification number(s): **44-55-6666**

Daytime telephone number: **850-555-9999**

Plan number (if applicable):

2 Appointee. If you wish to name more than one appointee, attach a list of this form. Check here if a list of additional appointees is attached:

Name and address: **Bob Jones**, 333 Main St, Anywhere, FL 32312

CAF No.: **CAF Number or none** (if requesting CAF for 1st time)

PTIN: **999999999**

Telephone No.: **850-555-1234**

Fax No.: **Optional**

Check if new: Address Telephone No. Fax No.

3 Tax information. Appointee is authorized to inspect and/or receive confidential tax information for the type of tax, forms, periods, and specific matters you list below. See the line 3 instructions.

(a) Type of Tax Information (Income, Employment, Payroll, Excise, Estate, Gift, Car, Gift Penalty, Sec. 4980H Payments, etc.)	(b) Tax Form Number (1040, 941, 720, etc.)	(c) Year(s) or Period(s)	(d) Specific Tax Matters
Income	1040	1990-2018	not applicable
Separate Assessment	1040	1990-2018	not applicable
Civil Penalty	not applicable	1990-2018	not applicable

4 Specific use not recorded on Centralized Authorization File (CAF). If the tax information authorization is for a specific use not recorded on CAF, check this box. See the instructions. If you check this box, skip lines 5 and 6.

5 Disclosure of tax information you must check a box on line 5a or 5b unless the box on line 4 is checked:

a If you want copies of tax information, notices, and other written communications sent to the appointee on an ongoing basis, check this box:

b If you do not want any copies of notices or communications sent to your appointee, check this box:

6 Retention/revocation of prior tax information authorizations. If the line 4 box is checked, skip this line. If line 4 box is not checked, the IRS will automatically revoke all prior Tax Information Authorizations on file unless you check the line 6 box and attach a copy of the Tax Information Authorization(s) that you want to retain.

7 Signature of taxpayer. If signed by a corporate officer, partner, guardian, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute this form with respect to the tax matters and tax periods shown on line 3 above.

IF NOT COMPLETED, SIGNED, AND DATED, THIS TAX INFORMATION AUTHORIZATION WILL BE RETURNED.

DO NOT SIGN THIS FORM IF IT IS BLANK OR INCOMPLETE.

Signature: _____ Date: _____

Print Name: _____ Title (if applicable): _____

For Privacy Act and Paperwork Reduction Act Notice, see the instructions. Cat. No. 11399P Form 8821 (Rev. 3-2015)

Form 8821 (Rev. 2015) Page 2

Information about Form 8821 and its instructions is at www.irs.gov/form8821.

Do not sign this form unless all applicable lines have been completed.

To request a copy or transcript of your tax return, use Form 4506, 4506-T, or 45061-EZ.

1 Taxpayer information. Taxpayer must sign and date this form on line 7.

Taxpayer name and address (type or print): **ACME Toy Company**, 123 Main St, Anywhere, FL 32312

Taxpayer identification number(s): **44-5555555**

Daytime telephone number: **850-555-9999**

Plan number (if applicable):

2 Appointee. If you wish to name more than one appointee, attach a list of this form.

Name and address: **Bob Jones**, 333 Main St, Anywhere, FL 32312

CAF No.: **CAF Number or none**

PTIN: **999999999**

Telephone No.: **850-555-1234**

Fax No.: **Optional**

Check if new: Address Telephone No. Fax No.

3 Tax matters. The appointee is authorized to inspect and/or receive confidential tax information for the tax matters listed on this line. Do not use Form 8821 to request copies of tax returns.

(a) Tax (Income, Employment, Payroll, Excise, Estate, Gift, Car Penalty, etc.) (see instructions)	(b) Tax Form Number (1040, 941, 720, etc.)	(c) Year(s) or Period(s) (see the instructions for line 3)	(d) Specific Tax Matters (see instructions)
Income	1120, 1120s, 1065	1990-2017	not applicable
Payroll	940, 941, 944	1990-2017	not applicable
Civil Penalty	not applicable	1990-2017	not applicable

4 Specific use not recorded on Centralized Authorization File (CAF). If the tax information authorization is for a specific use not recorded on CAF, check this box. See the instructions. If you check this box, skip lines 5 and 6.

5 Disclosure of tax information you must check a box on line 5a or 5b unless the box on line 4 is checked:

a If you want copies of tax information, notices, and other written communications sent to the appointee on an ongoing basis, check this box:

b If you do not want any copies of notices or communications sent to your appointee, check this box:

6 Retention/revocation of tax information authorizations. This tax information authorization automatically revokes all prior authorizations for the same tax matters you listed on line 3 above unless you checked the box on line 6. If you do not want to revoke a prior tax information authorization, you must attach a copy of any authorizations you want to remain in effect and check this box.

To revoke this tax information authorization, see the instructions.

7 Signature of taxpayer. If signed by a corporate officer, partner, guardian, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute this form with respect to the tax matters and tax periods shown on line 3 above.

IF NOT SIGNED AND DATED, THIS TAX INFORMATION AUTHORIZATION WILL BE RETURNED.

DO NOT SIGN THIS FORM IF IT IS BLANK OR INCOMPLETE.

Signature: _____ Date: _____

Print Name: _____ Title (if applicable): _____

For Privacy Act and Paperwork Reduction Act Notice, see the instructions. Cat. No. 11399P Form 8821 (Rev. 3-2015)

Why should you pull IRS Transcripts?

“Everyone lies!!!”

Stop trying to figure out what your client’s problem or status is by having them tell you. Gather their basic facts, collect any IRS correspondences and have them sign a 2848 or 8821 so you can access their transcripts.

Types of IRS Transcripts & What Years Should You Access:

- Account (1990-Present)
- Return (Request them all. Available for current and prior 3 years)
- Wage & Income (Request both forms & summary for the past 10 years)
- Separate Assessment (Same as account transcripts)
- Civil Penalties (Same as account transcripts)
- TXMOD (As needed via FOIA or PPS)

Note: Do not use Record of Accounts since they do not update as often as Account Transcripts.

Information that can be determined from the Account Transcripts

- Compliance (Was return filed or not and what type: Original, SFR, Amended).
- Exam Status (None, Active, or Closed).
 - Exam Type (Income Under Reporting or Exam).
- ASED Date (Assessed Statute Expiration Date).
- CSED (Collection Statute Expiration Date also known as Statute of Limitations).
- RSED (Refund Statute Expiration Date)
- Account Balance.
- Qualification for Fresh Start Installment Agreement or OIC.
- Collection Status (None, Active, or Closed).
- Lien Status (None, Active, or Released).
- Fraud indicators (Accuracy Related Penalties or Penalty for Fraud).
- Estimate monthly payment for IA.
- First Time Penalty Abatement Eligibility.
- Notices Issued.
- Track Estimated Payments.

Compliance

- For collections the IRS requires filing compliance for the past 6 tax years.
- A tax year is considered compliant if either an original return is filed or a Substitute For Return (**SFR**) is filed.
- Check the transcript for the following transcript codes:
 - 150-Tax Return Filed (Indicates an Original was filed).
 - 150-Substitute tax return prepared by IRS (Indicates an SFR was started).
- Start working on the tax returns as soon as possible.
 - Pull the Wage & Income Transcripts and gather data from taxpayer.

Substitute For Return Guidelines

- Often times an original return can be filed after an SFR to reduce tax liability.
- An original return can also be filed after an SFR to start the ASER date.
- It is very difficult to determine if an original return was filed and accepted after an SFR was filed. PPS has trouble figuring it out.
- After an SFR is started no Return Transcript will be generated even if an original return is later accepted. The IRS modifies the SFR based on the entries on the original return.
- The following are **STRONG** indicators an original return has been accepted after SFR filing on the Account Transcript:
 - Look for transaction “Prior tax abated”.
 - Filing status other than “Single” or “Married Filing Separately”.
 - Exemptions other than “1”.
 - Look at AGI minus Taxable Income. SFR is only standard deduction and 1 exemption.

Check For Examinations

- Once we have established compliance we need to check for any exams which may be assessed.
- Check the account transcript transactions for “Examination of tax return” or “Review of unreported income”. These indicate the audit process has started.
- An audit can show up 30 days to 9 months on an Account Transcript before the actual start of the audit.
- The following transactions indicate an audit has concluded: “Closed examination of tax return” or “Additional tax assessed”.
- Sometimes audits show on the account transcript but the IRS does not follow through. They have until the ASER to assess.

Check For Collections

- Collections determines the speed at which we must handle the case.
- Check the account transcript transactions for “Notice of Intent to Levy – issued”.
 - 30 days after this date indicates the start of active forced collections.
- The following events suspend active collection activity.
 - Pending or established Installment Agreement.
 - Pending or established OIC.
 - Bankruptcy or other legal action.
 - Innocent Spouse.
 - Currently Not Collectible.
 - Suspension of Tax Collection for Military Personnel.
- If any of these events end and there is still a balance the taxpayer is back in active forced collections.

Calculate CSED's

- If possible get the IRS CSED calculations by calling PPS.
 - According to TIGTA the IRS CSED's are inaccurate 40% of the time there is a tolling event.
- List all the assessments on a spreadsheet and then find the starting and ending date for all of the tolling events:
- Remember most of the Account Transactions are manually input by the IRS employees so always check with your client to confirm the dates.

Most Common Tolling Events

- **OIC**
 - For the duration of the pending offer plus 30 days if rejected.
- **Bankruptcy**
 - For the duration plus 6 months.
- **CDP Hearing**
 - Tolls for the duration plus up to 90 days.
- **Pending Installment Agreement**
 - For the duration plus 30 days if rejected.
- **Terminated Installment Agreement**
 - Tolls for 30 days after termination.
- **Taxpayer Out Of The Country For Longer Than 6 Months**
 - For the duration plus an additional 6 months.

CSED Example

- The taxpayer has a 150 -Tax Return Filed on 4/15/2013 for \$5,000.
- Taxpayer filed bankruptcy 1/1/2014 which ended on 6/1/14. From the Account Transcript:
 - 520-Bankruptcy or other legal action filed - 1/1/2014
 - 521-Removed bankruptcy or other legal action - 6/1/14

The CSED without any tolling would be 4/15/2013 plus 10 years and 1 day = 4/16/2023

Because the bankruptcy occurs after the assessment and before the 10 year date it tolls the CSED for the duration (152 days) Plus 6 months (182 days) = 3/13/2024. The bankruptcy tolls for a total of 332 days (152+182).

QUESTIONS?

Additional Free Information Can be found at:
TaxHelpSoftware.com
and
AuditDetective.com