

e-Filing Practice Returns

DrakeTax 2018

Use the following e-file practice returns to practice e-filing returns in Drake Tax. Each return will receive an A (Accepted) or R (Rejected) acknowledgement. Correct the rejected returns by following the instructions in Step 5 and then retransmit the returns to receive A (Accepted) acknowledgements.

INSTRUCTIONS

The returns needed to complete the e-file practice are available when Drake Tax 2018 is installed. Follow the steps below to practice e-filing and to verify that you are ready to begin e-filing returns with Drake Software.

1. Complete Drake 2018 Installation and Setup.

Required Setup items include **ERO & Account Information**, **Firm**, and **Preparer** information. These can be found in the **Setup Assistant** or the **Setup** menu. A PIN must be designated in the Preparer Setup for e-filing.

2. Prepare the following returns for e-filing.

Open and complete the **PIN** screen for each e-file practice return. If necessary, clear any electronic filing messages, so the returns are ready to e-file. (Notes pages will not prevent e-filing.)

e-Filing Practice Returns

500-00-1001 (Shoemaker, Oxford & Loafer)

500-00-1005 (Waterson, Mineral)

500-00-1002 (Fragrance, Francis)

500-00-1006 (Runner, Miles & Lane)

500-00-1003 (Crescendo, Creed & Dee)

500-00-1007 (Blogger, Media & Niche)

500-00-1004 (Emoji, Wave)

500-00-1008 (Catamaran, Leeward & Starboard)

3. e-File the returns.

- To select returns for e-file, go to **EF > Select Returns for EF**. Select practice returns to transmit. Click **Continue**. The **Report Viewer** displays the selected returns. Click **Exit** to close the report.
- From the **Home** window, select **EF > Transmit/Receive**.
- Click **Send/Receive** in the **Transmit/Receive** screen.
- To process acknowledgements, go to **EF > Process Acks**. You will receive a **T** (Test) ack instead of the normal **P** (Pending) ack. **T** acks indicate successful transmission of an ef practice return.
- To retrieve Accepted and Rejected acknowledgements, process acks again by going to **EF > Process Acks**.

4. Review the acknowledgements.

After acks are retrieved, an **Acknowledgement Report** shows the ack codes. Some of the e-file practice returns will be accepted and a few will be rejected. You may also go to **EF > Search EF Database** to view the results of each e-file transmission.

500-00-1001 **A** – Accepted
500-00-1002 **A** – Accepted
500-00-1003 **A** – Accepted
500-00-1004 **A** – Accepted
500-00-1005 **R** – Rejected **F8862-IND-046-01**
500-00-1006 **R** – Rejected **F1040-507**
500-00-1007 **R** – Rejected **IND-182-01**
500-00-1008 **A** – Accepted

5. Correct rejected returns.

Use the following instructions to make the necessary corrections and e-file the returns again.

500-00-1005 - Reject: **F8862-IND-046-01** – Form 8862 must be present on the return. e-File database indicates the taxpayer must file Form 8862 to claim the Earned Income Tax Credit after disallowance.

Solution: Make entries on screen **8862**, recalculate, and retransmit the return.

500-00-1006 Reject: **F1040-507** – 400-00-5004 Dependent's SSN was previously used for the same purpose.

Solution: Verify the dependent's SSN. In this case, the dependent's SSN was entered incorrectly. The dependent's correct SSN is 500-00-1055. Correct the SSN, recalculate, and retransmit the return.

500-00-1007 Reject: The Spouse Identity Protection Personal Identification Number (IP PIN) must match the e-File database. Please double check your entry and resubmit your return with the correct number. Value 400008007

Solution: Add the Spouse's 6-digit Identity Protection PIN, 123456, to the Spouse's IP PIN field in the PIN screen. Recalculate and retransmit the return.