K2's Options To Automate Your Tax Preparation Workflow

Major Topics

- Structuring the Practice
  - Pre-season Planning
  - Outsourcing Options
- Workflow
  - Scanning
    - Give away scanner used
  - Personal Tax Workpaper Automation Solutions
  - Review options
- Collaboration with Clients
  - Liscio
  - Suralink
- Ease of Delivery and Completion
  - eSignature
  - RPA for eFiling
- Higher Value Services
  - Tax Advisory and Planning
  - Value Pricing
- Tax Technology Tool Options

Learning Objectives

- Identify key tax return preparation processes that have technology automation solutions
- Differentiate between vendor options for key tax return preparation processes
- List examples of how preparers can use RPA to automate tax processing

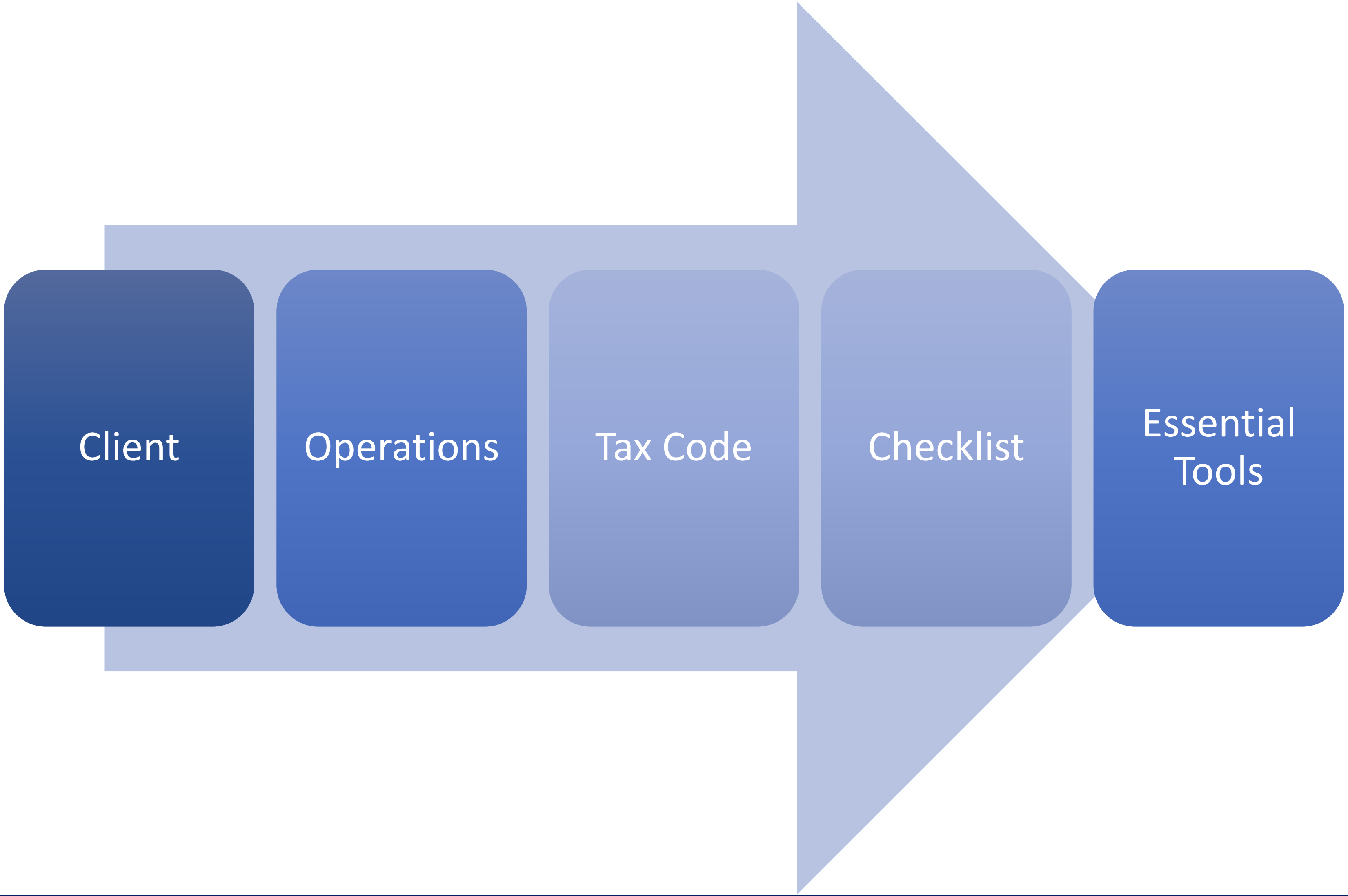
STRUCTURING THE PRACTICE

What Are Your Objectives?

For The Firm	For You
• Better control	• Less hours
• More profitable	• Lower stress
• More responsive clients	• More interesting work
• Balanced workload	• Less repetition

PRE-SEASON PLANNING

Pre-Season Planning Considerations



Client

- Setting Expectations
- Integrations
- Secure and proactive systems

Being proactive is the only way to exercise control over this workflow.

There are many solutions to help with this, but most of this is operational

Operations

- Cloud centric
- Documents
- Centralized library
- Tax prep software
- Tracking tax returns
- Communications
- Client collaboration
- PBC/Engagement letters
- Ease of payments

Don't forget to review all internal and external communication methods.

Tax Code

- Backup email and other IT resources
- Patch and update systems, including tax software
- Review Tax Code changes and communicating changes to staff and clients
- Notice handling
- Security plan compliance
- IRS Resources

Checklist

- Systems check
- Remove the cobwebs
- Fresh list/workflow update
- Review old and make new
- Resources and education
- Get your message out

The year-end list from your tax software will be closest to reality.

Checklist

- Roles
- Stock your shelves
- Capacity check
- Have a game plan

Tax Tools

- Compliance
- Controlling the work
- Client development and engagement
- [AccountingWeb Tax Season Survival Guide]

OUTSOURCING
Taxfyle
TOA
Analytix
Cloudstaff

ELECTRONIC PAYMENTS
CPA Charge
QuickFree
Kotapay
Veem
VeriCheck
PaySimple

DOCUMENT MANAGEMENT PORTAL
Doc-It
CCH Axcess Document
GoFileRoom
Filecenter
eFileCabinet
Smartvault
Tax
Joy
CCH Axcess Client Collaboration Portal
Sureprep TaxCaddy
Liscio Secure File

On-shore, Off-shore, Outsourced Employees, Contract Labor

OUTSOURCING OPTIONS

Staffing – Elephant In The Room

Sufficient Staff	Short Staffed
• Reasonable work loads	• Bursts of excessive hours
• Flexibility	• Tied to work
• Good retention	• Excessive turnover
• Positive outlook	• Low morale
• Proactive	• Reactive
• Well organized	• Disorganized and chaotic

Staffing Solutions

Remote Work	Outsourcing
• Add staff from other locations	• Time shift workloads
• Retain staff	• Scale staff
• Higher caliber and capability	• Lower cost
• Management load	• Delegation skills
• Flexibility	• Unused capacity
• Quality control	• Variable skills
• Culture	• May not use in client contact

Tax Workpapers

	Technology/Internal	Review/Internal	Outsource/Internal	
Per Return	$5-50	$52-80	$120-280	
Staff Costs	$15-25	$50-200	$200-800	
Other factors	Simple/Complex/ABC	Staffing shortage	Skill set/capacity	

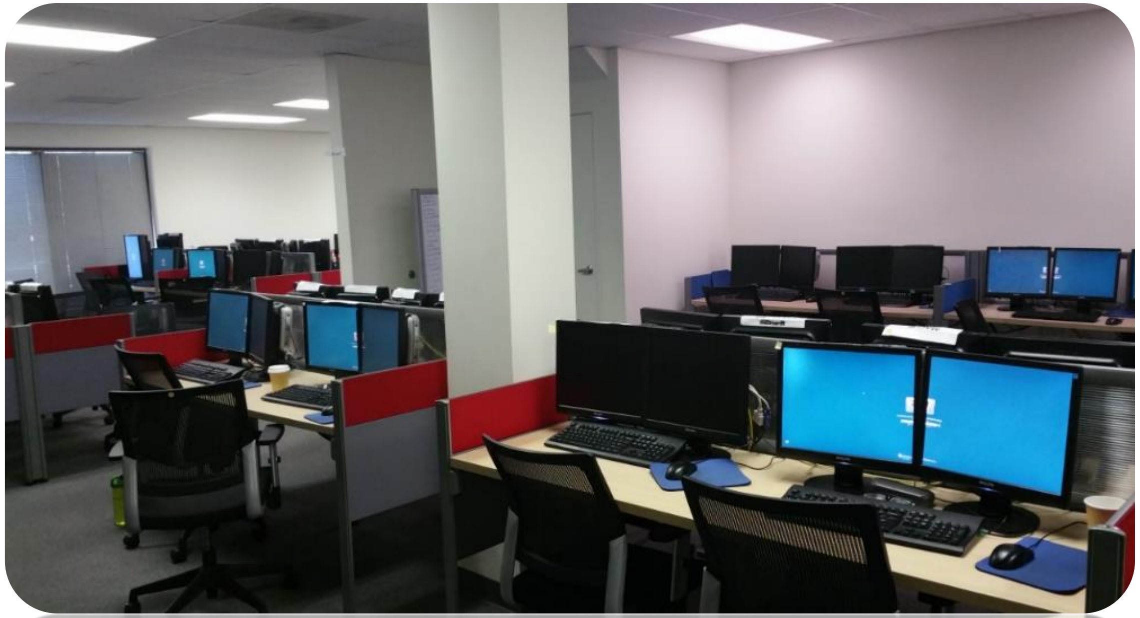
Cost per hour (blend)	**Number of returns**	**Pages/return**	**Hours/return**	**Projected cost**
$100	1000	55	2-8, assume 4	
Internal			$400/return	$400,000
Full Outsource		$100/for an hour	$280/return	$380,000
Tech/external	$50,000	$100/for an hour	$52,800 for verify	$202,800

Full Outsourced Options

- Guidance
  - Consider labor shortages and expertise needed
  - Look at the costs for full outsource vs. partial outsource
  - You'll need workflow to control things
- Providers
  - SurePrep Outsource
  - BooXkeeping
  - Wolters Kluwer – Xpitax
  - Taxfyle
  - Aldrich and other private groups
  - Look for credible organizations specializing in CPA firms

SurePrep

- Technology – SPbinder, 1040SCAN ORGANIZE, 1040SCAN PRO
- On shore or offshore services
  - Verification
  - Full preparation
- Hybrid - 1040SCANverify
- Integration with all the top tax products
- Usually less expensive than interns and more accurate
- Provides scale to your tax practice



Why Choose BooXkeeping?

- Low Startup Investment
  - BooXkeeping franchise costs are significantly less than most franchises due to low initial staffing needs and the ability to operate your business from virtually anywhere
- Flexible For Your Lifestyle
  - Because you can start your business from anywhere, owning a BooXkeeping Franchise allows the freedom to grow as fast as you'd like and set your own pace
- Stand Out Brand
  - Unlike freelance bookkeepers, BooXkeeping franchisees have the advantage of being backed by a trusted brand, built-in processes, and 360-degree support

BooXkeeping Outsourcing

- Staffing Solution For Faster Growth
  - Franchisees can outsource the book-keeping process to BooXkeeping trained professionals, allowing owners to focus more on acquiring customers and growing their business
- Turn-key Business Model
  - BooXkeeping's proprietary cloud-based system provides you with a complete business in a box that's easy to learn, secure and efficient. They also offer around-the-clock IT support and training resources.
- No Experience Necessary
  - You don't have to have bookkeeping experience or be a financial professional, as long as you have good people skills and can concentrate on business development
- Total Marketing System
  - BooXkeeping provides everything you need to market your business, including a local website, SEO, social media, content, email marketing, analytics, reputation management, CRM, and custom mobile apps for you and your clients

Professional Accountant CAS

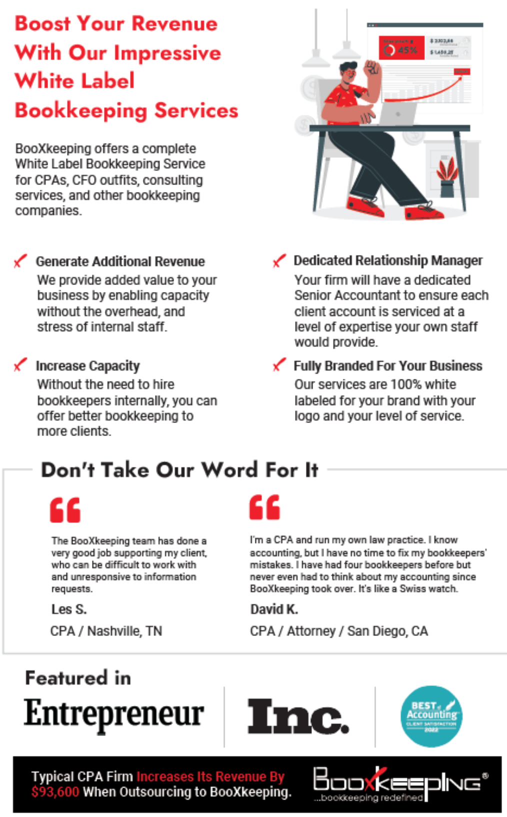
- Take Your Practice To The Next Level
  - Bookkeeping services add additional revenue so you can scale faster
- Build A Valuable Business
  - CPAs, Accountants, and Bookkeepers know that providing great value builds lasting relationships, and BooXkeeping can help your business become stronger

Avg Billing Rate for Bookkeeping Services

	Per Hour
Client Accounting Services	$ 120.00
Booxkeeping cost per employee	(25.00)
Less: 10% franchise royalty	(12.00)
Gross Margin per Booxkkeeping Employee	**$ 83.00**

69% Gross Margin

BooXkeeping White Label

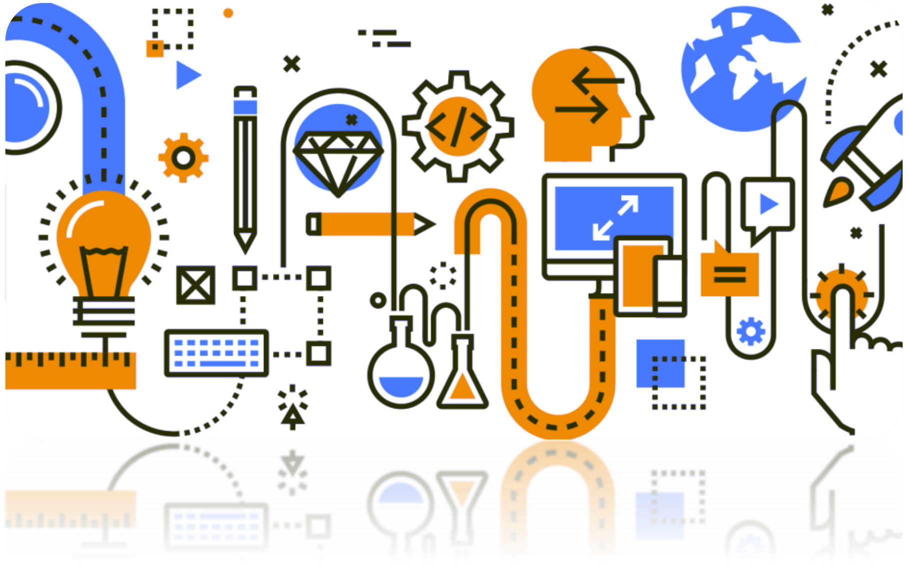


White Label Outsource

Avg Billing Rate for Bookkeeping Services

	Per Hour
Client Accounting Services	$ 120.00
White Label cost per employee	(65.00)
No franchise royalty	-
Gross Margin per Booxkkeeping Employee	**$ 55.00**

46% Gross Margin



WORKFLOW

Workflow

- Wikipedia defines *workflow* as "movement of documents or tasks through a work process"
- Properly done, leads to increased productivity, accountability, and client satisfaction
- Often integrated with document management

Obstacles To Process Change

- The task is believed to be "too complex" to be automated
- Internal politics make approval of even minor changes very difficult
- Overblown concerns about regulatory compliance, such as with Sarbanes Oxley, create organizational inertia
- The consistency of existing processes is comforting to staff facing an uncertain future

Obstacles To Process Change

- Previous process management technology failures have driven mid-level staff back to reliable but inefficient methods
- Outdated employee performance measures do not reward efficiency
- Organizational changes make it unclear who has the authority and responsibility to make processes more efficient

Workflow Management Systems

- Many portals and web sites that provide information on commercial transactions
  - Package delivery status
  - Technical support case tracking
  - Monitoring the status of routine tasks
  - Requesting documents or services

Workflow Management Systems

- Combination of
  - Item tracking
  - Workload tracking
  - Activity tracking
  - Due-Date Monitoring
- Can be used to create
  - Instant transparent status reporting
  - Summarized performance data
  - Simplified approval processes
  - Standardized processes
  - Business processes with fewer lost or delayed transactions

What Is Workflow Management?

- A sequence of connected steps
- A model to represent real work for further assessment
- A pattern of activity enabled by systematic organization and deployment of resources
- A work process that can be documented and learned
- The structure supporting process-oriented "human to human" and "human to machine" interaction

Workflow Methodology

- What is Workflow Management?
  - Is it just document tracking?
  - Is it simply process rules and procedures?
- Workflow is the movement of documents or tasks through a work process
  - How tasks are structured
  - Who performs them
  - What their relative order is
  - How they are synchronized
  - How information and document flows to support the tasks
  - How tasks are being tracked and their associated budget and time
  - Where are billings being tracked and captured

Source: Wikipedia

Industrialization Of Knowledge Work

Commoditization of Inputs and Processes Leads to Scalable Methods and Outputs

Process Tracking: Know What is Occurring

Automation: Standardize, Simplify, and Specialize

Intelligence: Track, Understand, and Manage Quality

Predictive Analytics: Automate, Maximize Efficiency, and Predict Future Outcomes

As Work is Industrialized, More of It Can Be Performed By Less Knowledgeable Team Members at Lower Cost

Industrialization Of Knowledge Work

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Process Tracking: Know What is Occurring

Automation: Standardize, Simplify, and Specialize

Intelligence: Track, Understand, and Manage Quality

Predictive Analytics: Automate, Maximize Efficiency, and Predict Future Outcomes

* Service has limited scope and is not specifically configured for general audit/tax engagements – ShareFile (does well at PBC lists, general approvals), Canopy Tax (tax controversy resolution)

Workflow

Products	Critical Features

Products

- Wolters Kluwer or Thomson Reuters suite
- Clarity Practice Management
- Empire RESOURCE
- Jetpack Workflow
- Liscio
- TPS
- XCM

Critical Features

- Configurable, simple step
- Integration with practice management
- Approval
- Browser and mobile enabled
- Due date support
- Scheduling and talent

Skip Workflow

Effective Workflow Management?

- Putting the right people in the right place with the right resources at the right time
  - It is not software – although good software helps
  - It is not just managing people – although that is a big part
  - It involves combining clients, staff, software, and other resources to accomplish the common goal of creating an efficient and profitable practice
- You are the CEO, not a staff worker
  - Your job is not data entry
  - Hire – Train – Delegate
  - Spend your time on the tasks that drive client satisfaction
  - Apply your expertise to as many clients as possible

Project Workflows In Your Practice

- Individual income tax returns
- S corporation tax returns
- C corporation tax returns
- Partnership tax returns
- Financial statement preparation
- Sales tax returns
- Personal property tax returns
- Payroll
- Monthly bookkeeping
- IRS or state letters
- IRS collections
- Client onboarding
- The ever popular "other"

Breakdown Project Types Into Steps

Individual Tax Return Steps	
Workflow Step	**Who's responsible**
Waiting for documents from client	Client
Initial scanning	Firm
Initial preparation	Firm
Questions to client awaiting answers	Client
Second preparation	Firm
Review	Firm
Draft return	Client
Finalize return	Firm
Waiting on signed 8879	Client
Waiting on payment	Client
E-filed waiting on ACK	Firm
Complete	Firm

Winning The Tax Season Battle

- Minimize turnaround time
- The basic Lean Six Sigma for Service Equation
  - Turnaround Time = WIP / Capacity
- How do we maximize capacity?
  - Training
    - Get more productivity from your employees
    - Higher billing rates for existing staff
    - Allows more delegation from you
  - Assign tasks to the least expensive employees
  - Capacity planning
    - Get the right mix of permanent and seasonal staff
    - Capacity planning spreadsheet

Delight Clients With Better Service!

Tax Season Capacity Planning Steps

- Accumulate tax season statistics from prior years
  - Determine how many returns you are getting from each staff member
  - Determine how many returns you should be getting from full time and seasonal staff
- Forecast demand for the coming tax season
- Determine the number of full time and seasonal staff required
  - Keep in mind, you'll need non-tax season work for full time staff
  - In general, a person will accomplish as much after tax season as during tax season
  - Hire to hit your forecast demand

Tips For Managing Projects

- Commit to a full project review at least twice per week
- Focus on old projects and projects hung up in a status
  - You'll find projects that you believe are in the client's court, but your client believes are in your court
  - Projects don't age well
    - After two weeks, expect calls from clients with "What's the status of?" issues
    - Tax returns are not getting done when you're talking to clients about status
    - Drives up WIP and reduces Turnaround Time
  - Contact clients and staff about projects hung up at a workflow step
    - Preferably electronically
- Automate routine communications and follow-up

Winning The Tax Season

- First, improve workflow management?
  - Define project types
  - Define workflow steps for each project type
  - Define other project information to track
  - Accumulate data on projects in progress
  - Assign staff to projects (delegate, delegate, delegate)
  - Plan capacity to meet client demand
  - Manage project results as a CEO
- Then, stop working 14-hour days

The Key Is Better Workflow Management

Individual Tax Workflow

Home / Project Details

Project Details

Project Name: 2018 individual income tax returns **Client Name:** Shark, Daddy and Mommy

Project Info | Workflow Steps | Q & A | Files from SKCPAS | Files from Client | Engagement Letter | Project Admin Tasks | Invoices | Review Notes | Checklist | Email History | Time Tracking

To Skip a step, please Unselect the box on the left

Step	Status	Assigned To	Due Date	Completion Date	Estimated Hours	Email Notifications
Client to upload documents	In Progress	Frank Stitely	12/6/2019	10/16/2019 1:37:00 PM	0.00	NO
Scanning	In Progress	admin user	12/7/2019	10/24/2019 10:23:00 AM	0.25	NO
Autoflow import	In Progress	admin user	12/8/2019	10/30/2019 1:23:00 PM	0.00	NO
Initial Preparation	In Progress	Bill Dolan	12/11/2019	11/8/2019 12:30:00 PM	1.50	NO
Draft Questions 1 ready for review	In Progress	Frank Stitely	12/12/2019	11/9/2019 12:54:00 PM	0.25	NO
Questions #1	Awaiting Answers	Bill Dolan	12/15/2019	Mark as Completed	0.25	NO
Received Questions #1	In Progress	Bill Dolan	12/16/2019	--	0.50	NO
Draft Questions 2 ready for review	In Progress	Frank Stitely	12/17/2019	--	0.25	NO
Questions #2	Awaiting Answers	Bill Dolan	12/20/2019	--	0.00	NO
Received Questions #2 - Self Review	In Progress	Bill Dolan	12/21/2019	--	0.50	YES
In Review With Manager	In Review	Christie Krouse	12/22/2019	--	0.50	NO
Manager Review Complete, Notes Need to be Addressed	In Review	Bill Dolan	12/24/2019	--	0.00	NO
In Review with Partner	In Review	Frank Stitely	12/25/2019	--	0.00	NO
Partner Review Complete – Notes need to be addressed	In Review	Bill Dolan	12/26/2019	--	0.25	NO
Finalized, Ready to Post Draft	Finalizing	Frank Stitely	12/27/2019	--	0.25	NO
Draft sent to client	Finalizing	Frank Stitely	12/30/2019	--	0.25	YES
Print / Post to CC	Finalizing	admin user	12/31/2019	--	0.00	NO
Need E-file Papers	Need Authorization	admin user	1/3/2020	--	0.00	NO
Waiting on payment	Finalizing	admin user	1/4/2020	--	0.00	NO
E-filed waiting on ACK	Done	admin user	1/5/2020	--	0.00	NO
Completed & Archived	Done	admin user	1/6/2020	--	0.00	YES

Reapply Latest Project Type Workflow Steps | Undo Last Workflow Step | Reset Workflow to Project Assigned Date | Save | Cancel

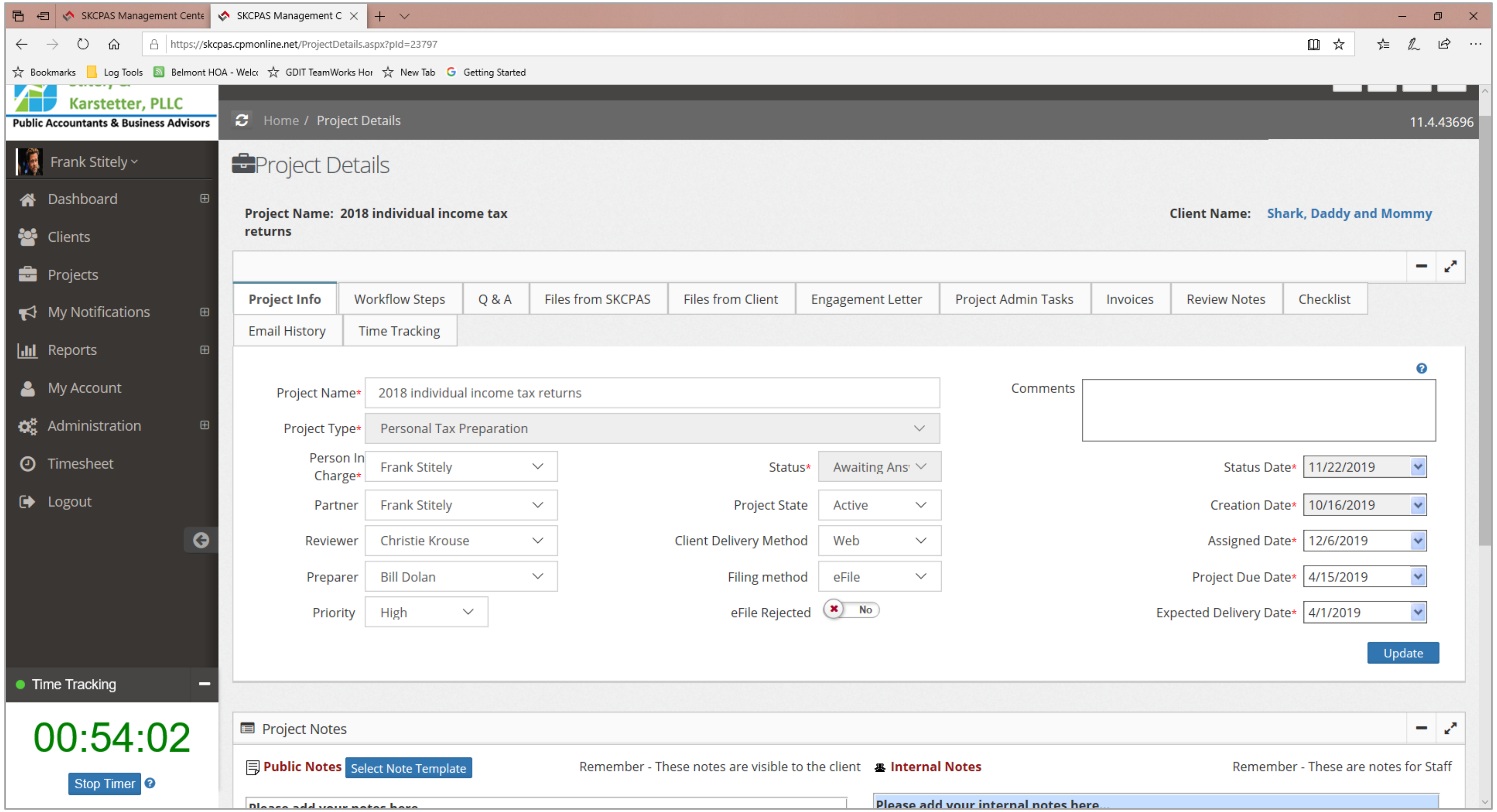
Frank Stitely

Dashboard
Clients
Projects
My Notifications
Reports
My Account
Administration
Timesheet
Logout

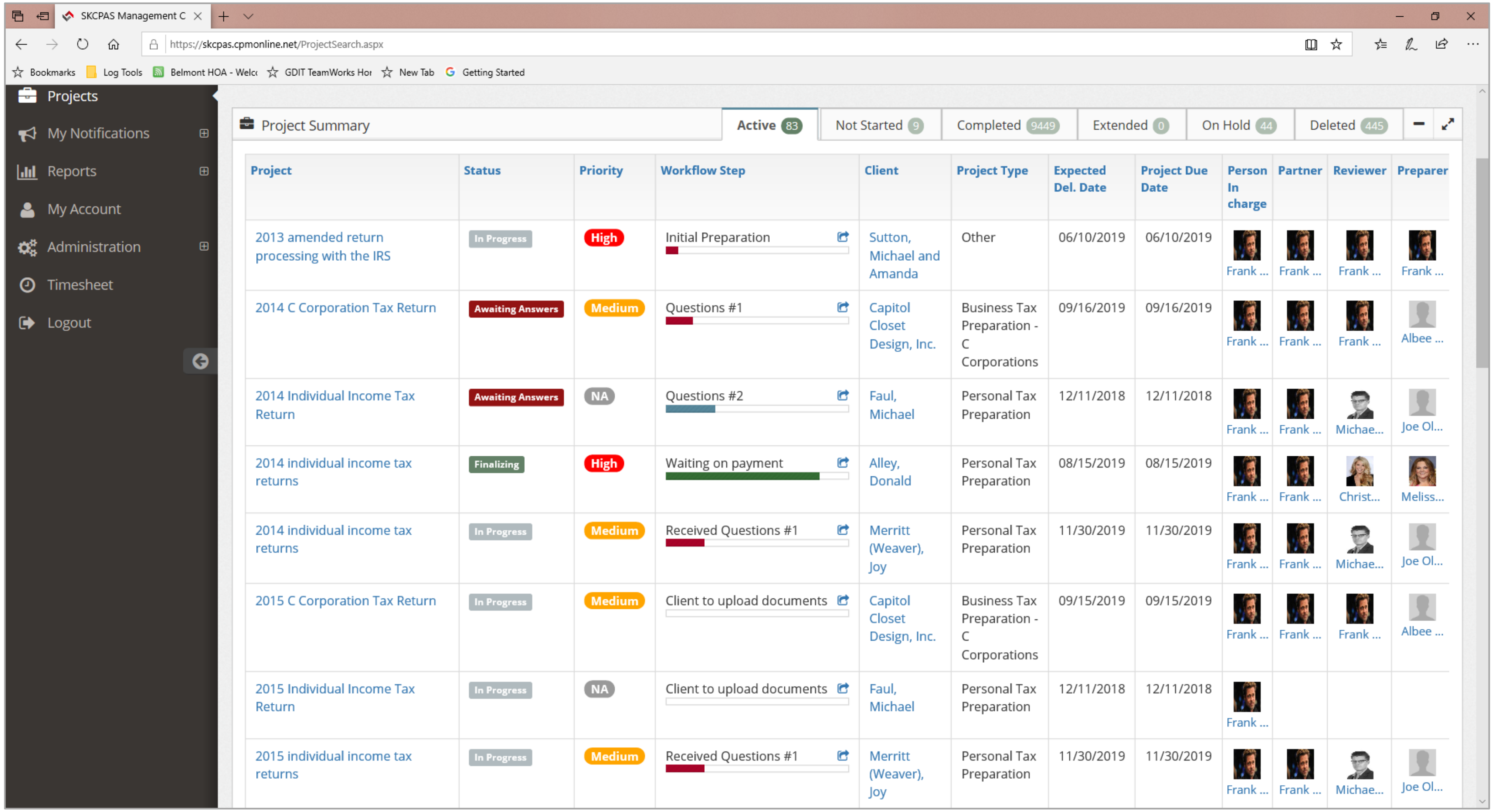
Time Tracking
00:13:01
Stop Timer

K2 Enterprises

Defining Workflows In Your Practice



Managing Project Workflow


SKCPAS Management C

https://skcpas.cpmonline.net/ProjectSearch.aspx

Bookmarks | Log Tools | Belmont HOA - Welc | GDIT TeamWorks Hor | New Tab | Getting Started

- Projects
- My Notifications
- Reports
- My Account
- Administration
- Timesheet
- Logout

Project Summary

Active 83 | Not Started 9 | Completed 9449 | Extended 0 | On Hold 44 | Deleted 445

Project	Status	Priority	Workflow Step	Client	Project Type	Expected Del. Date	Project Due Date	Person In charge	Partner	Reviewer	Preparer
2013 amended return processing with the IRS	In Progress	High	Initial Preparation	Sutton, Michael and Amanda	Other	06/10/2019	06/10/2019	Frank ...	Frank ...	Frank ...	Frank ...
2014 C Corporation Tax Return	Awaiting Answers	Medium	Questions #1	Capitol Closet Design, Inc.	Business Tax Preparation - C Corporations	09/16/2019	09/16/2019	Frank ...	Frank ...	Frank ...	Albee ...
2014 Individual Income Tax Return	Awaiting Answers	NA	Questions #2	Faul, Michael	Personal Tax Preparation	12/11/2018	12/11/2018	Frank ...	Frank ...	Michae...	Joe Ol...
2014 individual income tax returns	Finalizing	High	Waiting on payment	Alley, Donald	Personal Tax Preparation	08/15/2019	08/15/2019	Frank ...	Frank ...	Christ...	Meliss...
2014 individual income tax returns	In Progress	Medium	Received Questions #1	Merritt (Weaver), Joy	Personal Tax Preparation	11/30/2019	11/30/2019	Frank ...	Frank ...	Michae...	Joe Ol...
2015 C Corporation Tax Return	In Progress	Medium	Client to upload documents	Capitol Closet Design, Inc.	Business Tax Preparation - C Corporations	09/15/2019	09/15/2019	Frank ...	Frank ...	Frank ...	Albee ...
2015 Individual Income Tax Return	In Progress	NA	Client to upload documents	Faul, Michael	Personal Tax Preparation	12/11/2018	12/11/2018	Frank ...			
2015 individual income tax returns	In Progress	Medium	Received Questions #1	Merritt (Weaver), Joy	Personal Tax Preparation	11/30/2019	11/30/2019	Frank ...	Frank ...	Michae...	Joe Ol...

Workflow And Scheduling

- XCM – leader, bought in 2020 by Wolters Kluwer/ CCH
- CCH Axcess Workstream – growing
- CCH iFirm
- Empire Suite
- FirmFlow
- ATOM
- Clarity Practice Management
- Doc.It
- Karbon
- Office Tools Workspace
- Onvio Firm Management
- Practice CS
- QBO for Accountants

[Major Topics]

Who Is Doc.It?

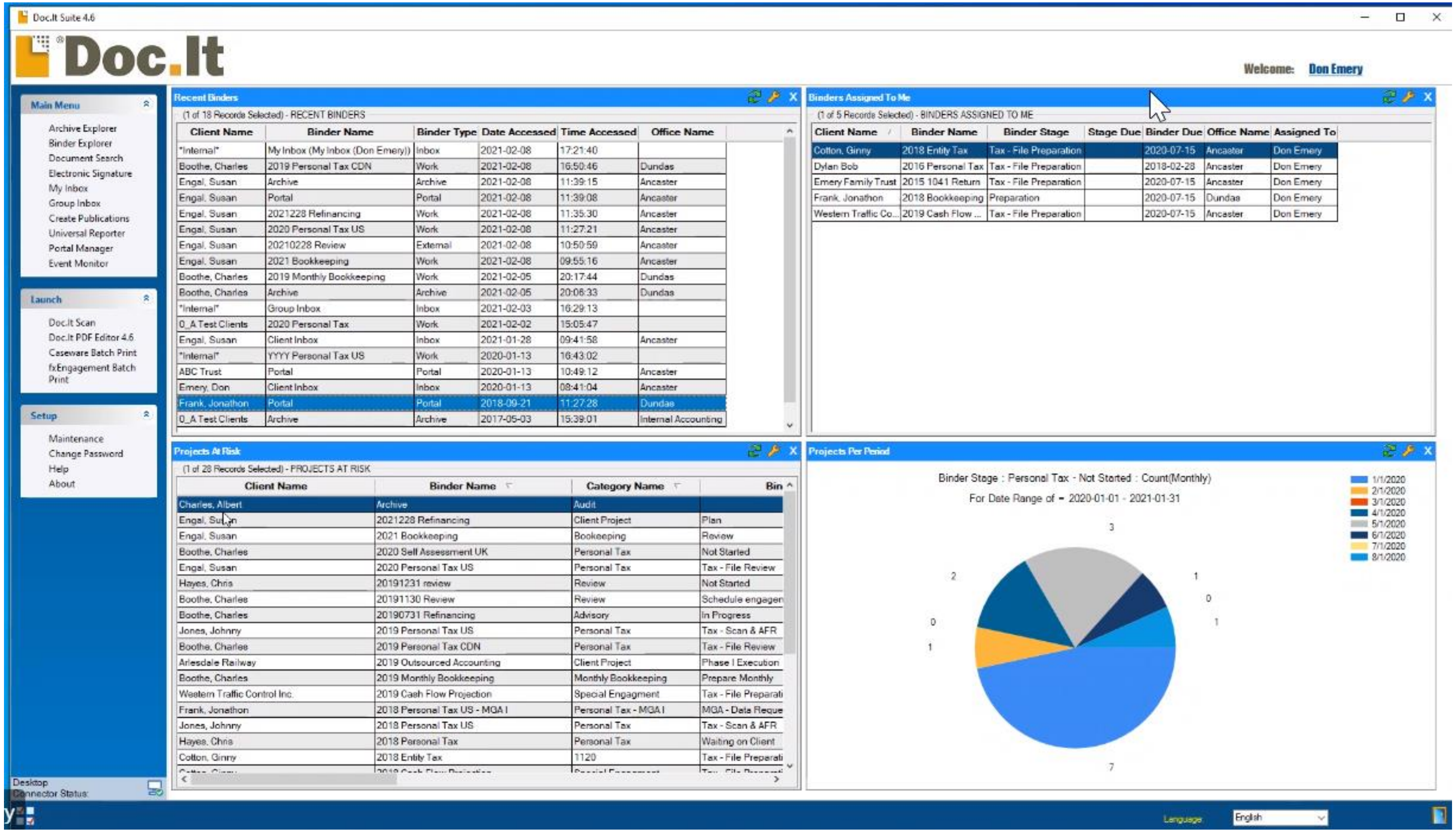
- Provide document management, workflow and web portal solutions for accounting firms
- Established in 2001
- Headquartered in Canada. Representatives in California, Florida and Washington
- Product development comes from accountants (users) and industry experts
- Tax season – fluctuate license counts with seasonal staff
- Serving accountants and tax professionals only
- Represent 15,000 users and 500+ firms

Doc.It® Suite

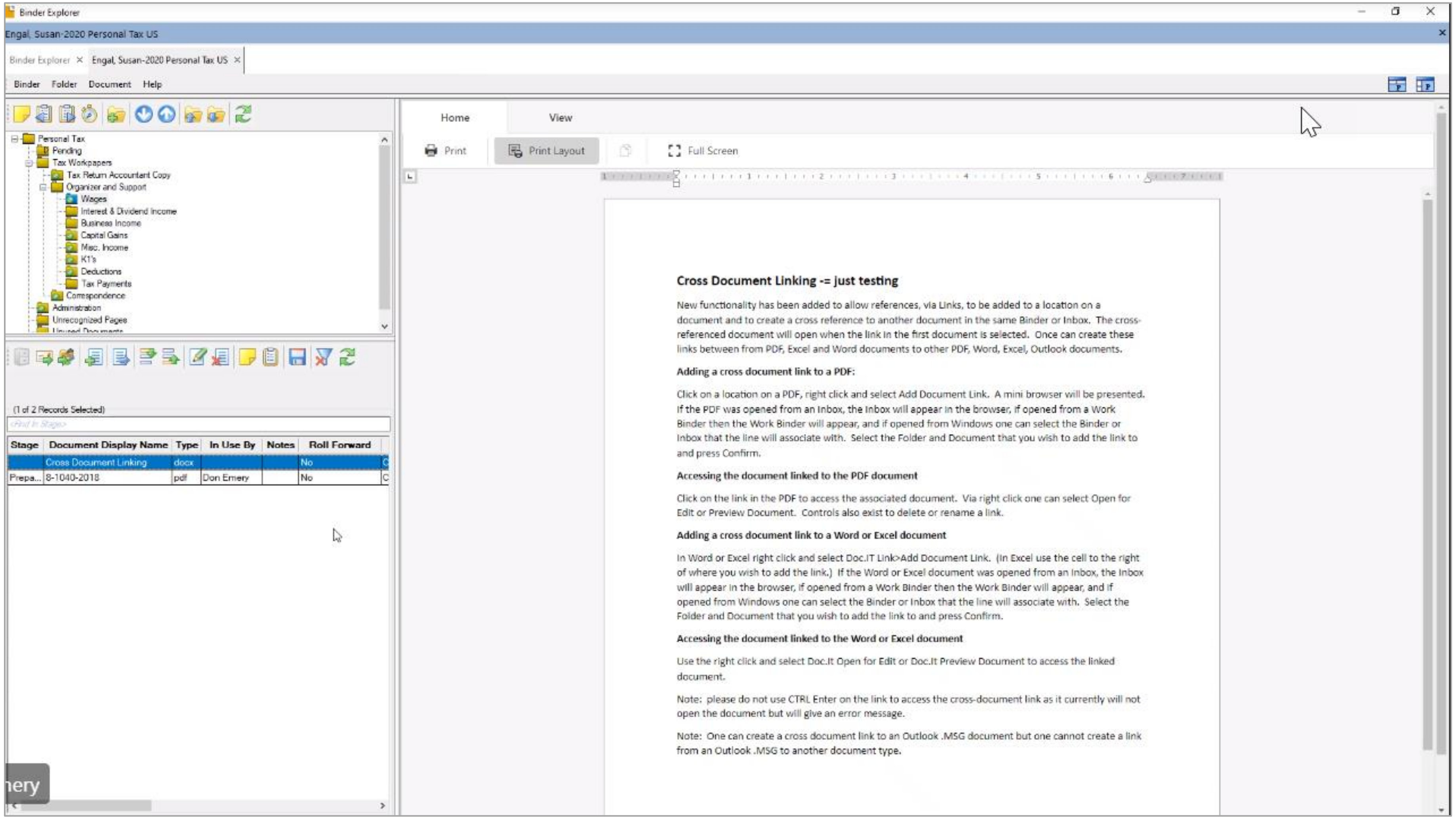
What Is Doc.It Suite?

- Complete Suite that consolidates up to seven applications with SaaS and Windows clients:
  - Document Management
  - Workflow
  - PDF Editor (can replace Acrobat)
  - Scan & Organize Tools with OCR
  - Web Portal with PBC and Encrypted Link Emails
  - E-signature
  - Mobile App (Doc.It GO)
- Integration
  - CaseWare & CCH Engagement
    - Create searchable documents, edit PDFs, manage due dates, etc.
  - Auto-filing from all tax and time and billing applications
  - Microsoft Office Suite
- Unlimited award-winning customer care, no charge for upgrades and no long-term contracts
- On-premise or hosted
- Cloud with MS Azure

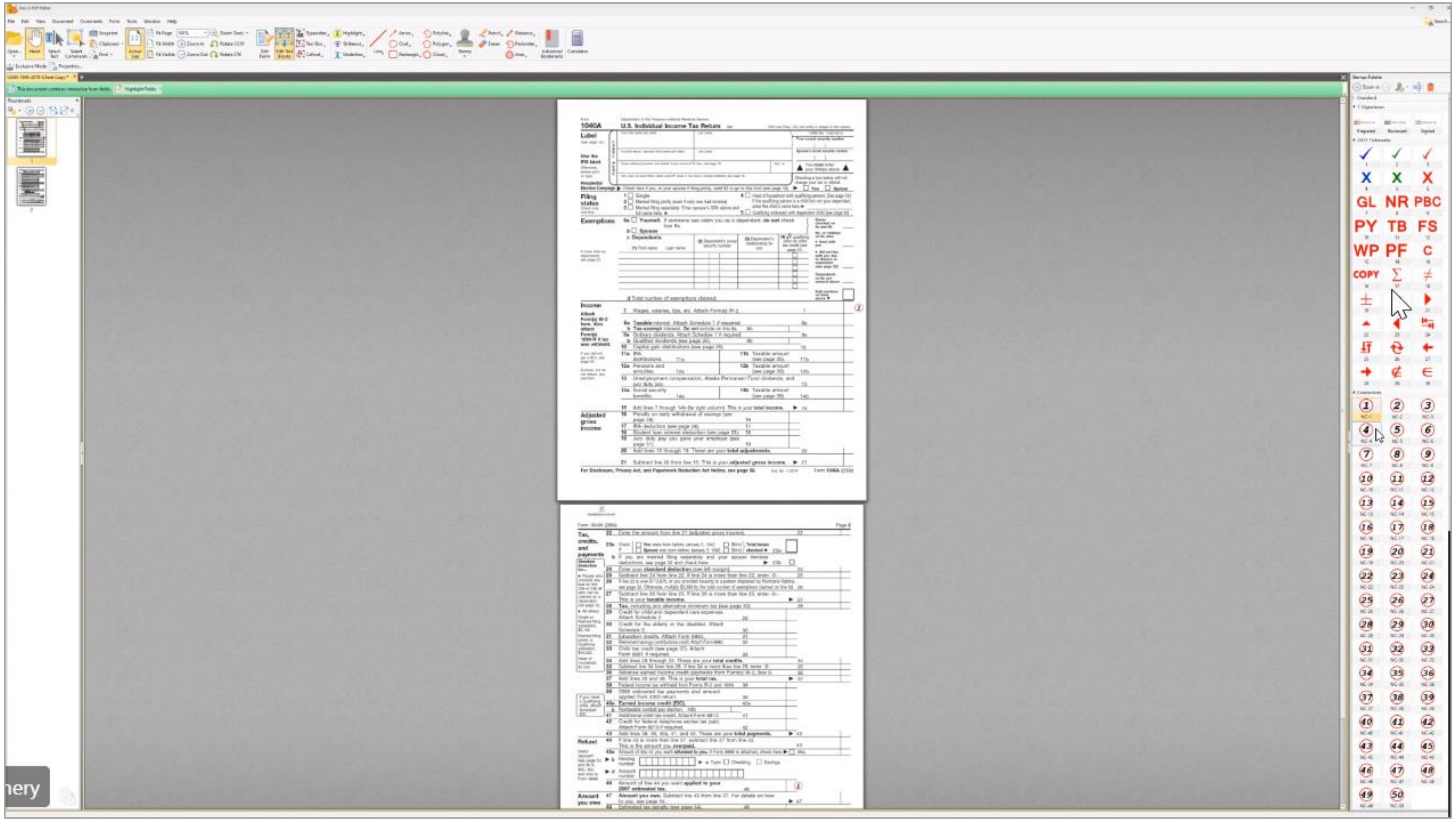
Doc.It Interface



Doc.It Cross Document Linking



Document Connectors

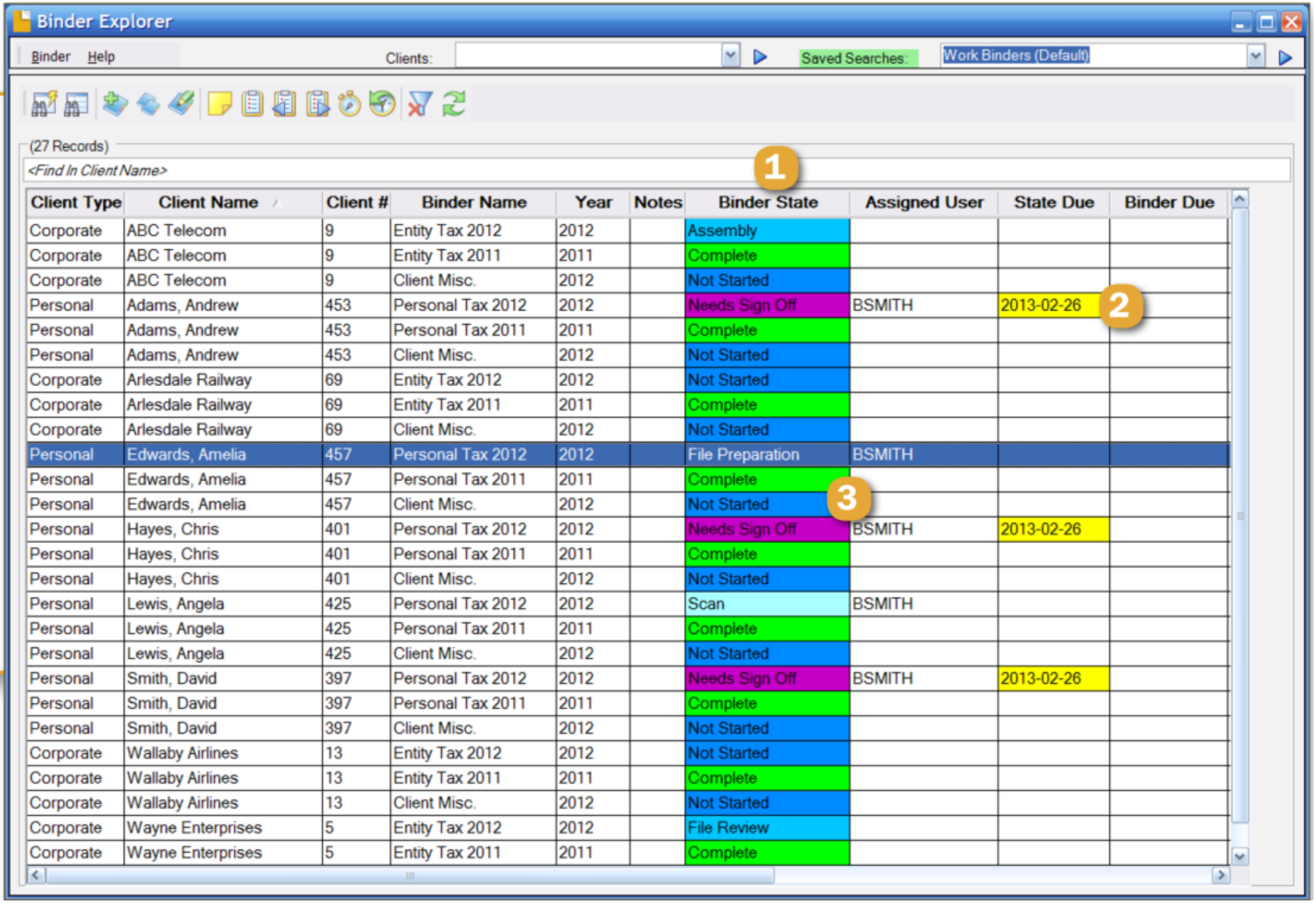


Workflow Project Tracking

Doc.It® SUITE
WORKFLOW IN YOUR FIRM

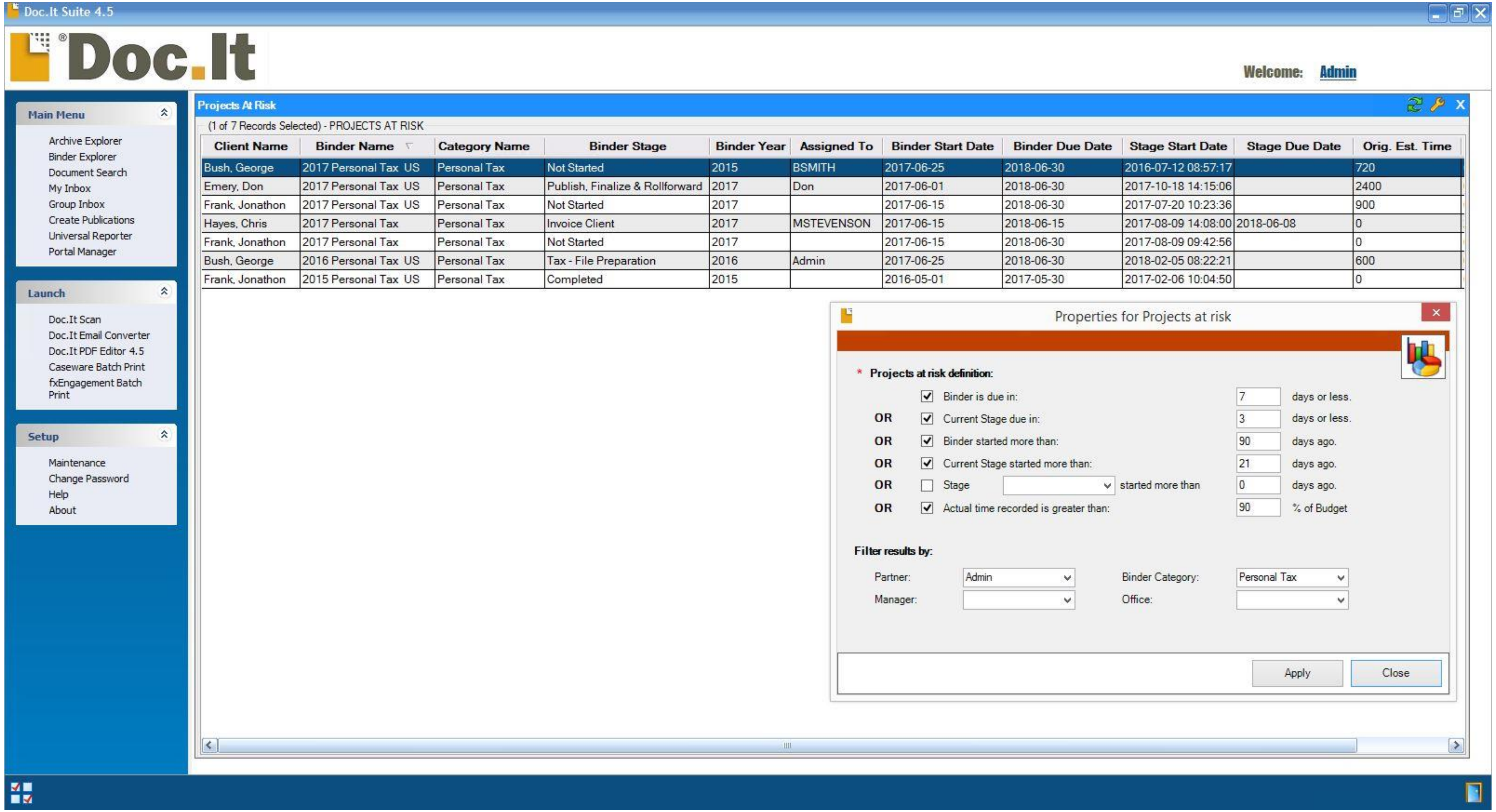
1. Instantly view status of all active projects.
2. See the status of all engagements related to a client.
3. Check the status of an engagement project.

- ☑ Open and view multiple Work Binders on multiple screens
- ☑ View dates and history of activity
- ☑ Search for documents



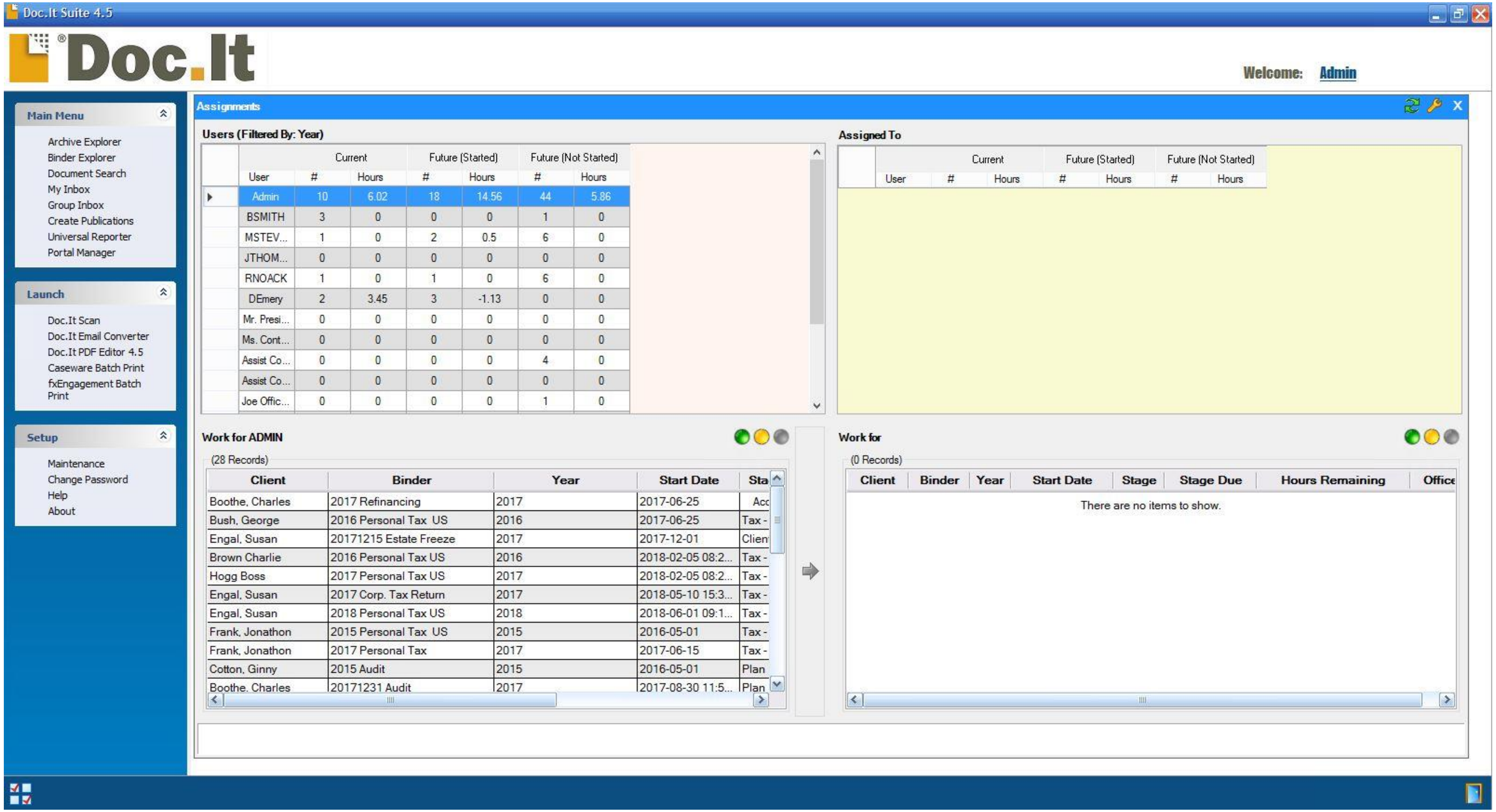
Client Type	Client Name	Client #	Binder Name	Year	Notes	Binder State	Assigned User	State Due	Binder Due
Corporate	ABC Telecom	9	Entity Tax 2012	2012		Assembly			
Corporate	ABC Telecom	9	Entity Tax 2011	2011		Complete			
Corporate	ABC Telecom	9	Client Misc.	2012		Not Started			
Personal	Adams, Andrew	453	Personal Tax 2012	2012		Needs Sign Off	BSMITH	2013-02-26	
Personal	Adams, Andrew	453	Personal Tax 2011	2011		Complete			
Personal	Adams, Andrew	453	Client Misc.	2012		Not Started			
Corporate	Arlesdale Railway	69	Entity Tax 2012	2012		Not Started			
Corporate	Arlesdale Railway	69	Entity Tax 2011	2011		Complete			
Corporate	Arlesdale Railway	69	Client Misc.	2012		Not Started			
Personal	Edwards, Amelia	457	Personal Tax 2012	2012		File Preparation	BSMITH		
Personal	Edwards, Amelia	457	Personal Tax 2011	2011		Complete			
Personal	Edwards, Amelia	457	Client Misc.	2012		Not Started			
Personal	Hayes, Chris	401	Personal Tax 2012	2012		Needs Sign Off	BSMITH	2013-02-26	
Personal	Hayes, Chris	401	Personal Tax 2011	2011		Complete			
Personal	Hayes, Chris	401	Client Misc.	2012		Not Started			
Personal	Lewis, Angela	425	Personal Tax 2012	2012		Scan	BSMITH		
Personal	Lewis, Angela	425	Personal Tax 2011	2011		Complete			
Personal	Lewis, Angela	425	Client Misc.	2012		Not Started			
Personal	Smith, David	397	Personal Tax 2012	2012		Needs Sign Off	BSMITH	2013-02-26	
Personal	Smith, David	397	Personal Tax 2011	2011		Complete			
Personal	Smith, David	397	Client Misc.	2012		Not Started			
Corporate	Wallaby Airlines	13	Entity Tax 2012	2012		Not Started			
Corporate	Wallaby Airlines	13	Entity Tax 2011	2011		Complete			
Corporate	Wallaby Airlines	13	Client Misc.	2012		Not Started			
Corporate	Wayne Enterprises	5	Entity Tax 2012	2012		File Review			
Corporate	Wayne Enterprises	5	Entity Tax 2011	2011		Complete			

Monitor Projects At Risk



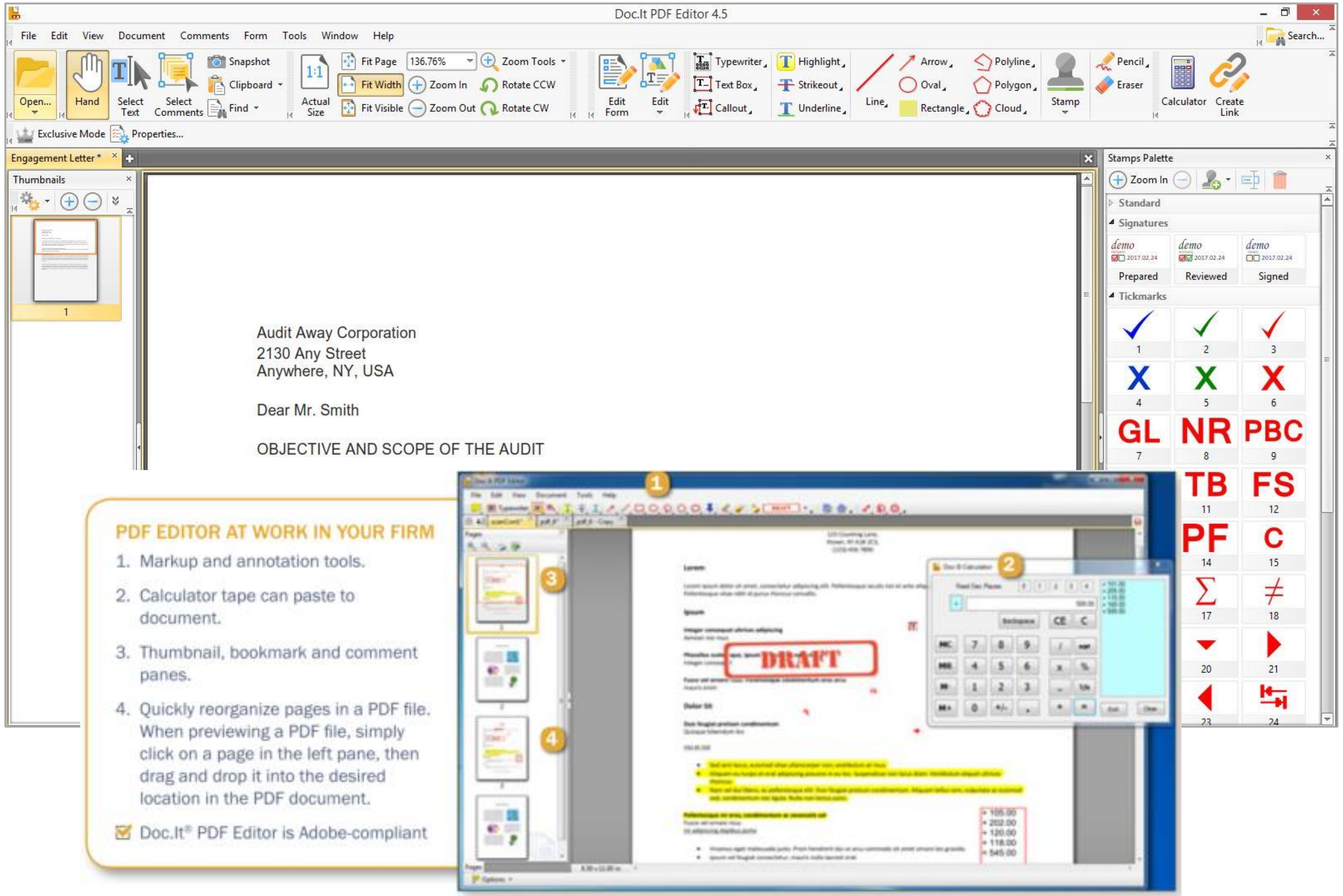
Client Name	Binder Name	Category Name	Binder Stage	Binder Year	Assigned To	Binder Start Date	Binder Due Date	Stage Start Date	Stage Due Date	Orig. Est. Time
Bush, George	2017 Personal Tax US	Personal Tax	Not Started	2015	BSMITH	2017-06-25	2018-06-30	2016-07-12 08:57:17		720
Emery, Don	2017 Personal Tax US	Personal Tax	Publish, Finalize & Rollforward	2017	Don	2017-06-01	2018-06-30	2017-10-18 14:15:06		2400
Frank, Jonathon	2017 Personal Tax US	Personal Tax	Not Started	2017		2017-06-15	2018-06-30	2017-07-20 10:23:36		900
Hayes, Chris	2017 Personal Tax	Personal Tax	Invoice Client	2017	MSTEVENSON	2017-06-15	2018-06-15	2017-08-09 14:08:00	2018-06-08	0
Frank, Jonathon	2017 Personal Tax	Personal Tax	Not Started	2017		2017-06-15	2018-06-30	2017-08-09 09:42:56		0
Bush, George	2016 Personal Tax US	Personal Tax	Tax - File Preparation	2016	Admin	2017-06-25	2018-06-30	2018-02-05 08:22:21		600
Frank, Jonathon	2015 Personal Tax US	Personal Tax	Completed	2015		2016-05-01	2017-05-30	2017-02-06 10:04:50		0

Assign Work And Set Deadlines



PDF Editor With Mark-up

- Acrobat replacement
  - Tick-marks
  - Stamps
  - Calculator
  - Connectors
  - Create fillable forms
  - Split, merge, combine



Doc.It Package Offerings

	Doc.It Suite	Doc.It Explore	Doc.It Connect
Main Focus	Full Featured Suite of tools	Simple Document Management	Client Communication Portal Tools
Main Features	• Explore + Connect and: • Scan & Organize • Workflow • Auto-filing • Secure Archive with retention management • Integration to CaseWare and fx Engagement	• Engagement Workspace • PDF Editor • Scan Tools • Search • Reporting	• Engagement Workspace • Integrated Web Portal • PBC Checklists • Encrypted Link Email • eSignature integration • Doc.It Go – Mobile app (optional) • Reporting
Price	$27-$37/user/month $50-$60 for cloud	$22/user/month $45 for cloud	$17/user/month $40 for cloud

SmartVault

- Online document storage
- Branded client portals
- Secure file sharing
- Integrations

Skip Workflow

SCANNING

Scanning Guidance

- Setup correctly
  - 300 DPI for most situations
  - 600 DPI for GruntWorx
- Configure software to optimize steps
- Pick major brands
  - Fujitsu
  - Canon
- Install clean-up software – PaperStream or Kofax VRS
- Clean scanners regularly
- Install maintenance kits yearly or when duty cycle is reached
- Use carrier sheets (scanner sleeves) for badly damaged documents

Scanning Workflow

- Big decision
  - Pre-sort by partner OR
  - Post scanning clean-up
- Scan on front end
  - Consider workpaper auto-mation, OCR?
  - Use PDF bookmarks for major sections
- Clerical vs. professional
- Clerical post scan mapping
  - Experience/skills
  - Verification if OCR
- Electronic mark-up tools
  - PDFlyer
  - SPbinder
  - TicTie Calculate
  - Doc.It
- Optimization may take 1-2 years
- Could start with back-end scanning

Fujitsu ScanSnap ix1600

- 33% faster than the ix1500
- Touchscreen
- Wi-Fi or USB
- Links to cloud or mobile devices
- 40 ppm / 80 ipm, 600 dpi, 50 sheet ADF
- Duplex, up to 118" documents
- Embossed cards, multi-feed detection
- $495 ($399 street)

Fujitsu fi-8170 Deluxe

- Fast, double-sided scanning of up to 70 pages per minute
- 100-page ADF with enhanced handling
- Includes PaperStream Capture Pro Software with one-year maintenance
- Color LCD panel for easy operation from the front of the scanner
- Supports both USB 3.2 and ethernet wired network connections
- TWAIN and ISIS compatible - Works with hundreds of scanning software solutions
- $1495 ($1320 street)

Fujitsu Image Scanner fi-7300NX

Built on the #1 Selling Scanner Platform fi-7160

- PaperStream NX Manager

PC-Less	Secure
Multiple Authentications	Job Buttons

- PaperStream IP Net

2.4 or 5GHz Wi-Fi	Ethernet
TWAIN & ISIS	USB

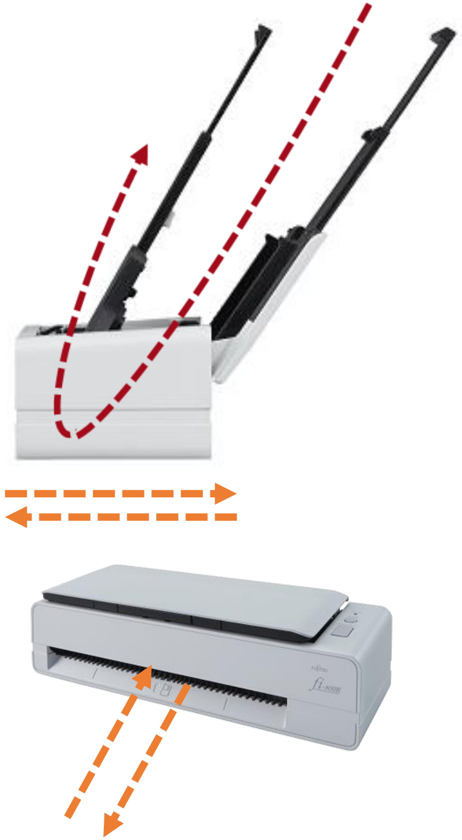
FUJITSU EXCLUSIVE!

- Hardware Specifications

Color Touch Screen	60 ppm / 120 ipm
Letter / Legal / Long Page	80 Sheet ADF
Intelligent Multi-Feed	Manual Feed Mode

fi-800R

An award-winning ultra-compact and versatile document scanner



- Small Footprint
- Dual-Feed System
- Unique Performance

PaperStream Image Quality

Dot matrix and purple ink with water mark

FUJITSU

Packing List

DATE: 23/06/14

FROM: FUJITSU
1234 SCANNER LANE
NEW VISTA, CA 94098

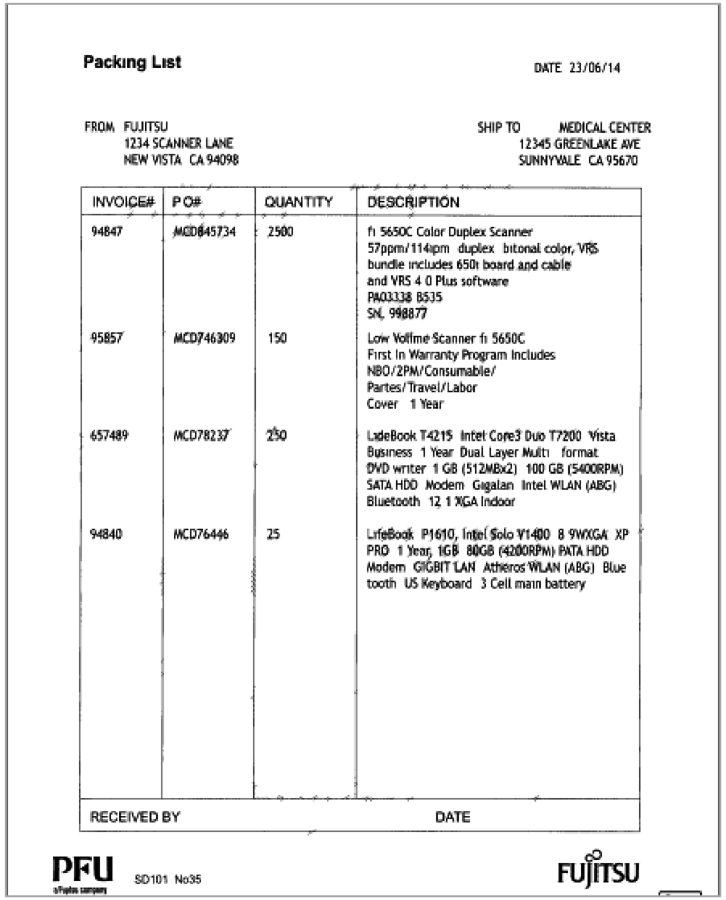
SHIP TO: MEDICAL CENTER
12345 GREENLAKE AVE
SUNNYVALE, CA 95670

INVOICE#	PO#	QUANTITY	DESCRIPTION
94847	MCD845734	2500	fi-5650C Color Duplex Scanner 57ppm/114ipm, duplex, bitonal color, VRS bundle includes 650i board and cable and VRS 4.0 Plus software PA03338-B535 SN: 998877
95857	MCD746309	150	Low Volume Scanner fi-5650C First In Warranty Program Includes NBO/2PM/Consumable/ Partes/Travel/Labor Cover : 1 Year
657489	MCD78237	250	LifeBook T4215, Intel Core3 Duo T7200, Vista Business, 1 Year, Dual-Layer Multi - format DVD writer, 1 GB (512MBx2), 100 GB (5400RPM) SATA HDD, Modem, Gigalan, Intel WLAN (ABG), Bluetooth, 12.1 XGA Indoor
94840	MCD76446	25	LifeBook P1610, Intel Solo V1400, 8.9WXGA, XP PRO, 1 Year, 1GB, 80GB (4200RPM) PATA HDD, Modem, GIGBIT LAN, Atheros WLAN (ABG), Blue-tooth, US Keyboard, 3 Cell main battery

RECEIVED BY: DATE:

PFU SD101 No35 FUJITSU

Original Document



Packing List DATE 23/06/14 FROM FUJITSU 1234 SCANNER LANE NEW VISTA CA 94098 SHIP TO MEDICAL CENTER 12345 GREENLAKE AVE SUNNYVALE CA 95670 (same table as above) RECEIVED BY DATE PFU SD101 No35 FUJITSU

Fujitsu PaperStream IP
Setting: iDTC, Background Pattern Removal

Packing List DATE: 23/06/14 FROM: FUJITSU 1234 SCANNER LANE NEW VISTA, CA 94098 SHIP TO: MEDICAL CENTER 12345 GREENLAKE AVE SUNNYVALE, CA 95670 (same table as above) RECEIVED BY: DATE: PFU SD101 No35 FUJITSU

Competition

[Major Topics](#)

PERSONAL TAX WORKPAPER AUTOMATION SOLUTIONS

Personal Tax Workpapers

- A form of tax workflow automation
- Processes must change to be successful
- Technology must be setup correctly
- Scan and Organize OR
- Scan, Organize, and Populate

Scan And Organize

- Sorts and bookmarks a PDF with supporting tax documents
- Leading players include SurePrep, ProSystem fx Scan, GruntWorx Populate and UltraTax Source Document Processing
- Others include
  - Doc.It
  - ProSeries Tax Import
  - Lacerte Tax Import

Scan, Organize, And Populate

- Available now and working moderately well
- Eliminates tedious task of keying W-2s, 1099s, 1098s, etc.
  - CCH Scan with Autoflow
  - GruntWorx Populate
  - SurePrep 1040Scan
  - Thomson Reuters Source Document Processing
- Articles
  - Do You Have a Clear Vision for Tax Document Automation?
  - Do You Have a Clear Tax Vision?

TAX RETURN REVIEW OPTIONS

How Do You Want To Review Work?

- Tax preparer does initial review – use workpaper automation
- Secondary reviewer/quality review for more complex returns
- Outsourced review
  - Offshore – your staff, commonly in Philippines or India
  - Offshore – contracted staff, commonly Xpitax, SurePrep
  - Onshore – contracted staff, commonly Taxfyle
  - Technology assisted – SurePrep 1040SCANverify
- Review from check calculations
- Partner high level review

COLLABORATION WITH CLIENTS

Think End To End – Portal/PBC

Core – Must Have	Secondary – Better to Have

Core – Must Have

- Security
- Ease of use
- Client experience
- eSignature including KBA

Secondary – Better to Have

- Gather all engagement documents automatically
- Integration to PM/DMS/Tax
- Suite OR
  - Liscio
  - Suralink
  - TaxCaddy

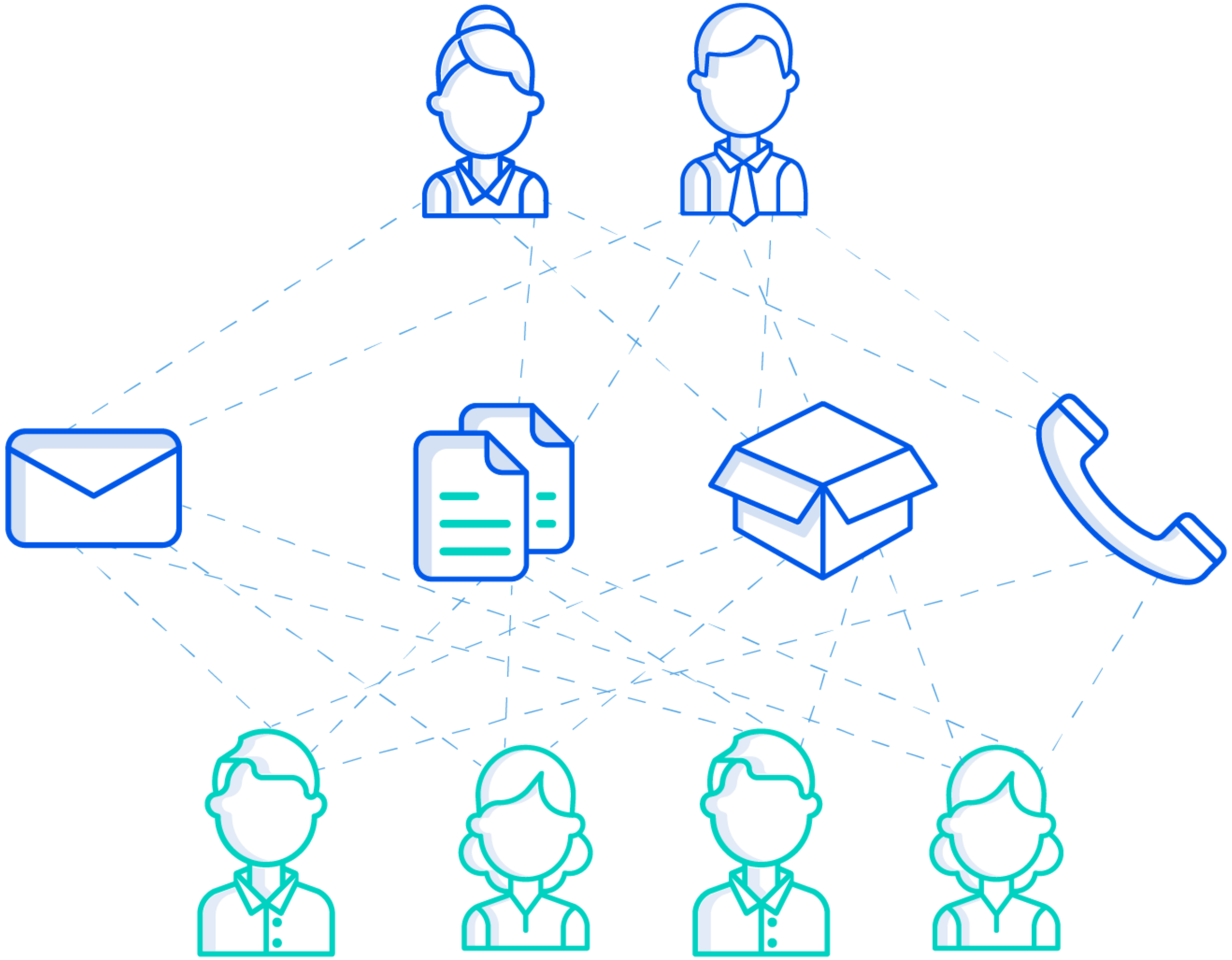
Rethinking CPA To Client Data Flows

- Significant products should be reviewed for your tax workflow
  - Liscio
  - Suralink
  - cPaperless SafeSend Returns
  - SurePrep TaxCaddy
  - ShareFile PBC list tools
  - CCH My1040Data for Axcess
  - Pascal Workflow "Payment Protection"
  - Karbon Practice Management/CRM/Workflow
  - Canopy Tax

Skip Collaboration Tools

The Common Tax Process

Overwhelming
Communications
And Document
Exchange Issues



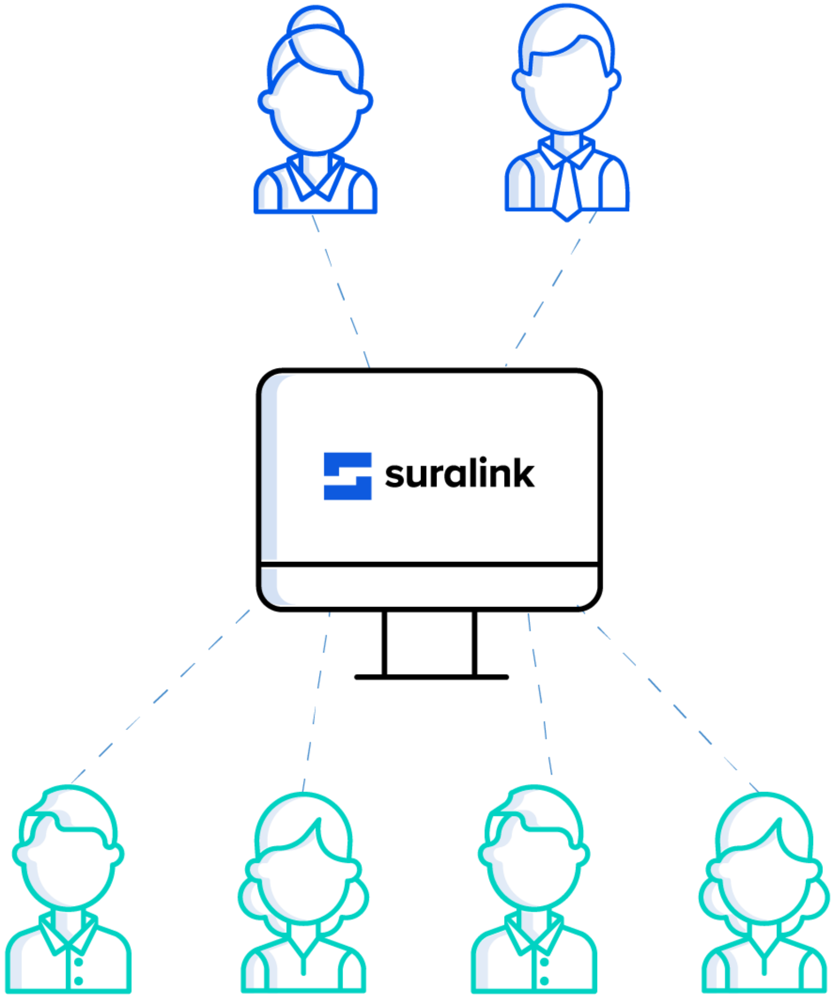
Problems and Frustrations

	For Clients	For Firms
Inefficiency	• Email documents individually or in small batches • No way to track provided documents • Can't easily delegate or track requests	• Spreadsheets have to be manually updated • Team & client status updates take forever • Too much time spent organizing & chasing documents
Lack Of Visibility	• Unsure if they provided the right document • No visibility into overall engagement progress • No visibility into individual request timelines	• Request lists are constantly out of date • Partners, managers, & CFOs have limited visibility into the process • Unclear timeliness
Miscommunication	• Provide the same document multiple times • No easy way to communicate about individual requests • No way to organize documents	• Clients say everything is in the portal • Clients say they gave it to someone else • Firm makes duplicate document requests

The New Way

Request and Receive Files with

suralink



Solutions and Benefits

Improved Efficiency

- Increased efficiency and realization
- Streamlined experience for clients
- Each request has a due date and audit trail

Increased Visibility

- Firm members and clients are looking at the same list, in real time
- Partners & managers have full visibility into the process

Improved Communication

- No confusion on what documents have been requested, provided, or are still outstanding
- Ability to communicate on per request basis

Security and Compliance

Security

Multi-factor authentication

Inactivity time-out

Encrypted third-party access

Access restriction by role or engagement

SSL AES 256-bit encryption

SSAE16 Type II SOC1, SOC2 compliant data centers

Recovery, backup, audit logs

Compliance

SOC2

GDPR

CCPA

ISO 27001

ISO 9001

ISO 14001

OHSAS 18001

Premium Plan Pricing

Multi-year and bulk-user discounts available

suralink

Standard

$27 /mo
Per Firm User

All Suralink features & functionality

Request a Quote

- Unlimited storage and file size
- Unlimited engagement and requests
- Unlimited client users
- Firm training and live support
- No setup fees
- Custom branding

API & SSO
Advanced automation
IP restriction
Domain restriction
Export client page

Premium

$37 /mo
Per Firm User

All Suralink features & functionality

Request a Quote

- Unlimited storage and file size
- Unlimited engagement and requests
- Unlimited client users
- Firm training and live support
- No setup fees
- Custom branding
- API & SSO
- Advanced automation
- IP restriction
- Domain restriction
- Export client page

Client Experience

What Has It Been?	What Should It Be?

• Disconnected
• Multiple channels
  • Email
  • Text
  • Portal
• Scan and email files
	• Collaborative
	• Single method to handle
	  • Email
	  • Text
	  • Client Interactions
	• Attach files in mobile app or browser

Client Collaboration Is Chaotic

Email

Paper Mail

E-Sign

The State of Client Collaboration

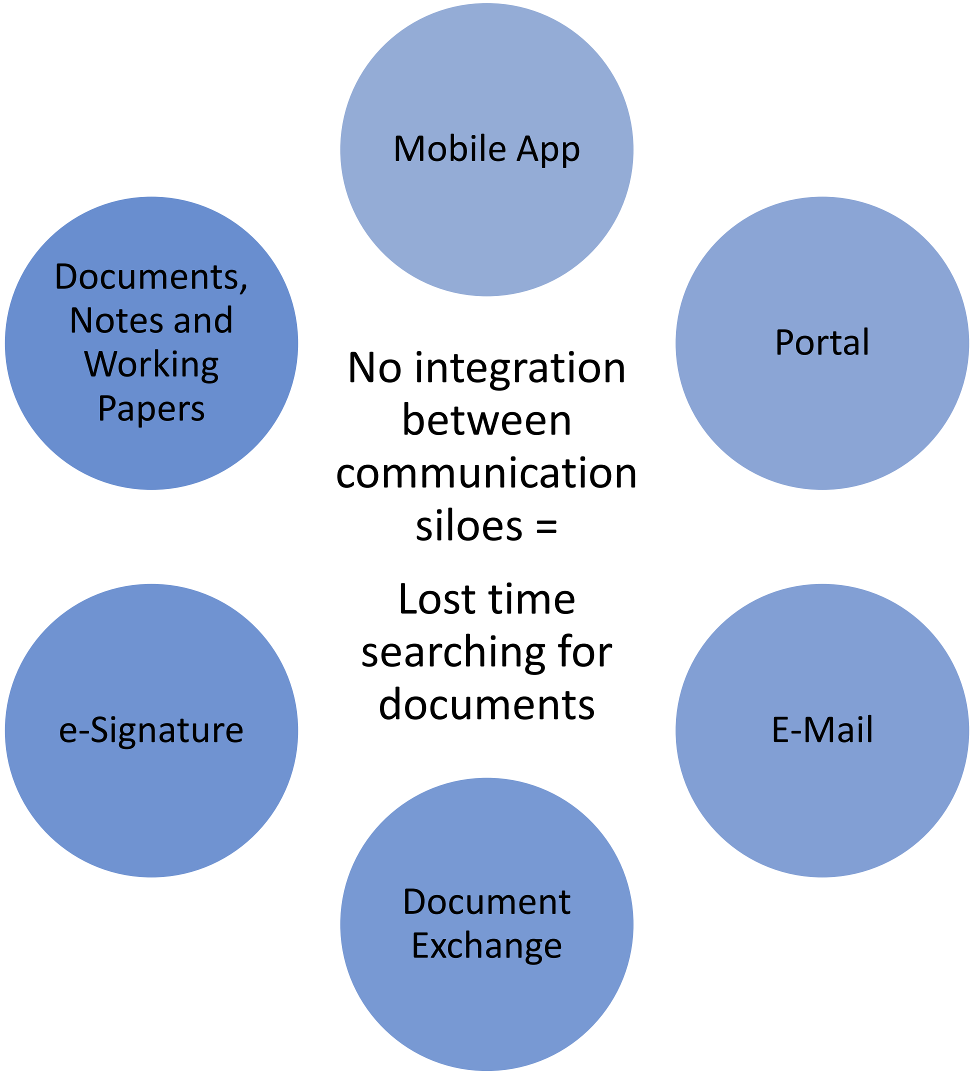
Portals

In Person

Secure File Transfer

The Communication Octopus

Multiple Siloed Client-Facing Communication Channels



Client Experience

Old Way	New Way
• Scan and email files	• Take picture and convert to PDF
• Documents scattered	• Documents gathered
• Structured by folder	• Structured by client
• Located by search	• Located by classification or name
• Names somewhat random	• Tags used to classify documents
• Disjoint	• Integrated
• Difficult	• Easy

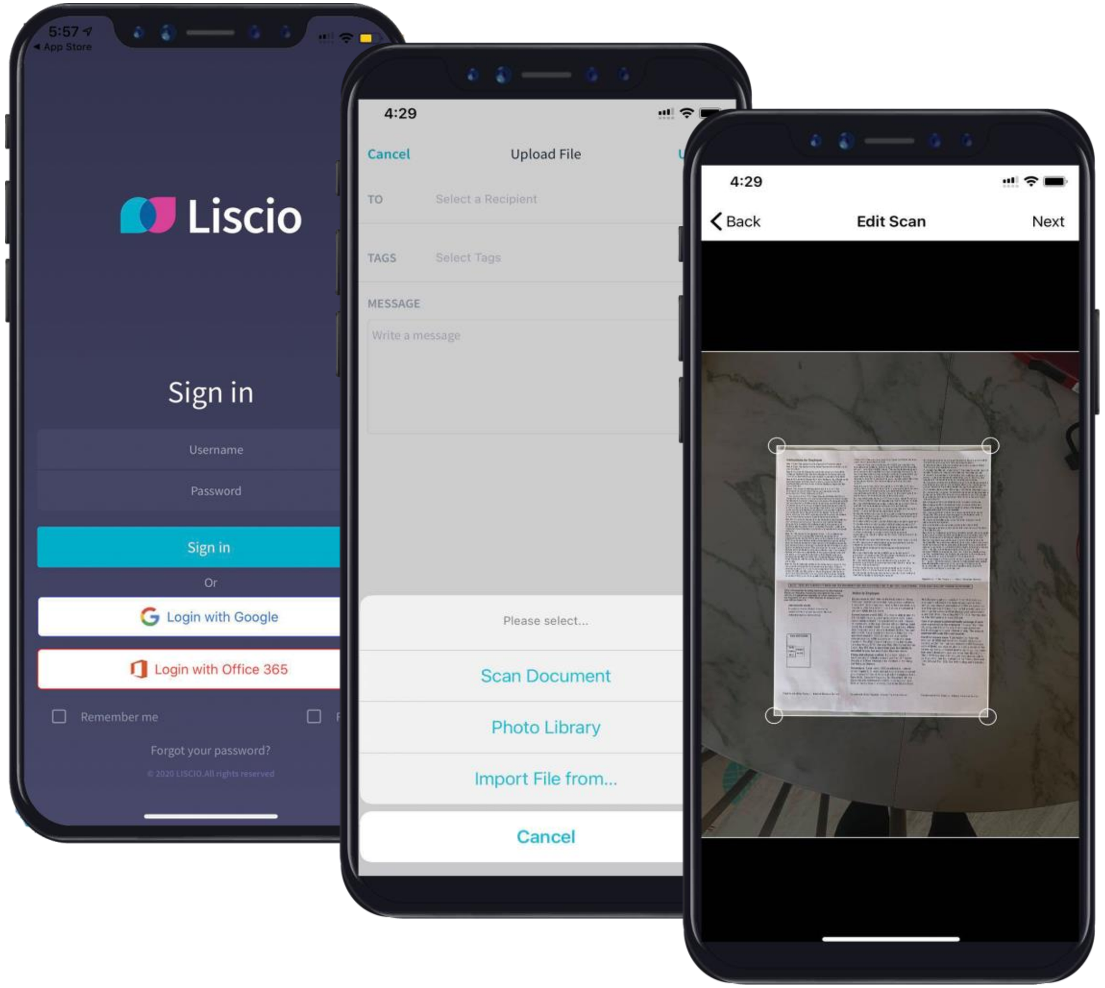
Tame The Communications Octopus

While Breaking Down Barriers For Each Silo With **Liscio**

Skip Collaboration Tools

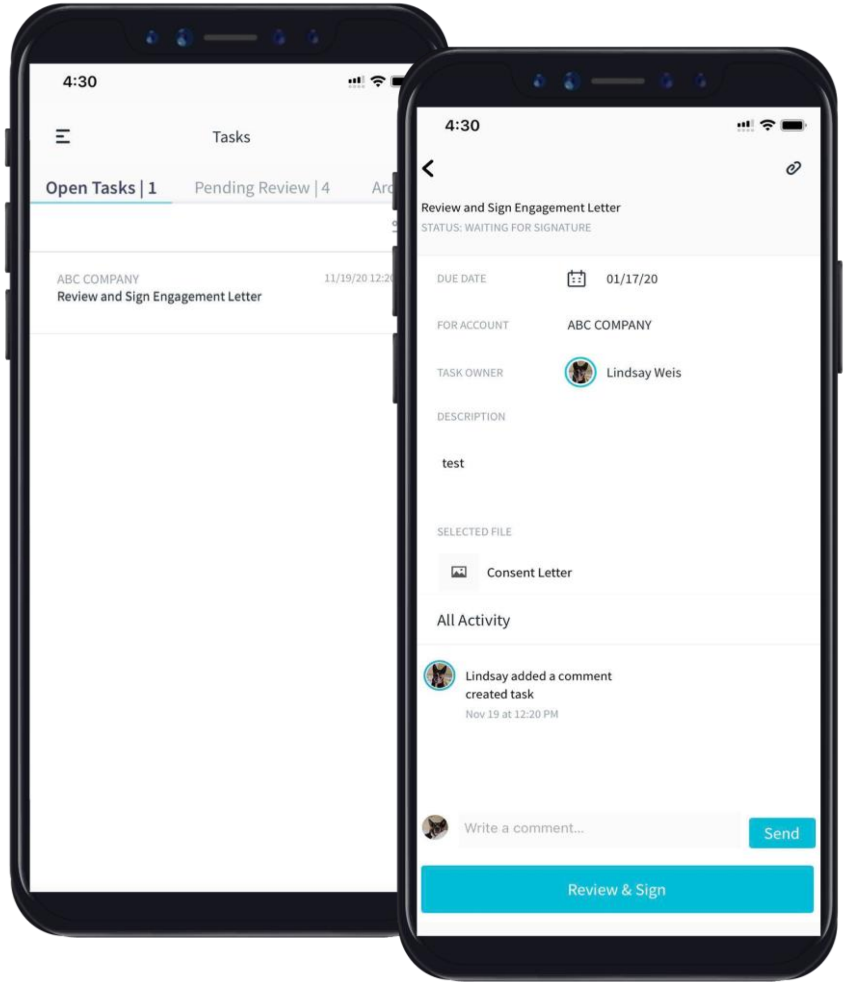
Liscio Scanning Capability

- Converts pictures from cell phones to PDF
- One Step for clients
- Ready to use PDF for team members



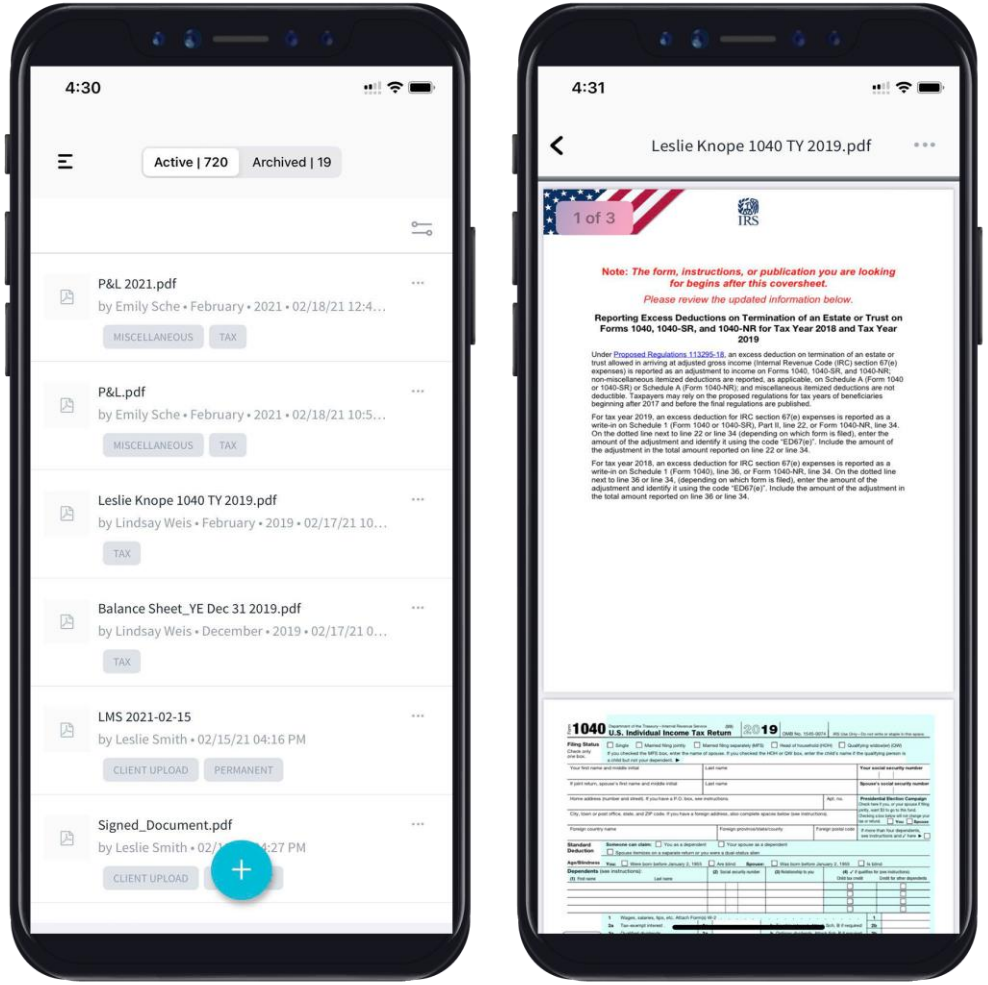
Liscio To Do List

- Shows open items to client
- Visibility by all team members
- Notifications to client and team



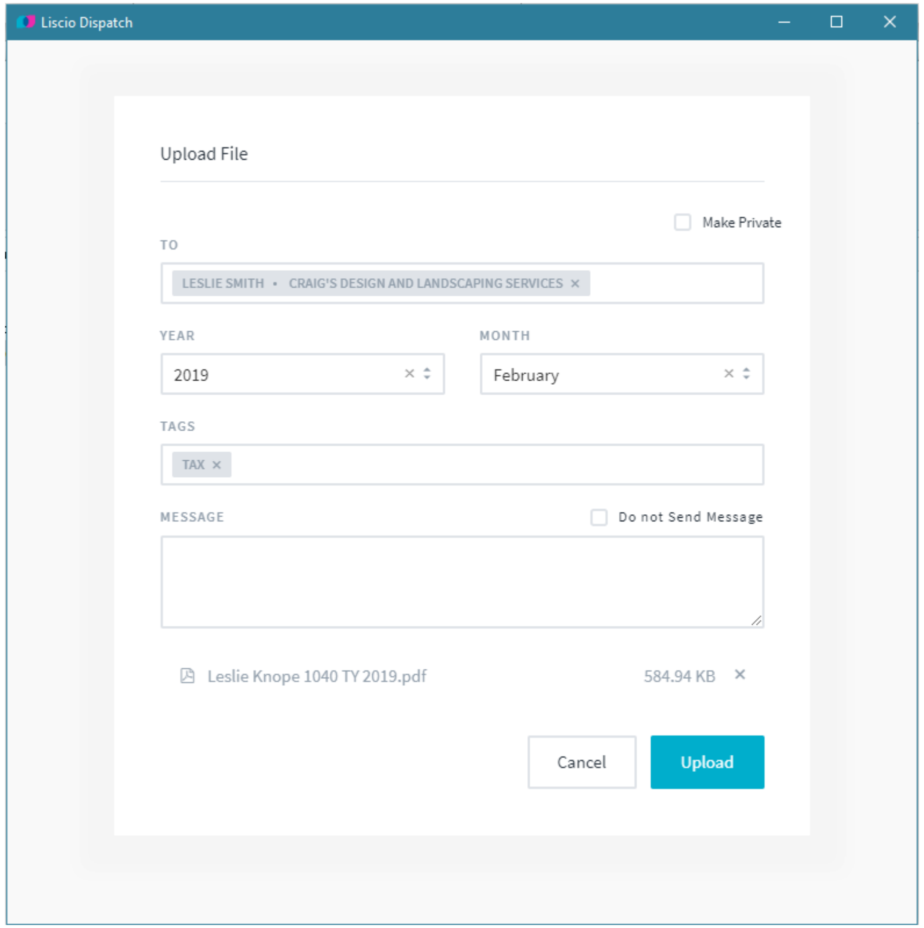
Liscio Files

- Completed engagements
- No charge for storage
- No charge by client



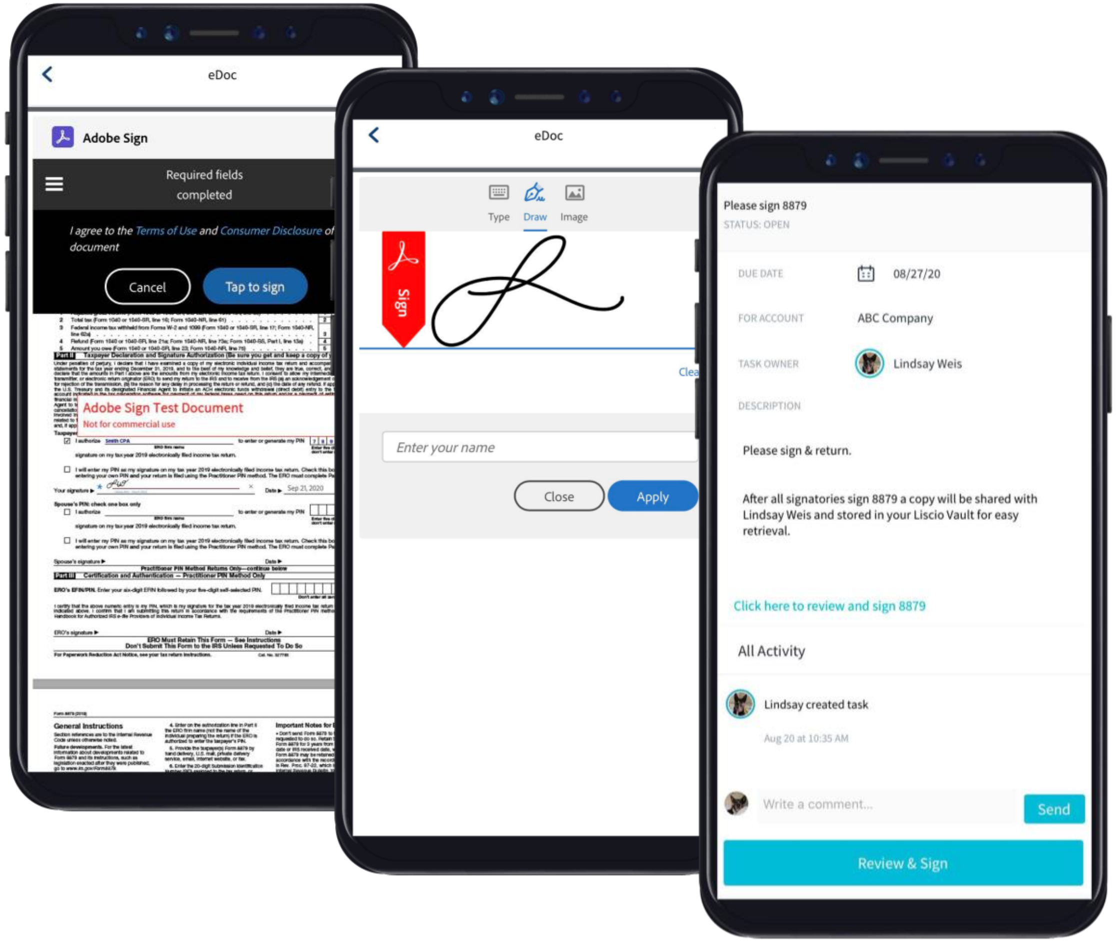
Liscio Dispatch

- Integrated
- If you can print, you can use Dispatch

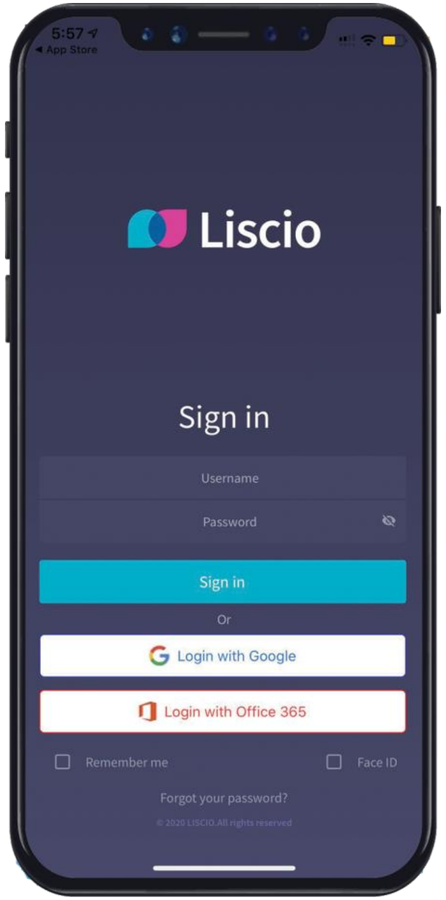


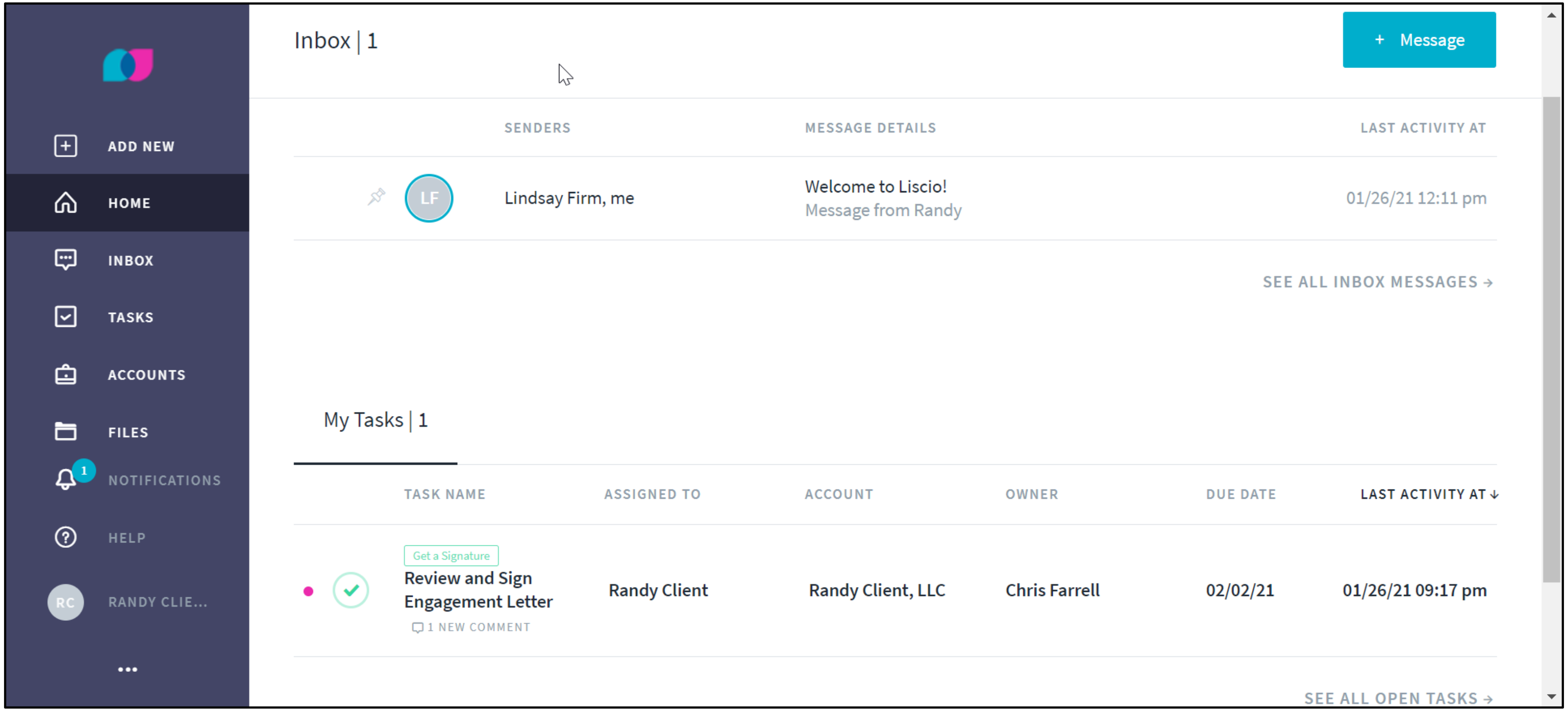
Liscio eSignature

- Works on any device
- Knowledge-based authentication



Liscio Client Experience 2.0



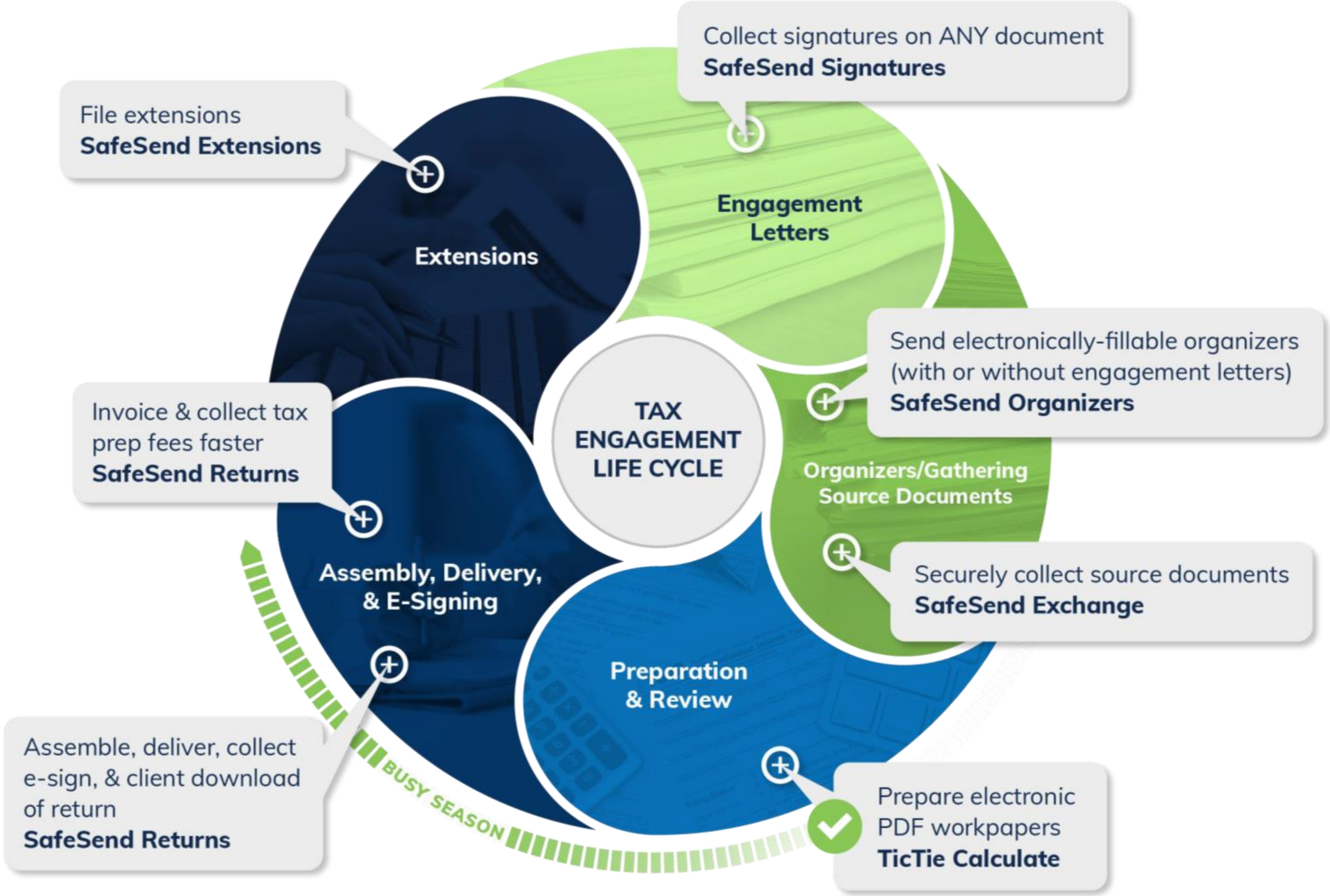


Skip Collaboration Tools

Why Choose The SafeSend Suite?

- Designed specifically for the tax and accounting profession, SafeSend automates manual tasks across the entire tax engagement
- Makes every tedious, manual task during the tax engagement easy and fast
- Firms and clients love the intuitive, guided interface
- Secure, yet easy to access – no username or password for clients to remember
- Web-based so there's nothing to install or maintain
- Only 3-4 hours to implement and train staff
- SafeSend Returns is a multi-year Technology Innovation Award winner

SafeSend Fits Your Tax Workflow



Address client needs all year long!

SafeSend Returns

- Enjoy 7 years of tax return storage
- Fill client copy requests in one click (no password needed)
- Distribute K-1s securely
- Send voucher & estimate payment reminders
- Recieve e-signed 8879 quickly from clients

SafeSend Exchange

- Send encrypted tax documents to banks and more via email
- Share large files through a client portal
- Eliminate the chore of remembering user names and passwords

SafeSend Suite

SafeSend Signatures

- Send one-off and batches of documents that require e-signatures (engagement letters, POAs, 990s, etc.)
- Know where the client is in the process with live tracking and reporting
- Automate reminders to follow up with clients

SafeSend Suite

SafeSend Organizers

- Automatically reads and converts your static client organizer PDF from your tax software (CCH Axcess, ProSystem *fx*, GoSystem Tax RS, Lacerte, UltraTax CS) to a digital fillable form with custom questions
- Gather source documents
- Request e-signatures on engagement letters or POAs

SafeSend Suite

SafeSend Returns

- Automate the assembly and delivery of tax returns for individual, business, and trust returns
- Standardizes your firm's internal process regardless of return type and streamlines your clients' experiences
- Know where clients are in the process using live tracking and reporting with automated signing and payment reminders
- Simplify secure electronic K-1 distribution to partners and shareholders
- Send multiple returns to one client in one communication using the Grouped Returns feature
- Invoicing and online payment services are part of the process

SafeSend Suite

SafeSend Extensions

- Automate the signature block placement on forms
- Easily manage voucher and estimate payments
- Automate reminders to follow-up with clients

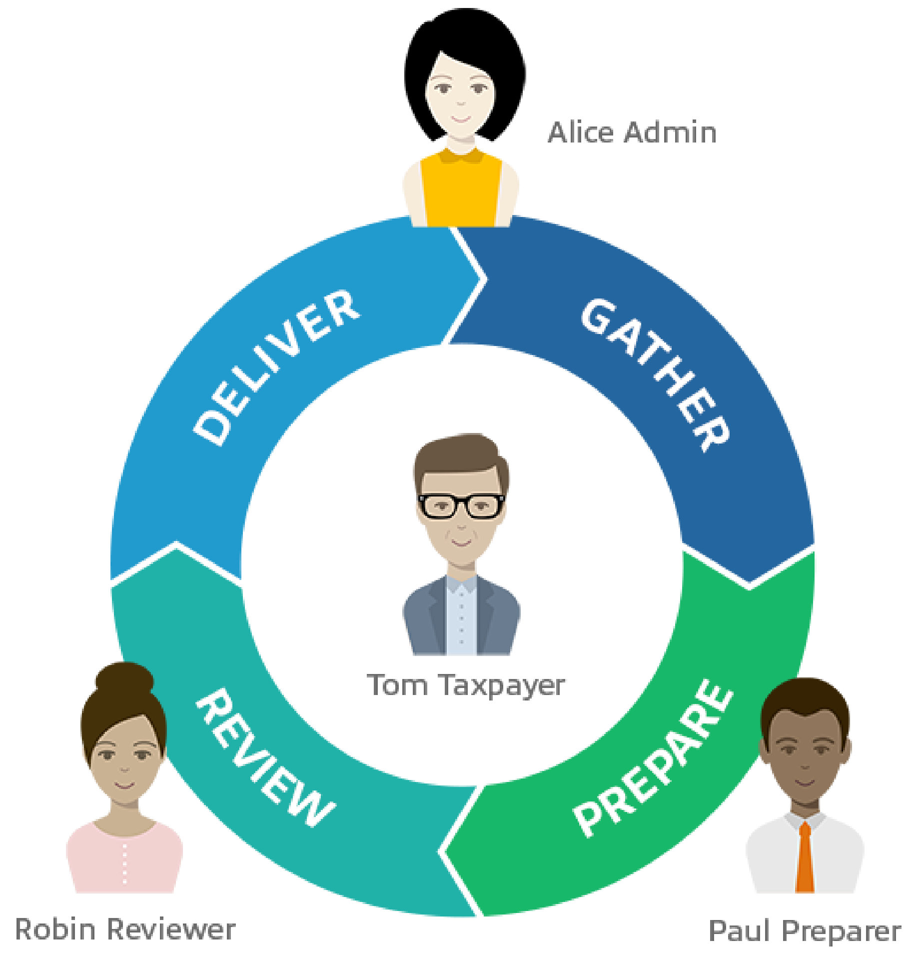
Technical Support and Training

- Industry Expertise – SafeSend brings only the most talented professionals to their team with expertise in tax and accounting, and software engineering and development
- Live support team is US-based, located just outside Boise, ID

Simple and Transparent Pricing

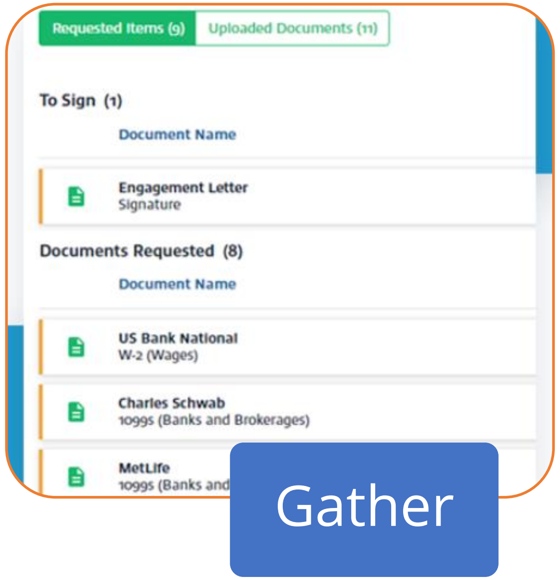
- Purchase a package of returns within one of the pricing tiers and receive unlimited use of other products in that tier
- Receive volume discounts – the more returns you purchase, the more you save
- Unused returns roll over from year to year
- Unlimited support and free on-going training sessions
- Simple pricing makes it easy for firms to budget

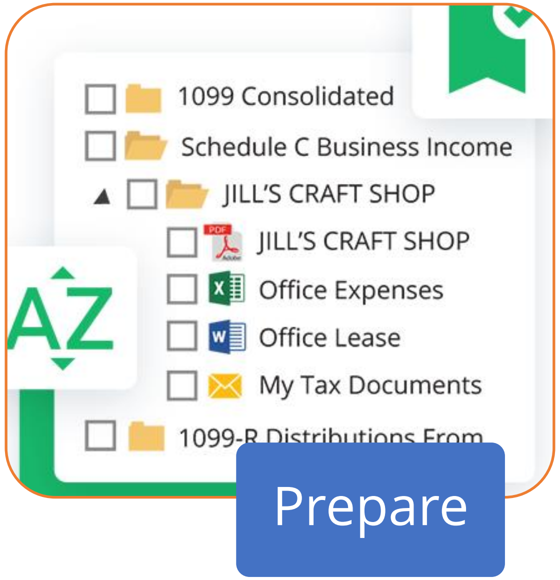
Challenges Facing The Profession

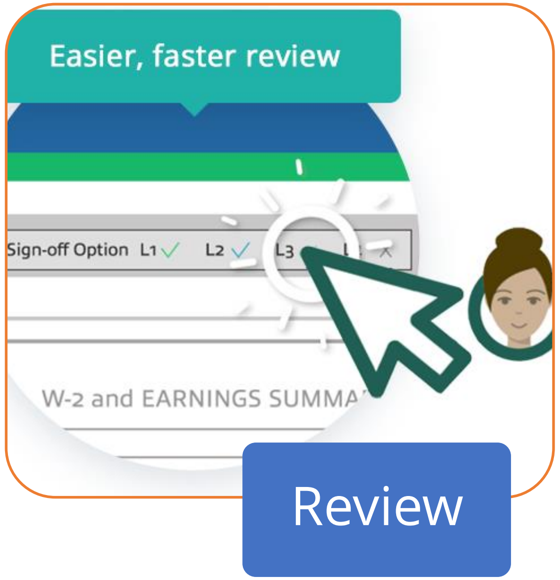


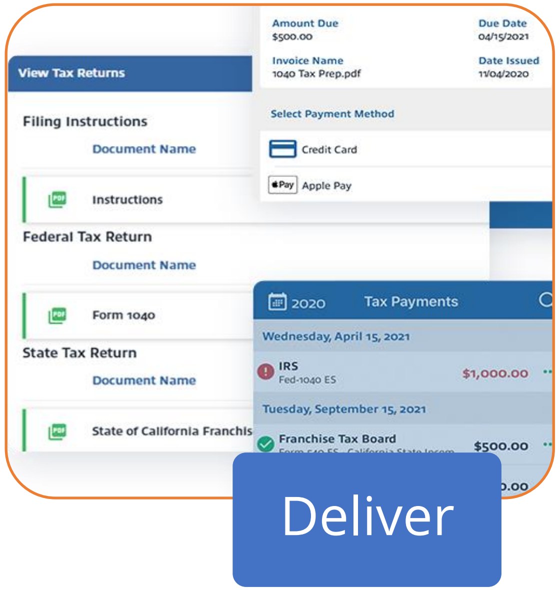
- Finding and retaining qualified staff
- Workload compression
- Standardized workflow
- Increased productivity and profitability

1040 Workflow Process









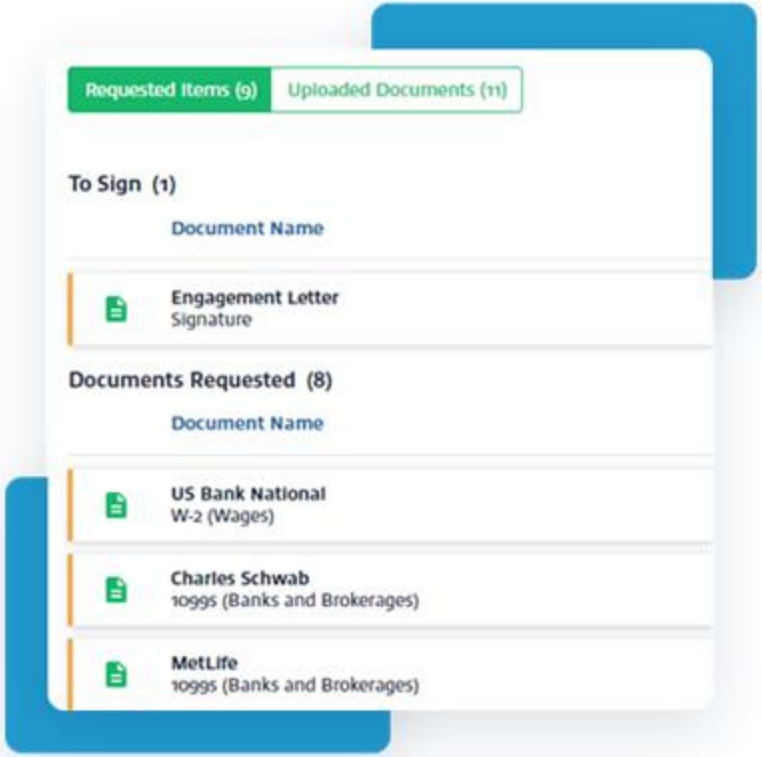
- Proforma Document Checklist
- Custom Questionnaires

- Standardized Workpapers
- 4-7x More Documents Automated

- Bespoke Tax Workpapers
- Up to 4 Levels of Sign-Off

- Quick 8879 E-signature
- Automatic Split of Deliverables

GATHER

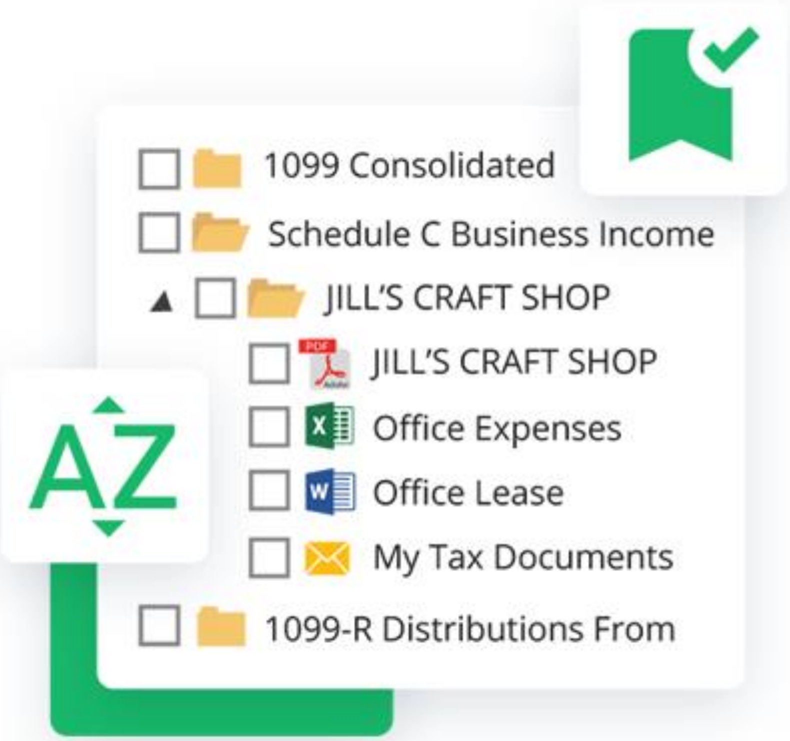


Eliminate chasing documents, signatures, and other to-dos from your clients by fully automating the gathering process.

This reduces both cost and tax season compression!

SurePrep

PREPARE



- Automate the painstaking assembly of tax workpapers and reduce or eliminate data entry
- Minimize OCR verification with patented auto-verify technology or let trained SurePrep

SurePrep

PREPARE

1040SCAN PRO

- Recruit staff
- Recurring training
- Larger learning curve

VS

1040SCANverify

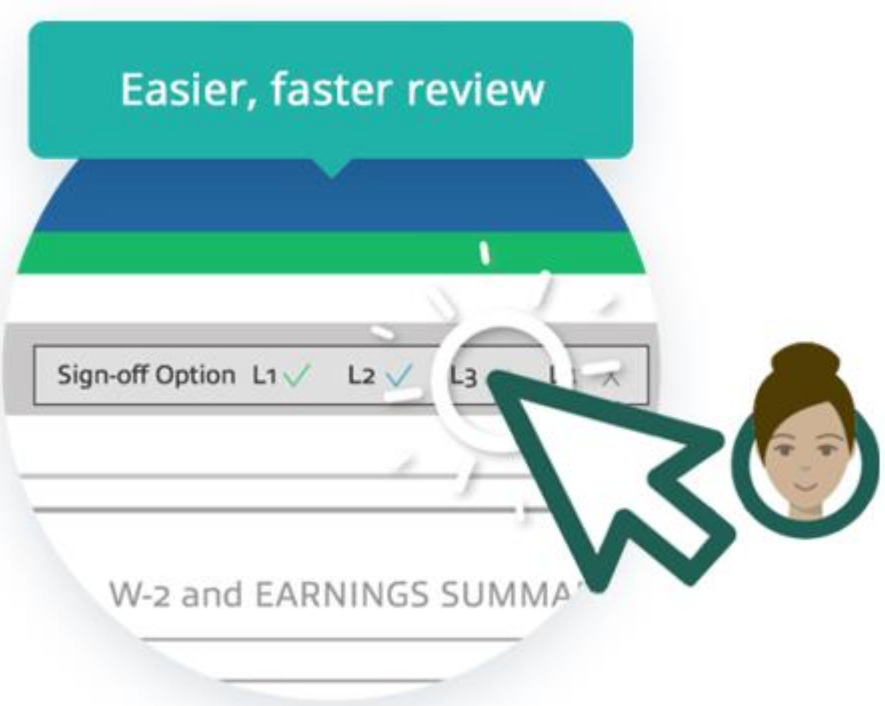
- Consistent Turn Time
- Improved Quality
- Simple Workflow

Max Doc Coverage

Auto-Verification of Native PDFs

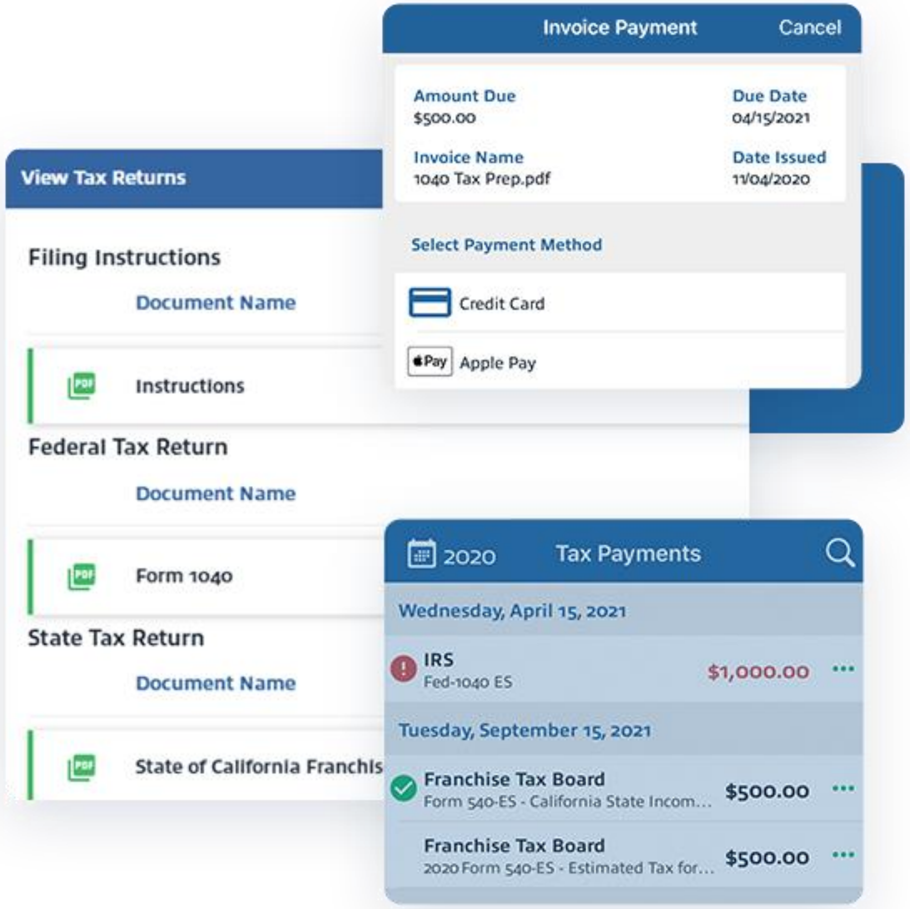
Optional Verification Service

REVIEW



Save cost and review time by increasing staff leverage with the most productive tax workpaper system available.

DELIVER



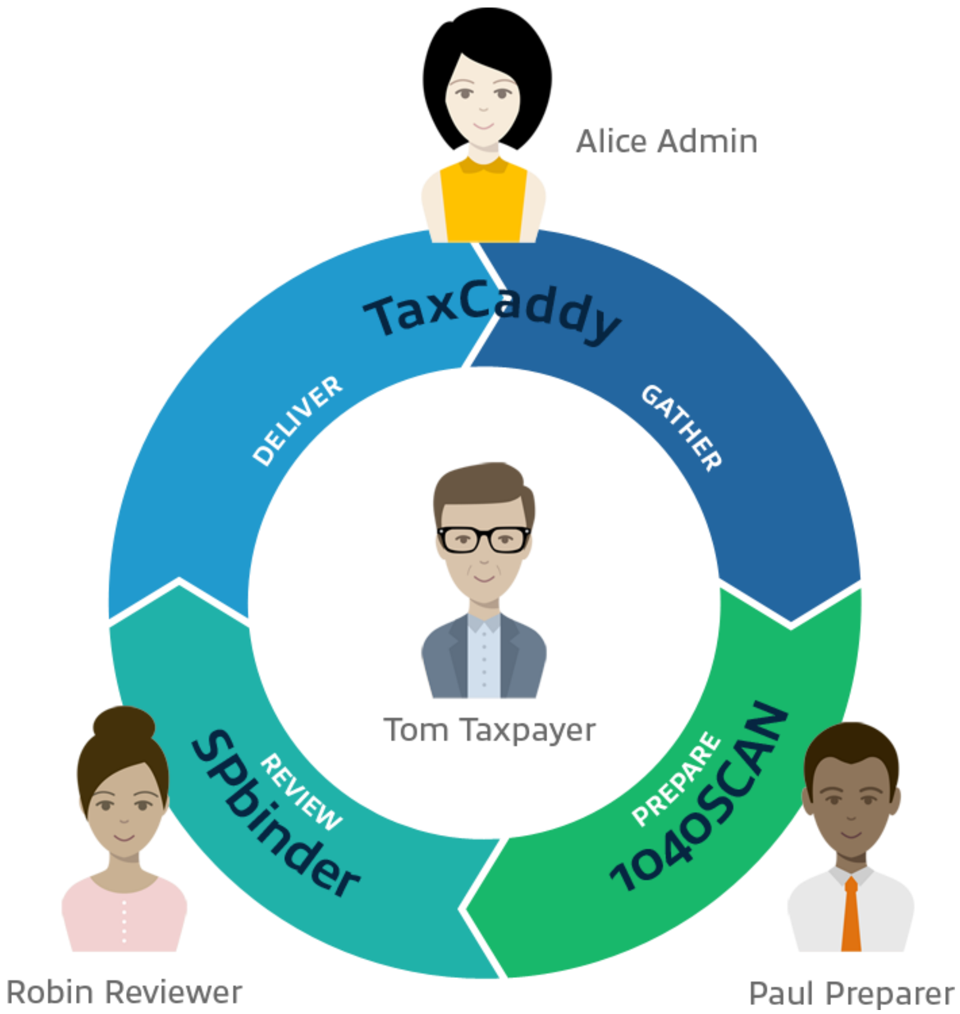
Simplify delivery with an award-winning client collaboration platform, available on desktop, tablet, and mobile with iOS and Android apps.

SurePrep TaxCaddy

- Rethinking and digitization of many routine CPA-client ministerial interactions for seamless data transfer
- Creates a digital organizer that uploads data directly into tax software after it is filled out on a mobile device or PC
- Answers are imported into several supported tax applications, including solutions from CCH, Thomson Reuters, and Intuit
- Documents can be automatically retrieved as PDF or CSV files from the client's brokerage account and placed in TaxCaddy with no client or staff intervention required
- E-Signature integrated for engagement letters and Form 8879, etc.
- Final "as filed" returns are delivered to client or stored permanently using TaxCaddy
- Data feeds into SurePrep 1040 Scan automatically, and can also be used with SurePrep outsourcing services

Skip Collaboration Tools

Introducing The SurePrep Tax Process

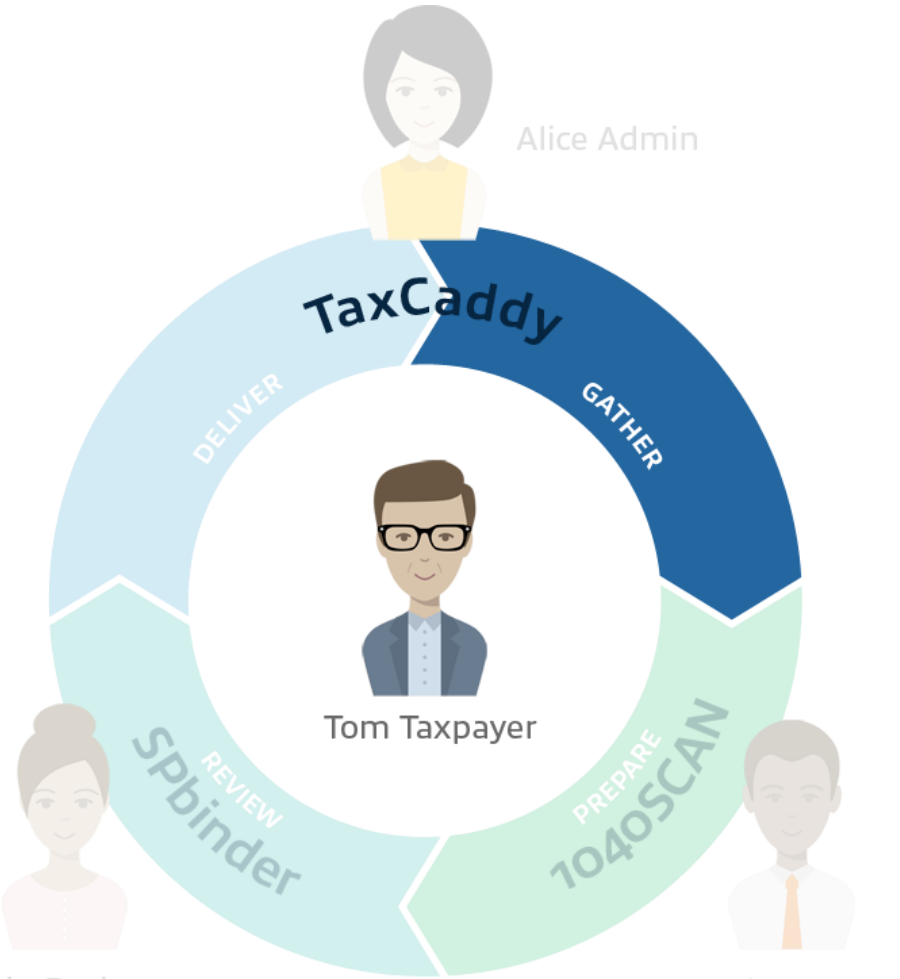


SurePrep makes your tax practice more productive and profitable

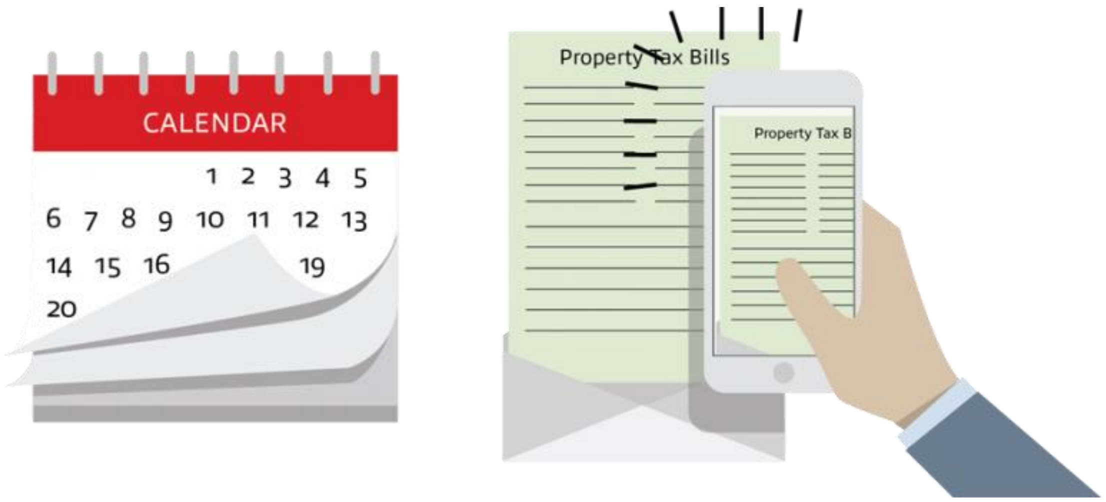
As the leader in tax automation for CPA firms, automation is the primary focus of SurePrep solutions

That's why SurePrep automates the processing of three times as many documents as competitors and streamlines the collection of those documents with software your clients will use and love

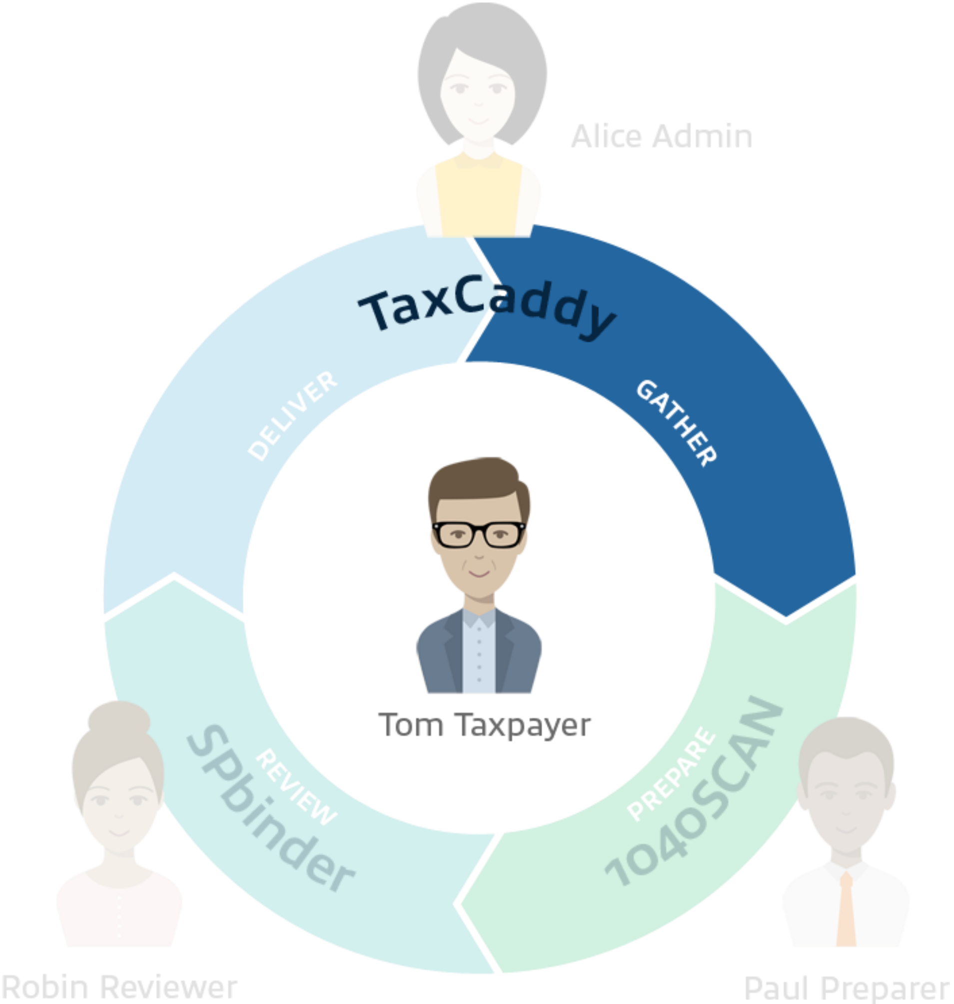
Gather With TaxCaddy



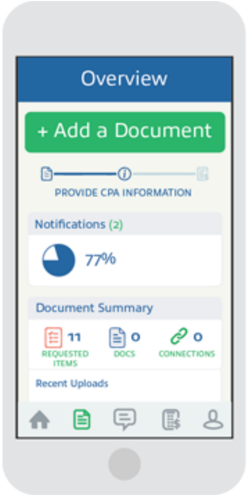
TaxCaddy helps Tom Taxpayer gather tax documents year-round



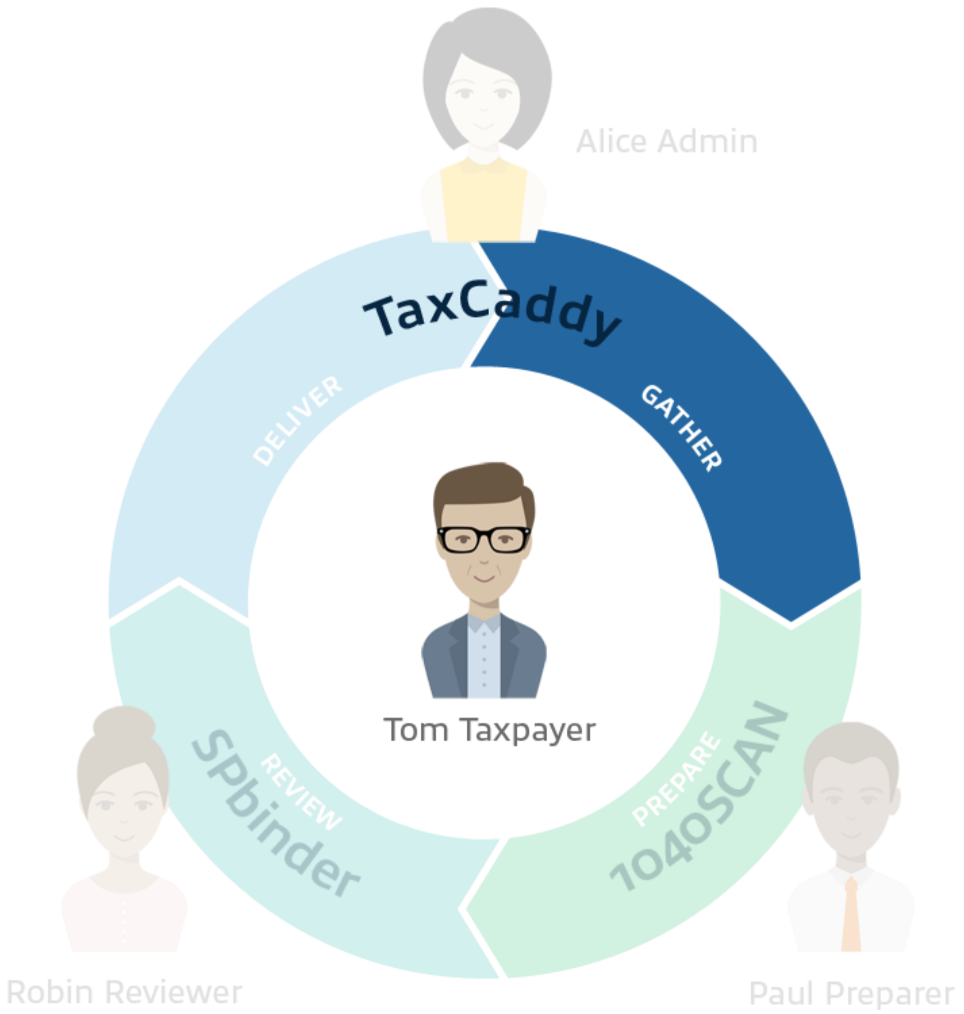
Gather With TaxCaddy



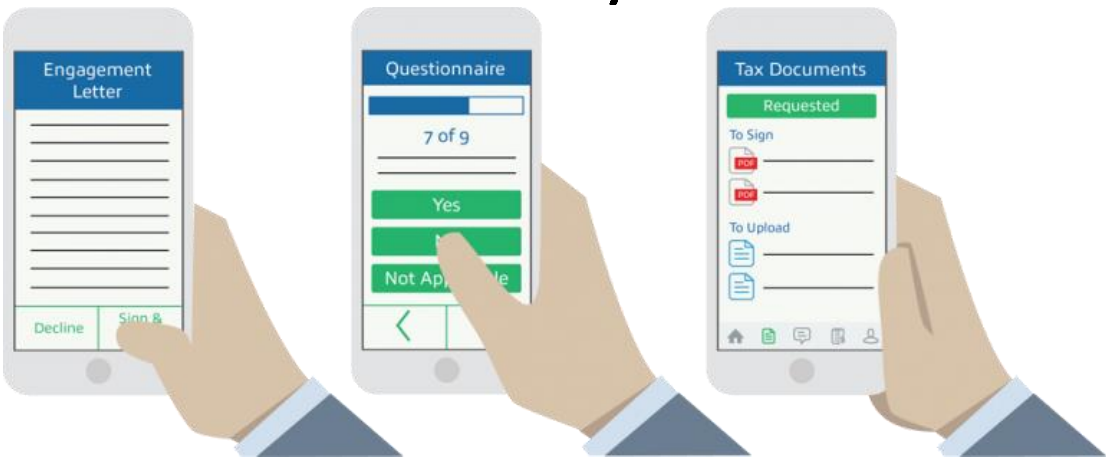
When tax time comes, Tom and his CPA are freed from the hassles of an old-fashioned organizer. Everything Tom's CPA needs is conveniently listed in TaxCaddy



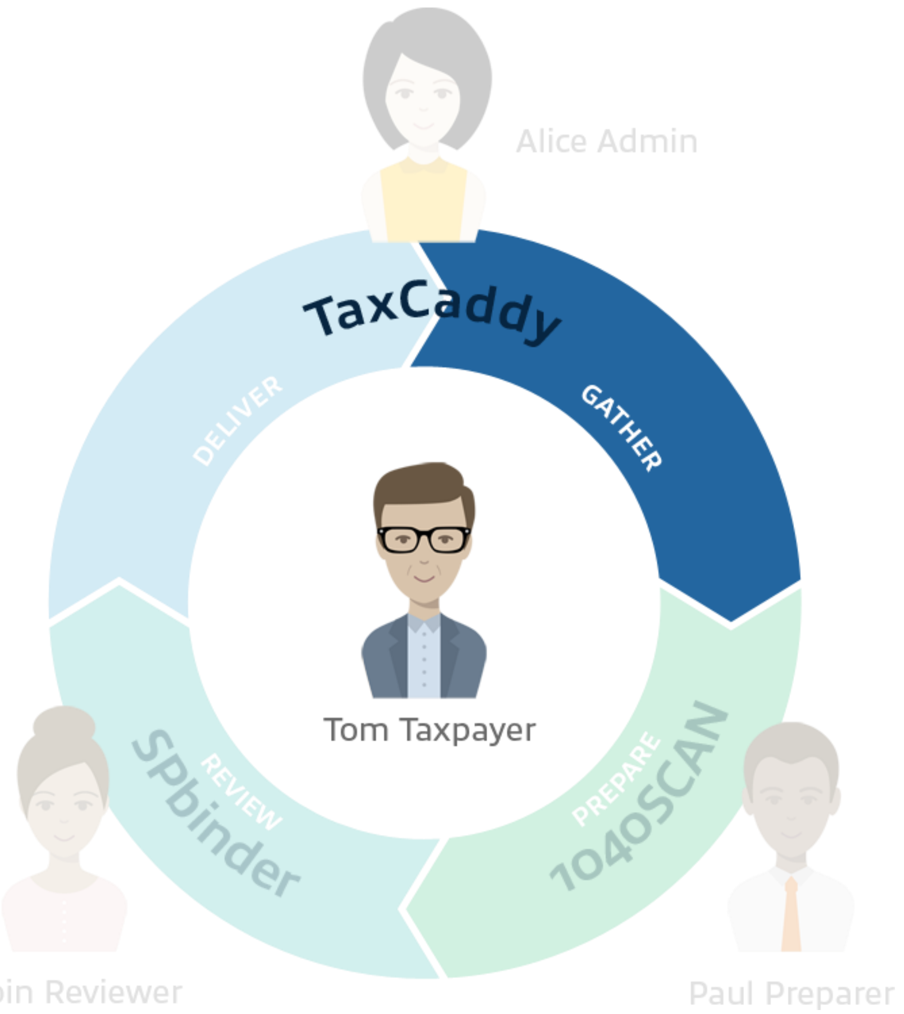
Gather With TaxCaddy



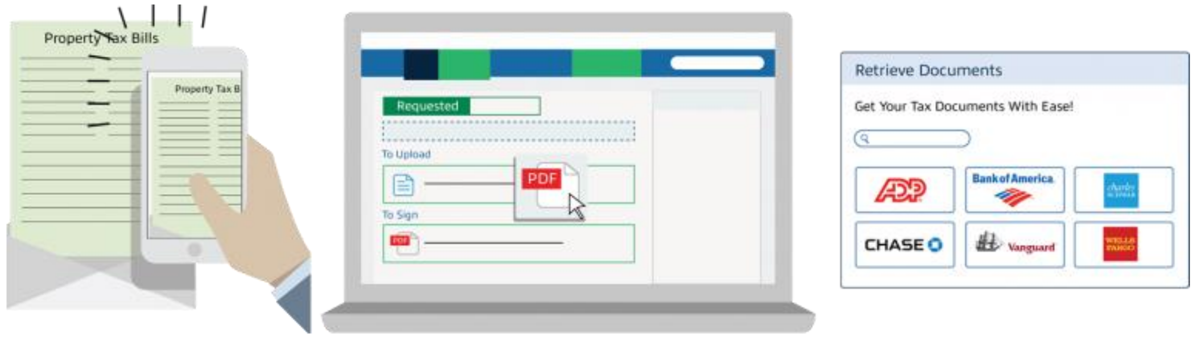
Engagement letters can be signed with a few taps, questionnaires can be completed on the go, and requested documents can be provided in several convenient and automated ways



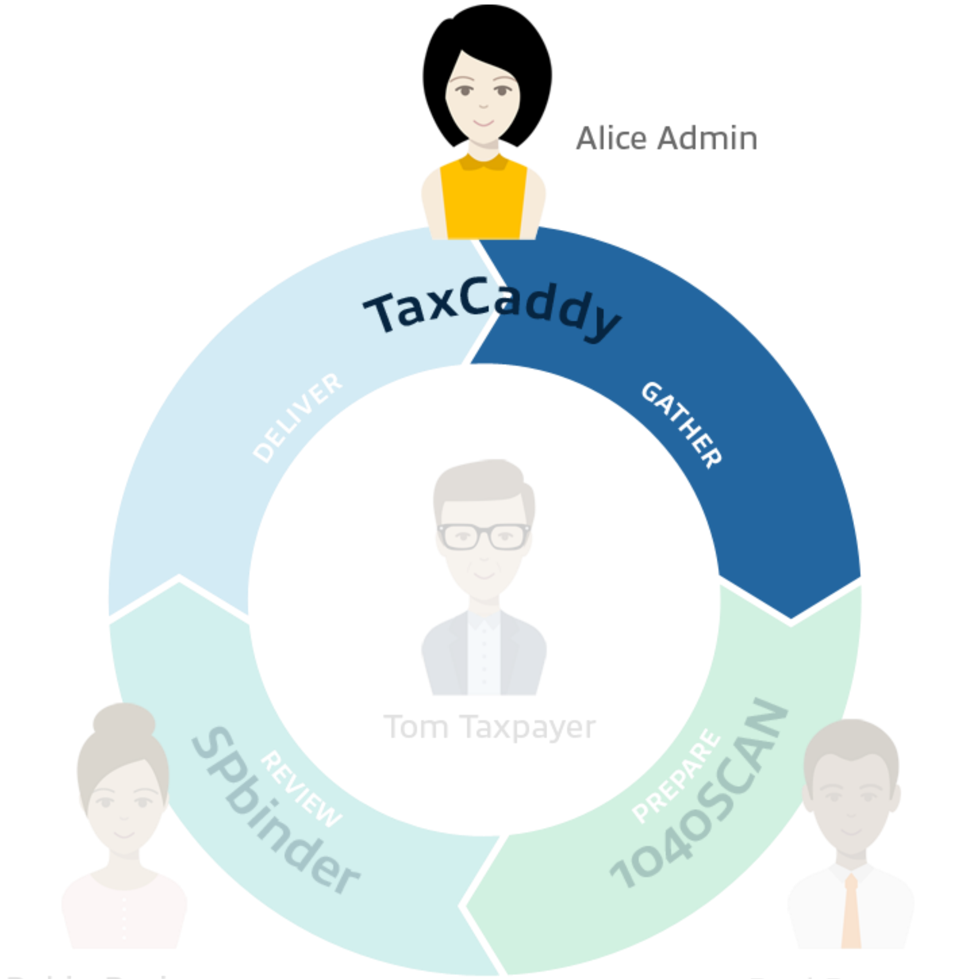
Gather With TaxCaddy



Tom can photo-scan documents with the TaxCaddy mobile app. Tom can upload documents from his PC or Mac. Tom can even set TaxCaddy to automatically retrieve his W-2s, 1099s and 1098s from over 300 banks, brokerages and payroll service providers

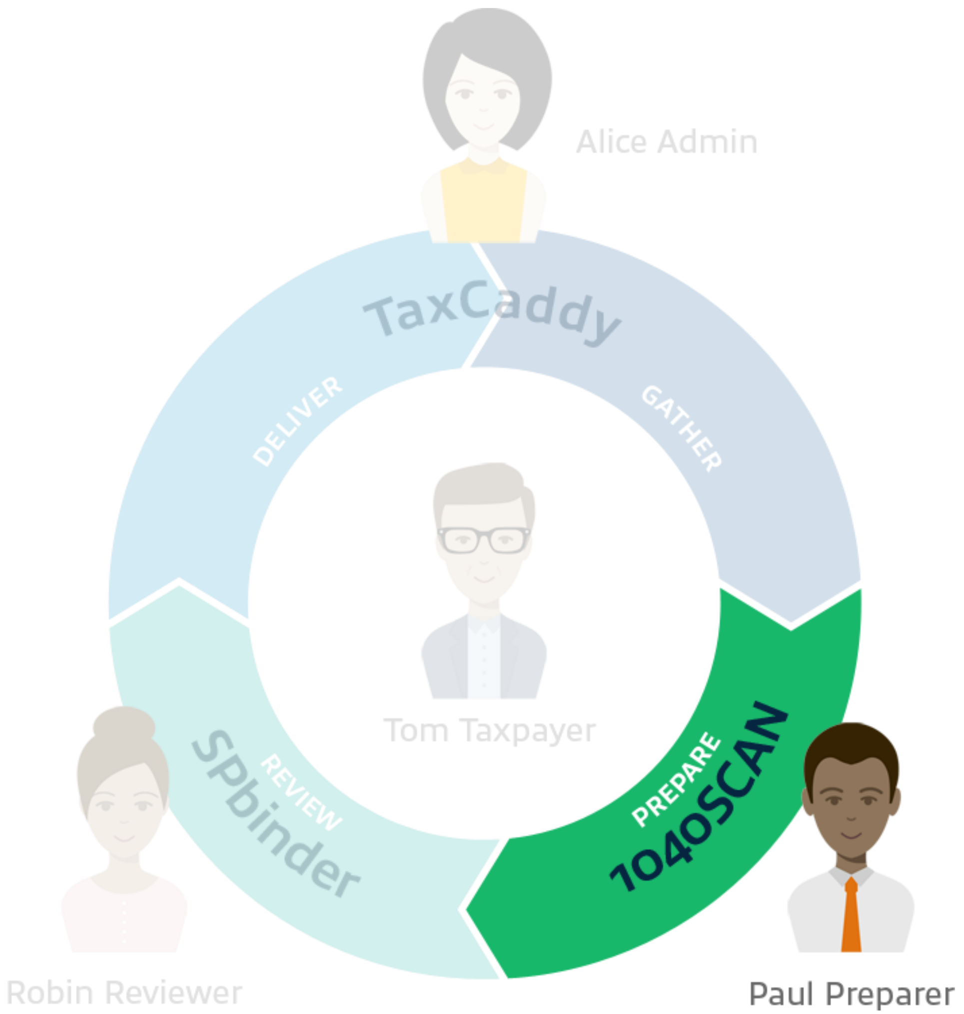


Gather With TaxCaddy

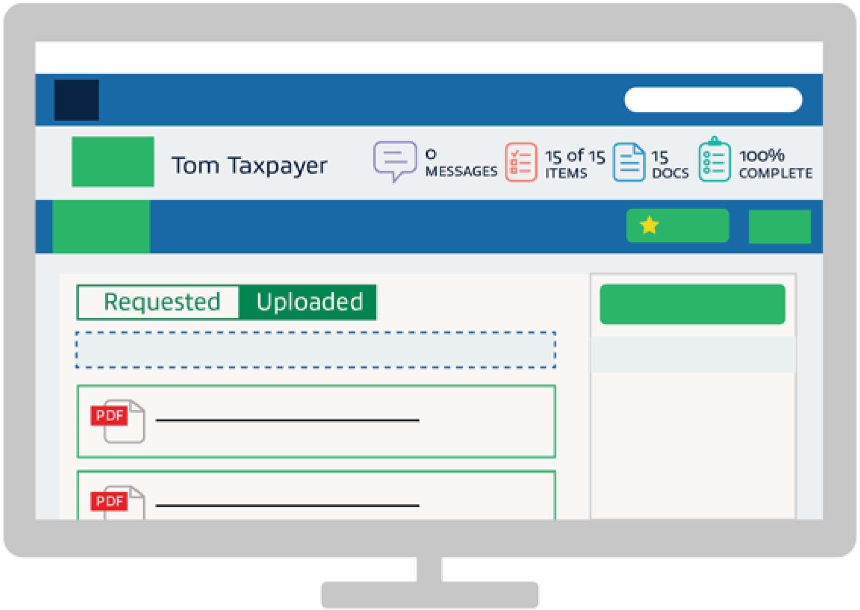


TaxCaddy saves Alice Admin time, too. She no longer needs to print and mail organizers or receive and scan source documents. Everything is requested and delivered through TaxCaddy

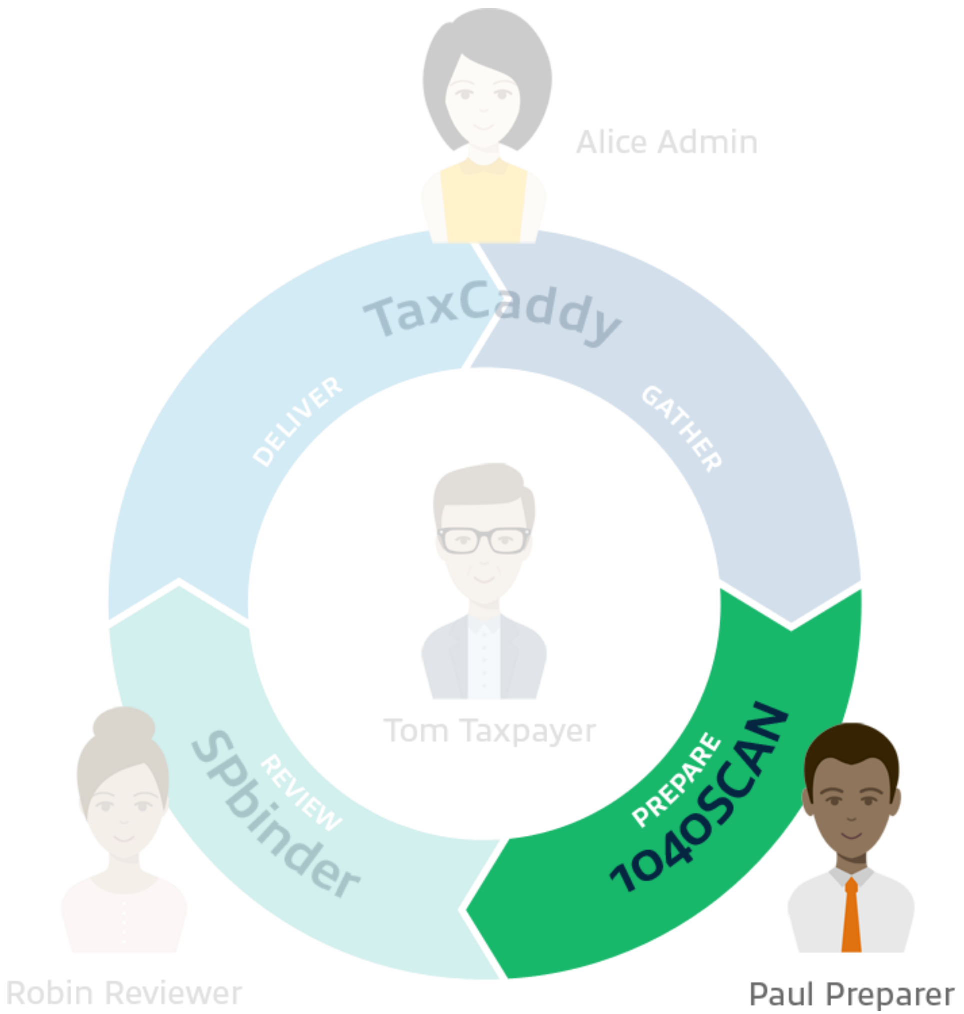
Automate Prep With 1040SCAN



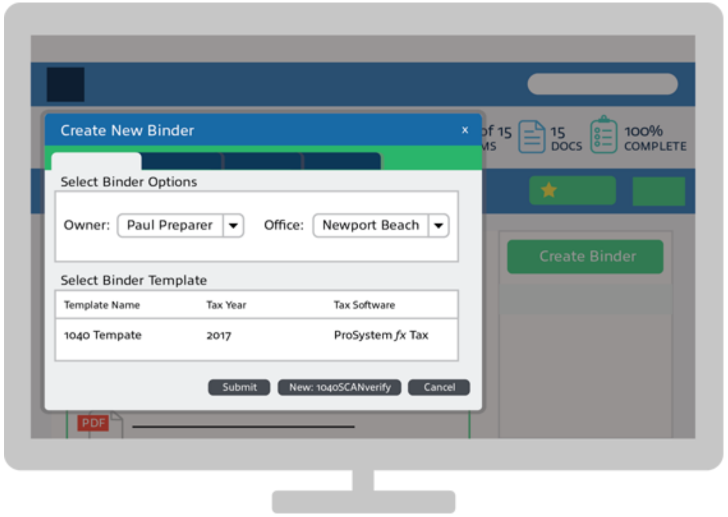
Paul Preparer gets access to Tom's documents as soon as they're uploaded or retrieved so he can start the return sooner, reducing his tax season workload compression



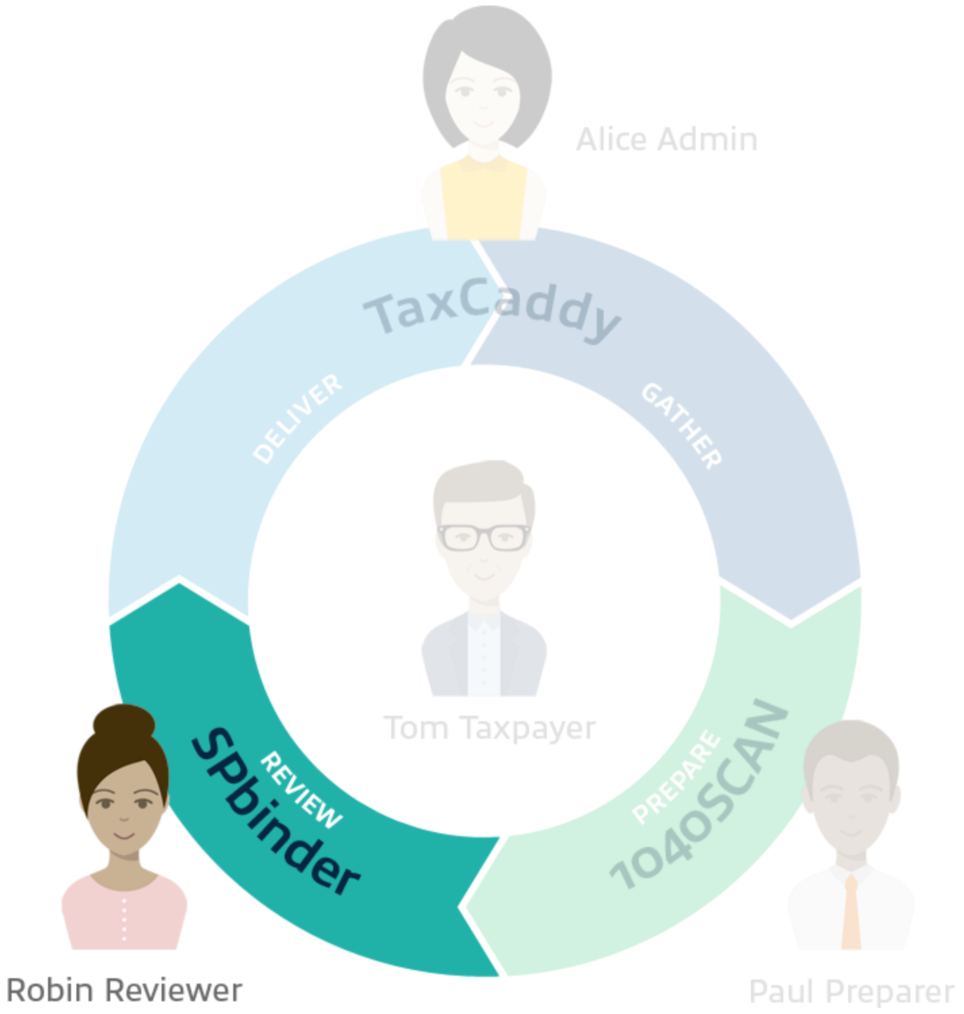
Automate Prep With 1040SCAN



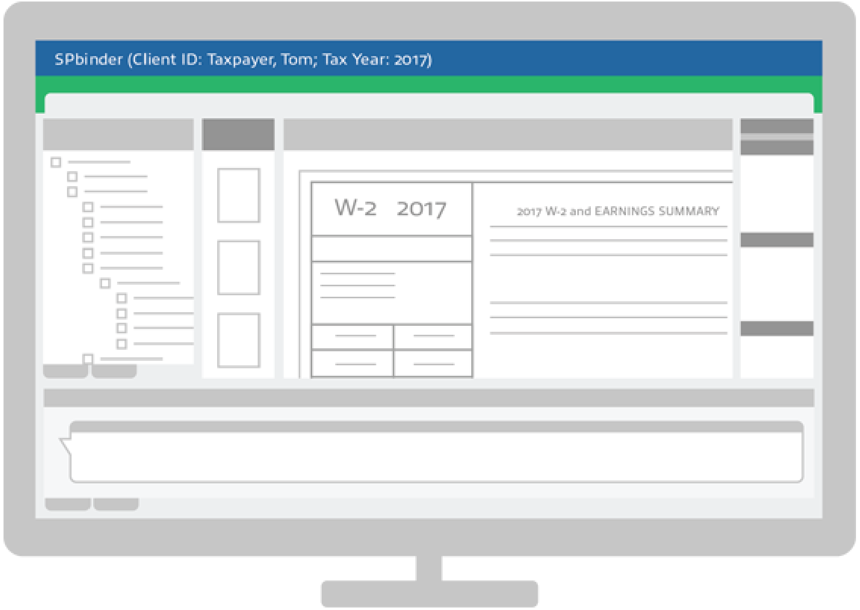
Since Paul uses 1040SCAN, he finishes the return faster as well. 1040SCAN automates three times as many tax documents as its competitors



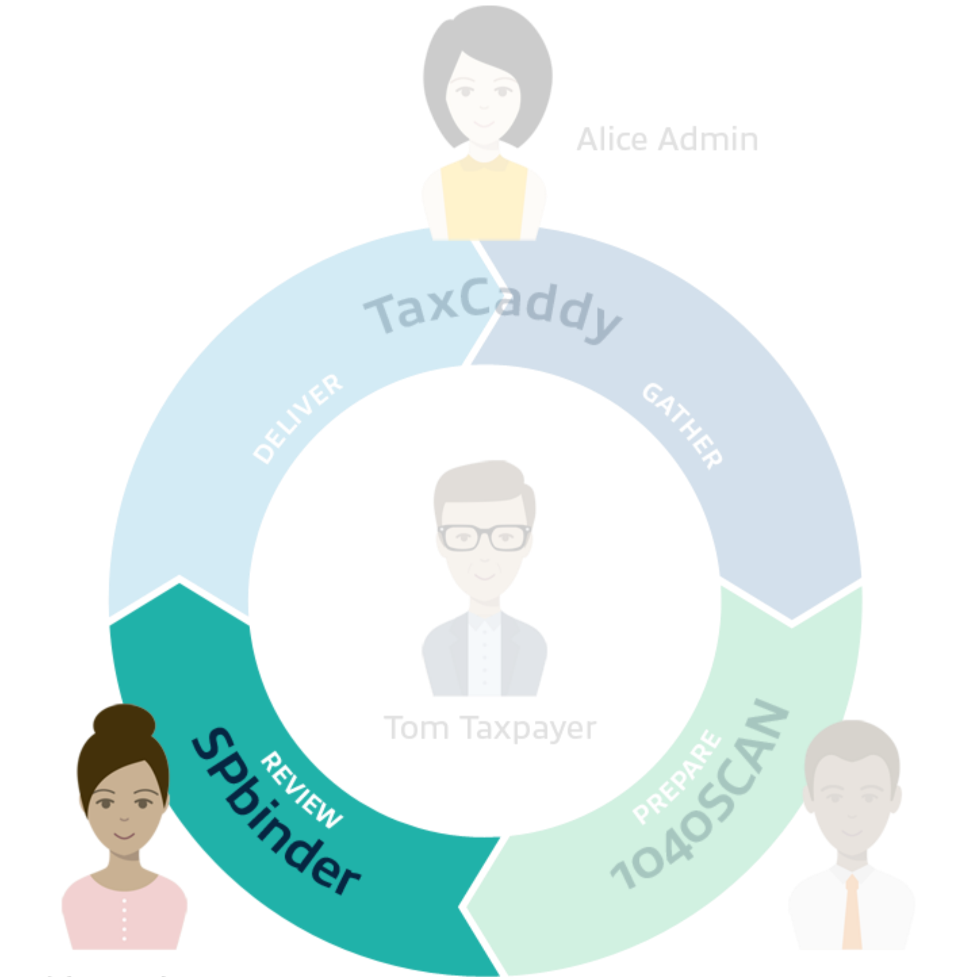
Streamline Review With SPbinder



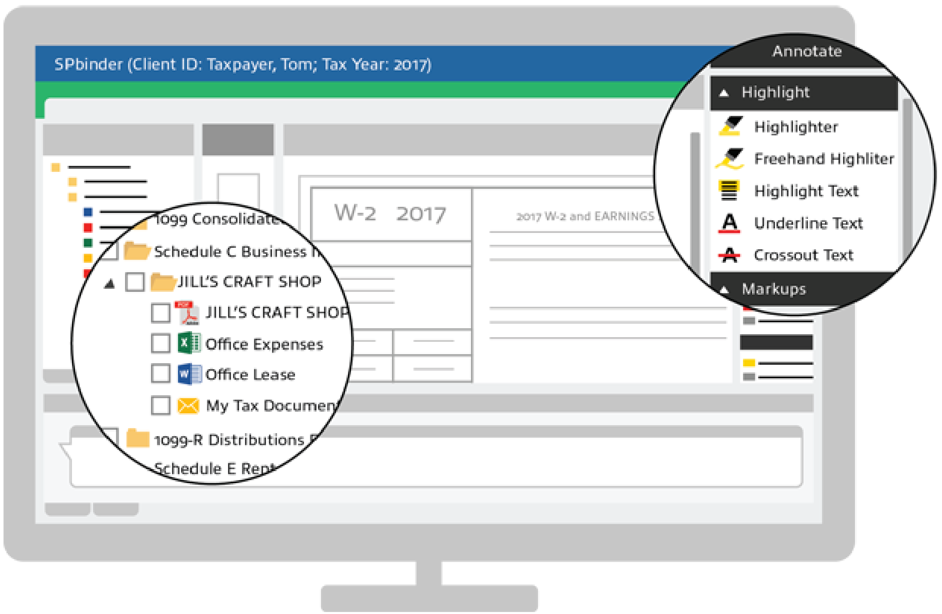
Robin Reviewer loves the time saved by SPbinder's easy-to-review workpapers



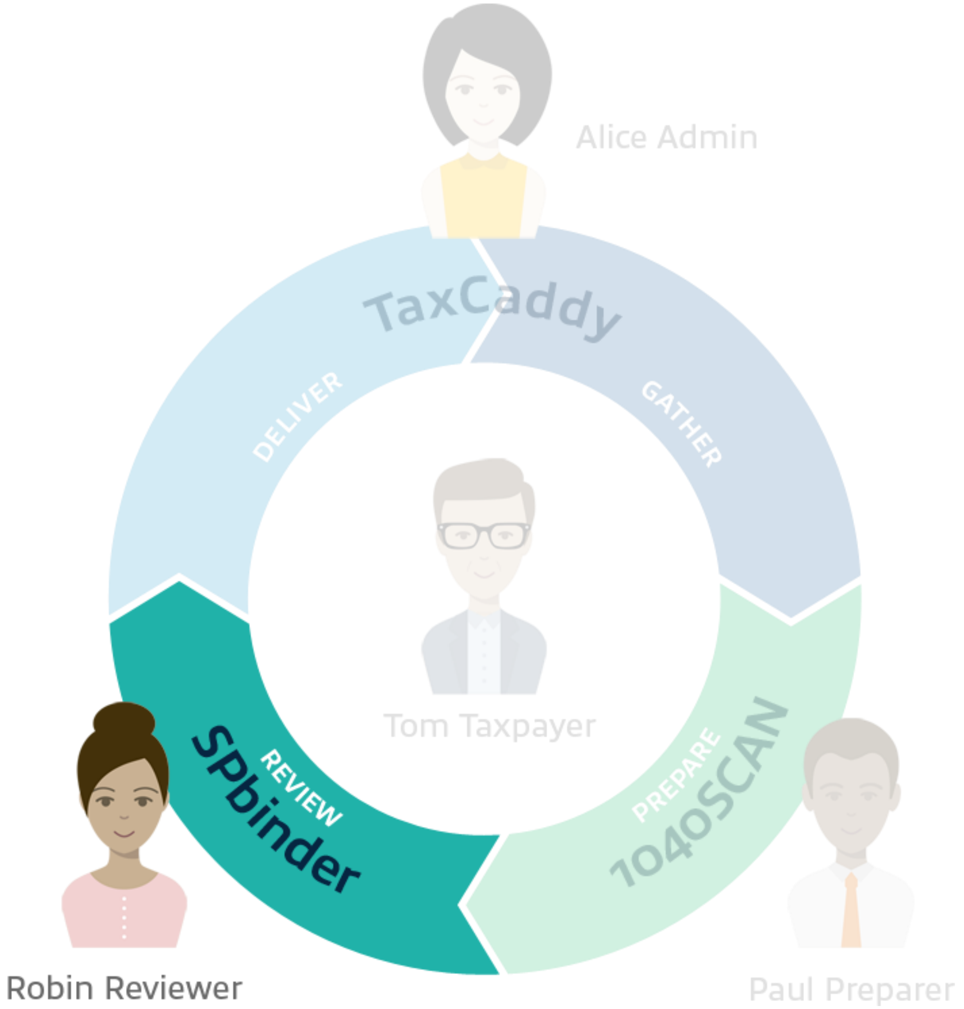
Streamline Review With SPbinder



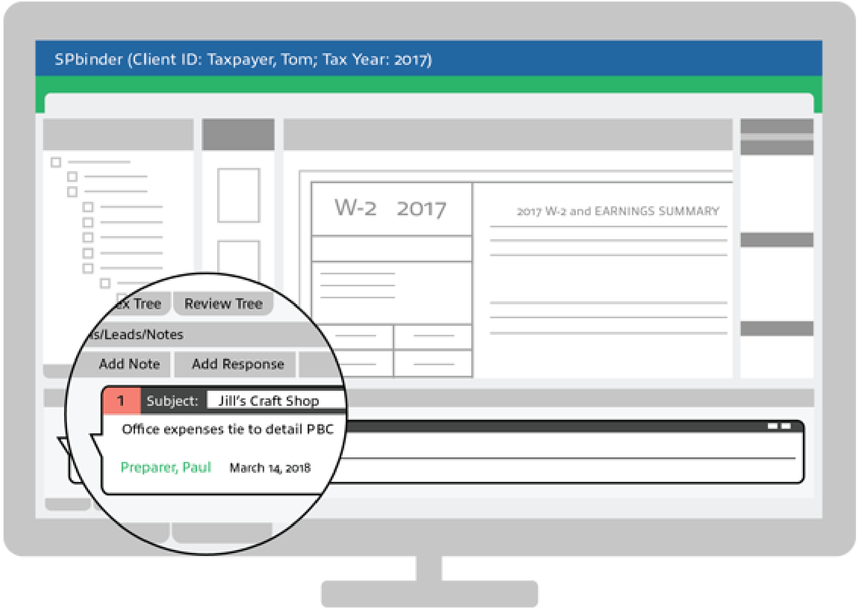
Standardized workpaper organization and tickmarking tools speeds up review



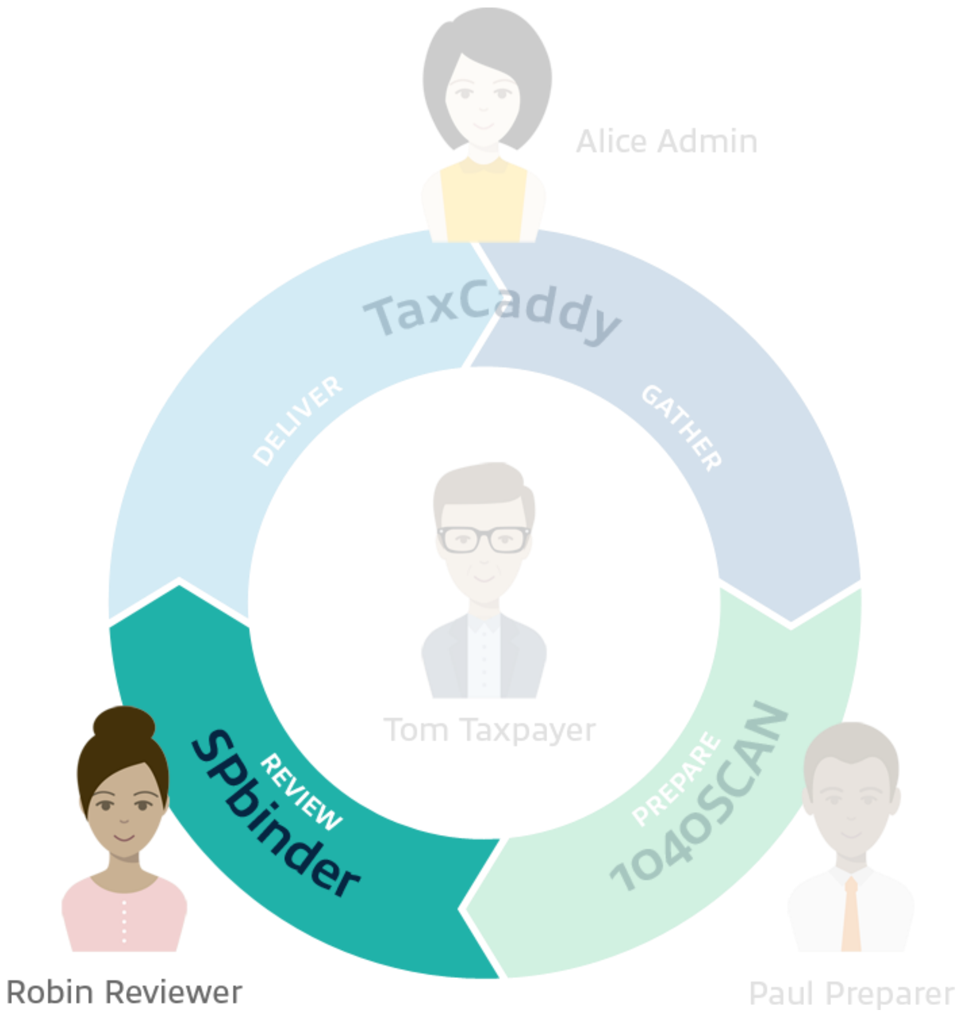
Streamline Review With SPbinder



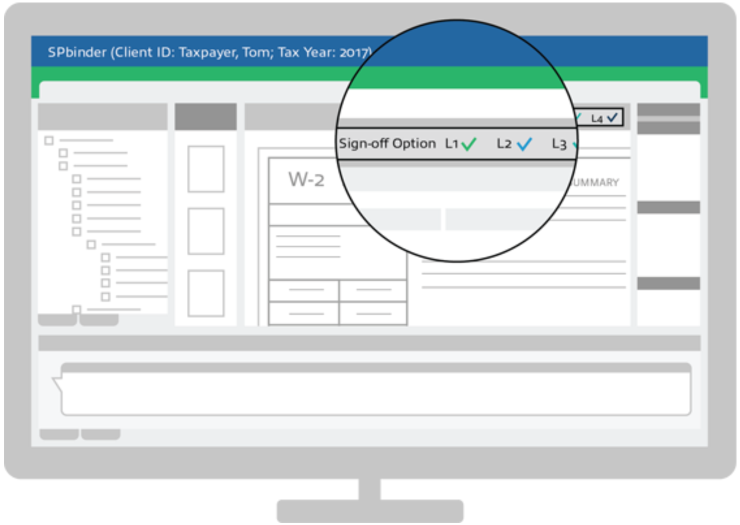
Open items and review notes facilitate collaboration between the engagement team



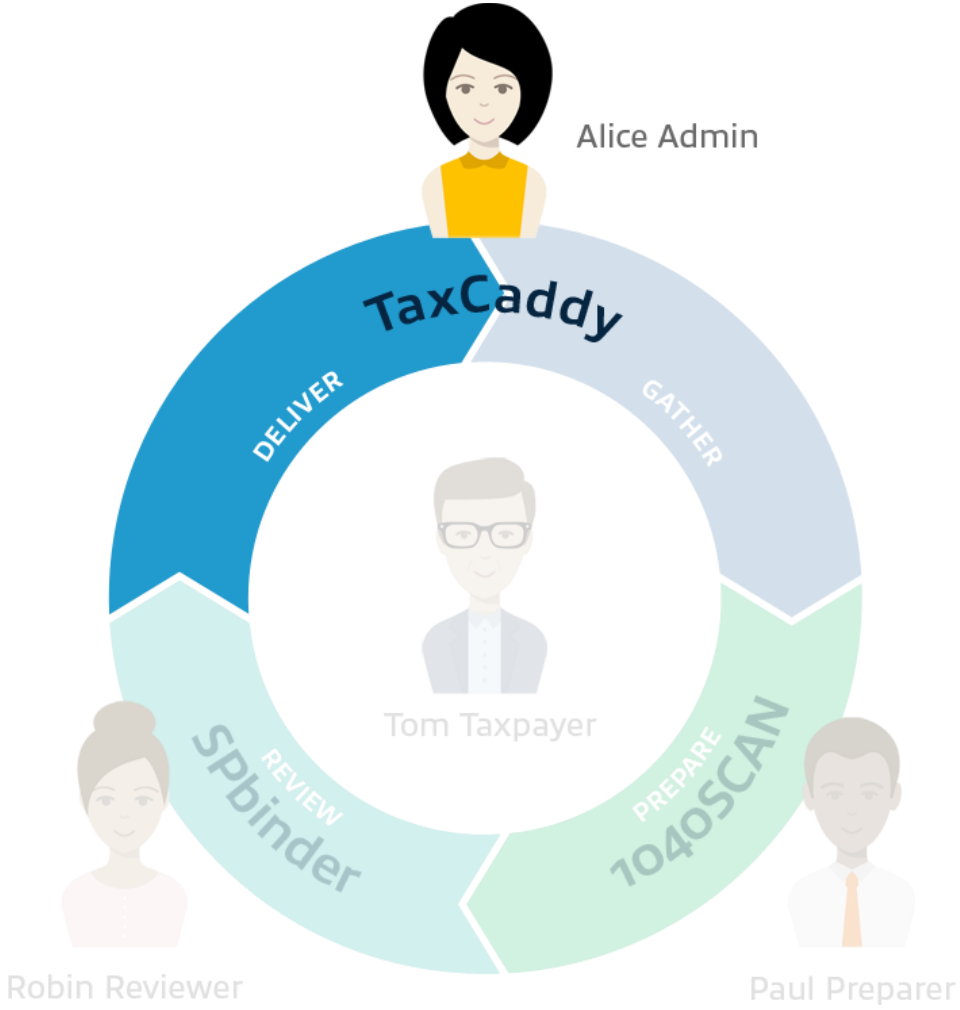
Streamline Review With SPbinder



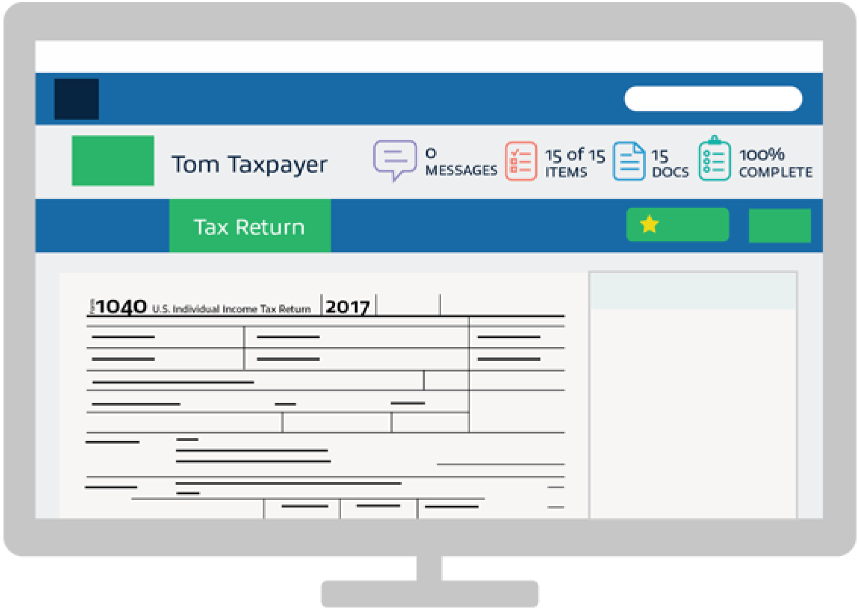
Up to four levels of workpaper sign-offs across all file types (PDF, Excel, Word & Email workpapers) make it easy to know where you left off or what's changed since your last review



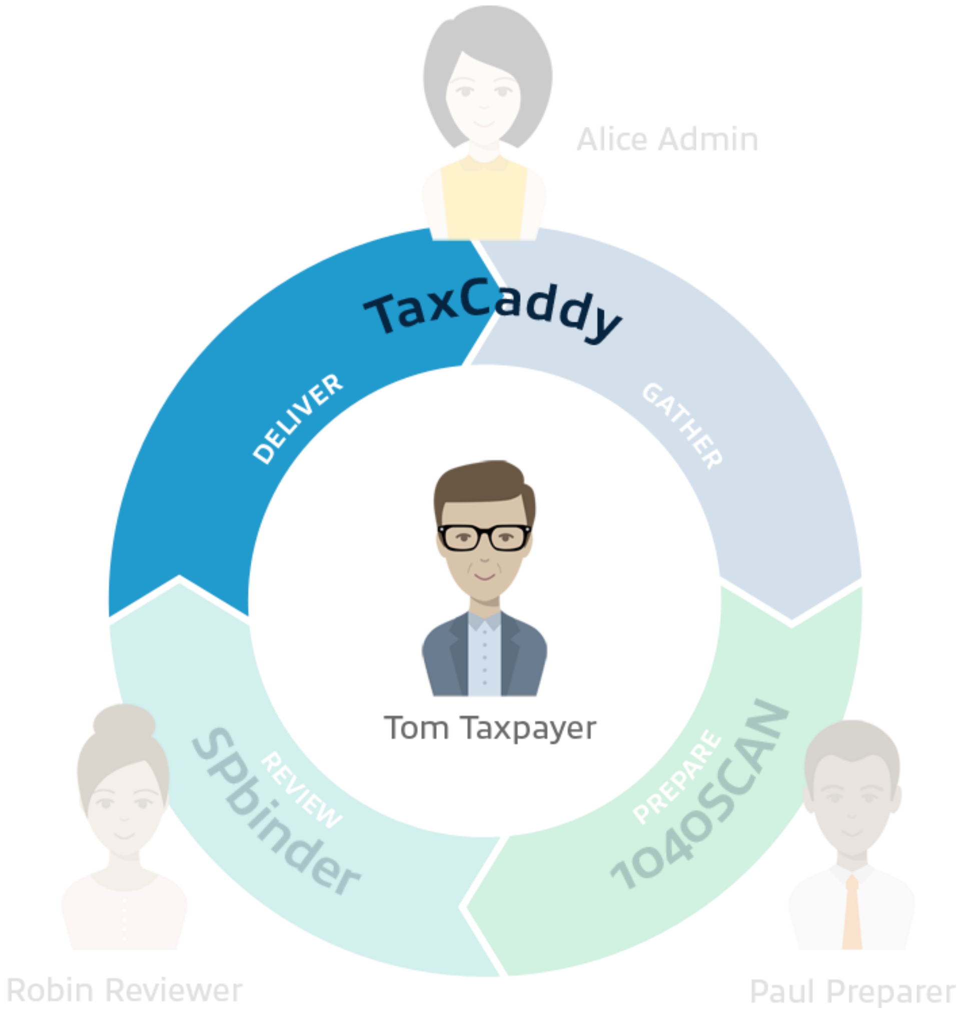
Deliver With TaxCaddy



When the return is done, Alice simply uploads PDFs of the tax return and 8879 to TaxCaddy

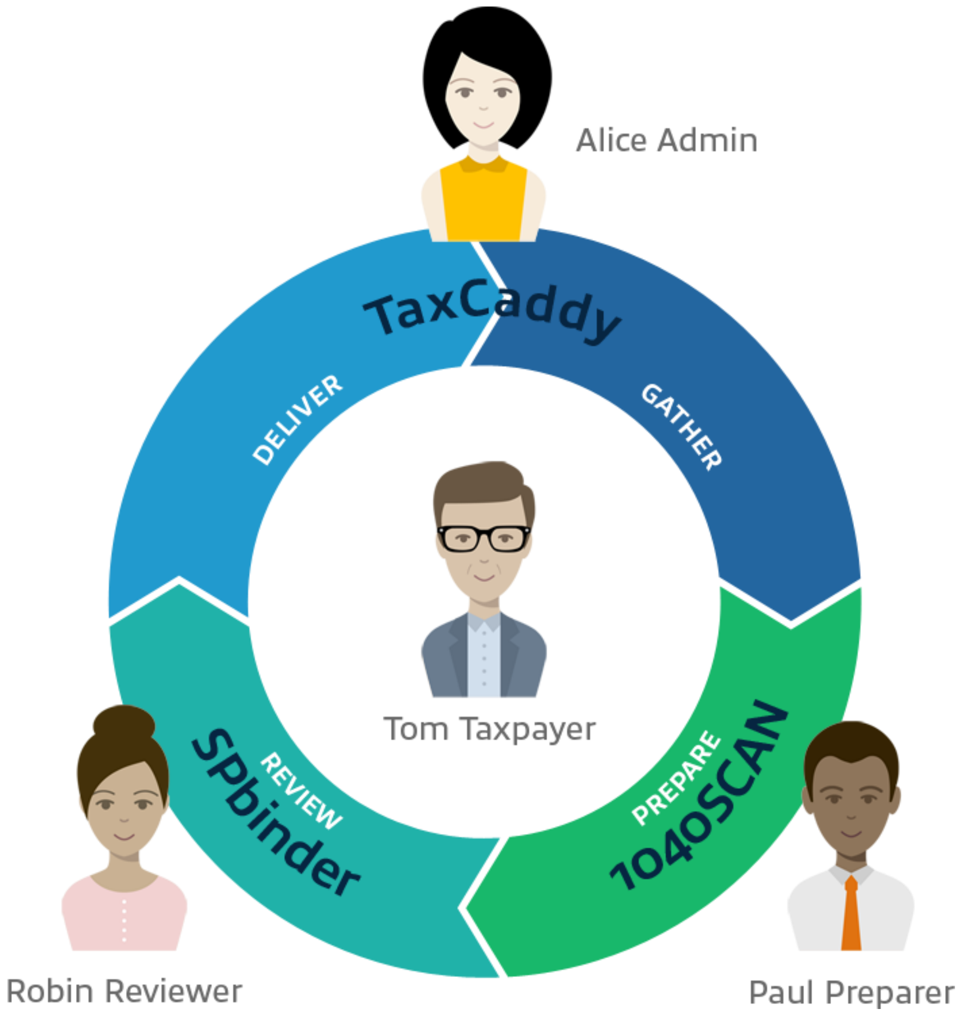


Deliver With TaxCaddy



Tom reviews his return and signs the 8879 electronically with ease and convenience. Tom loves how TaxCaddy simplifies tax time

The SurePrep Tax Process



CPA firms that use a combination of TaxCaddy, 1040SCAN and SPbinder benefit at each phase of the tax return process.

- Administrative costs are reduced
- Workpaper preparation is automated
- Review efficiency is maximized
- Client service is improved

SurePrep delivers seamless integration with your existing tax software to automate and stream-line the entire 1040 process for the taxpayer and the CPA

ShareFile PBC List Tool

- Available to all customers on request at no additional charge
- Can create a PBC list in Excel, upload into ShareFile
- Immediately track the status of requests; multi-file uploads are permitted
- ShareFile will track, organize by who is responsible, due date, and request category (investments, A/R, inventory)
- You can be alerted when documents arrive
- All docs in the list can be downloaded in a single zip file organized by category so staff can get started
- Reminder tools are embedded in the application

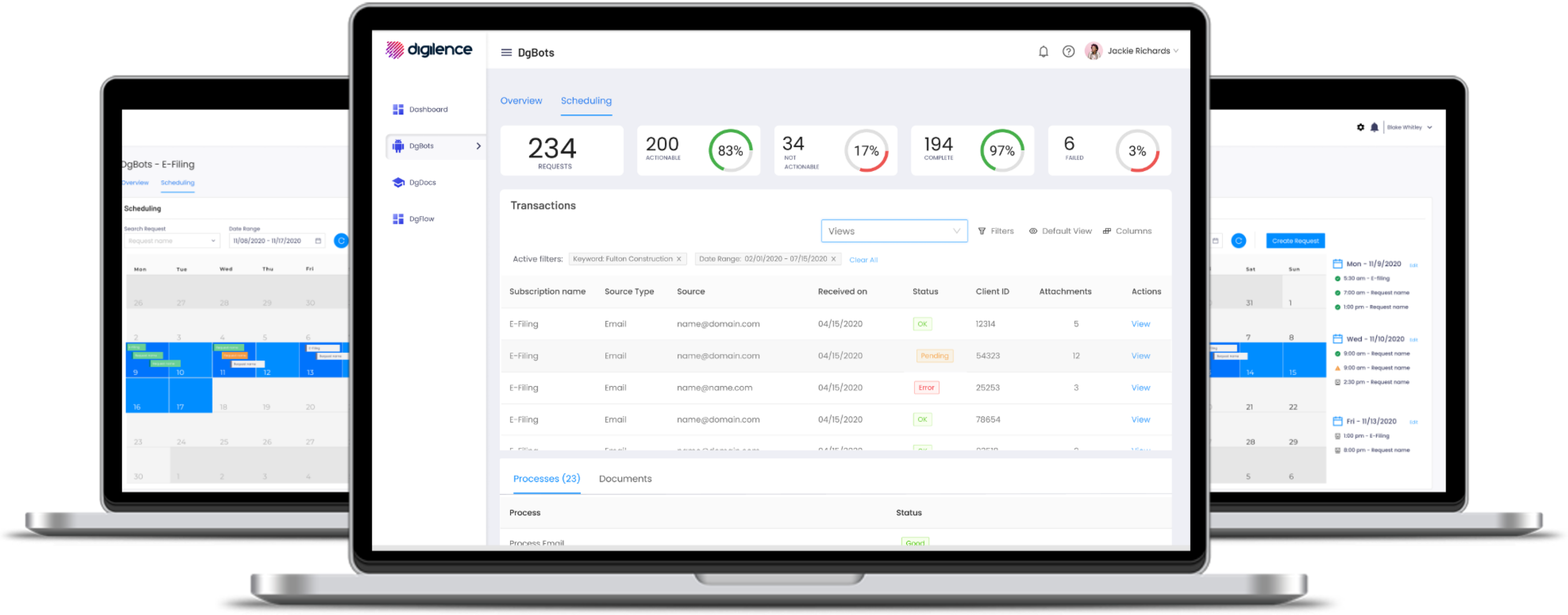
DOCUMENT DELIVERY AND COMPLETION

Ease Interaction With eSignature

- Adobe Sign
- DocuSign
- CCH (OEM-Assure Sign)
- Doc.It (OEM DocuSign)
- cPaperless SafeSend Suite/Returns/Exchange/Signatures (OEM Adobe Sign)
- Liscio (OEM Adobe Sign)
- Right Signature (Citrix ShareFile)
- Thompson (OEM Adobe Sign)
- Zoho Sign (cannot use with 8879)
- Hello Sign (cannot use with 8879)

Diligence

Diligence Accounting Experience Platform (AXP)



Diligence AXP Automations

Core Automations	Automation Summary
Workflow Queue Management	• Digilence has bots that continually monitor sources and queues to trigger action • This could be a (centralized) email inbox, SharePoint folder, or other requests • Based on intelligent rules, Digilence can categorize and validate all inbound requests, and route the work / workflow to trigger downstream automations
AI Document Scanning	• Digilence intelligent document processing engine automatically scans & scrapes data from any document source (PDF, Image / picture files, word, excel, etc.) • Automation manual client data collection, categorization, and validation
Workflow Automation	• For any supported use case, Digilence bots are trained to interact with your PM/Workstream system to make all status and workflow updates with 100% accuracy and consistency • Updating workflow status across T&B, portal, document, client, etc. • Works with CCH Workstream, Practice Engine, Star, XCM, FirmFlow, and others
Document Management Automation	• Digilence bots automate the upload and management of any document into document systems • Eliminate the pain of moving and managing documents in multiple locations • Automatically receive, validate, upload, and save documents with intelligent rules
Communication	• Digilence has standard communications services to update all parties in real time • Automation notifications via email, text, portals, etc.

Tax Planning And Advisory

HIGHER VALUE SERVICES

Corvee Customer and User Counts

50,000 Businesses & Individual **Users**

Taxpayers
(Businesses and Individuals)

- Large Business (100+)
- **Medium Business (10-100)**
- **Small Business (1-10)**
- **Self Employed (0)**
- Individuals

corvee

Planning → Implementation → Quarterlies → Preparation → **Planning**

Taxpayer
Individual taxpayer and business owner

ANNUAL TAX CYCLE

700+ Firms **Customers**
2,000+ Firm **Users**

Tax Advisors
(Tax & Accounting Firms, Financial Advisors, Tax Attorneys)

- X-Large Firm (101+)
- Large Firm (51-100)
- **Medium Firm (11-50)**
- **Small Firm (2-10)**
- **Sole Practitioner (1)**

Common Taxpayer Journey

"Am I overpaying in taxes"
"Can I save money on taxes"

Trigger
A life or business event **triggers** a tax question.

Search
Search for answers to tax questions
Investigate or call an accountant.

Savings calculation
Get an estimated **savings calculation.**

Plan
Make a **plan** to pay (less) taxes.

Decide
Decide which tax strategies to implement.

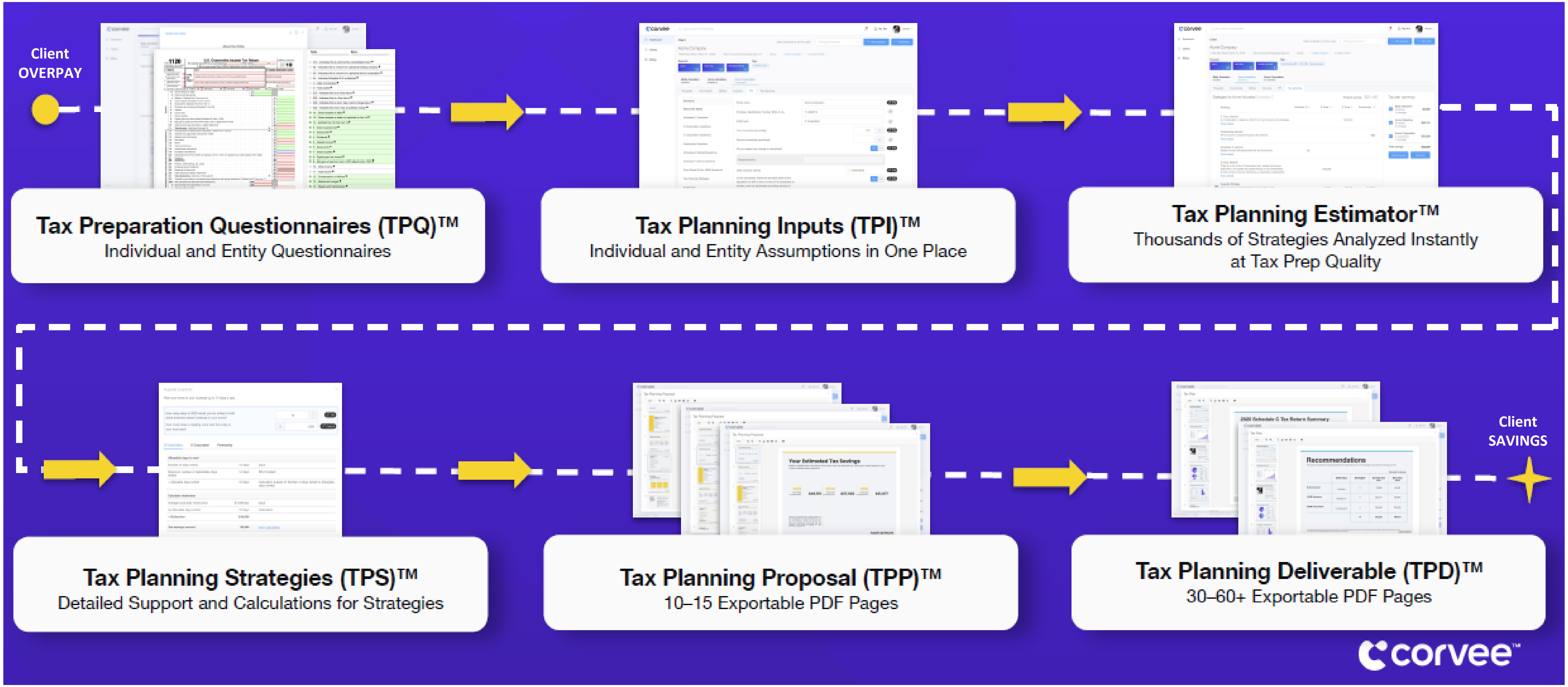
Implement
Implement tax strategies and document.

File quarterly
File **quarterly** tax return.

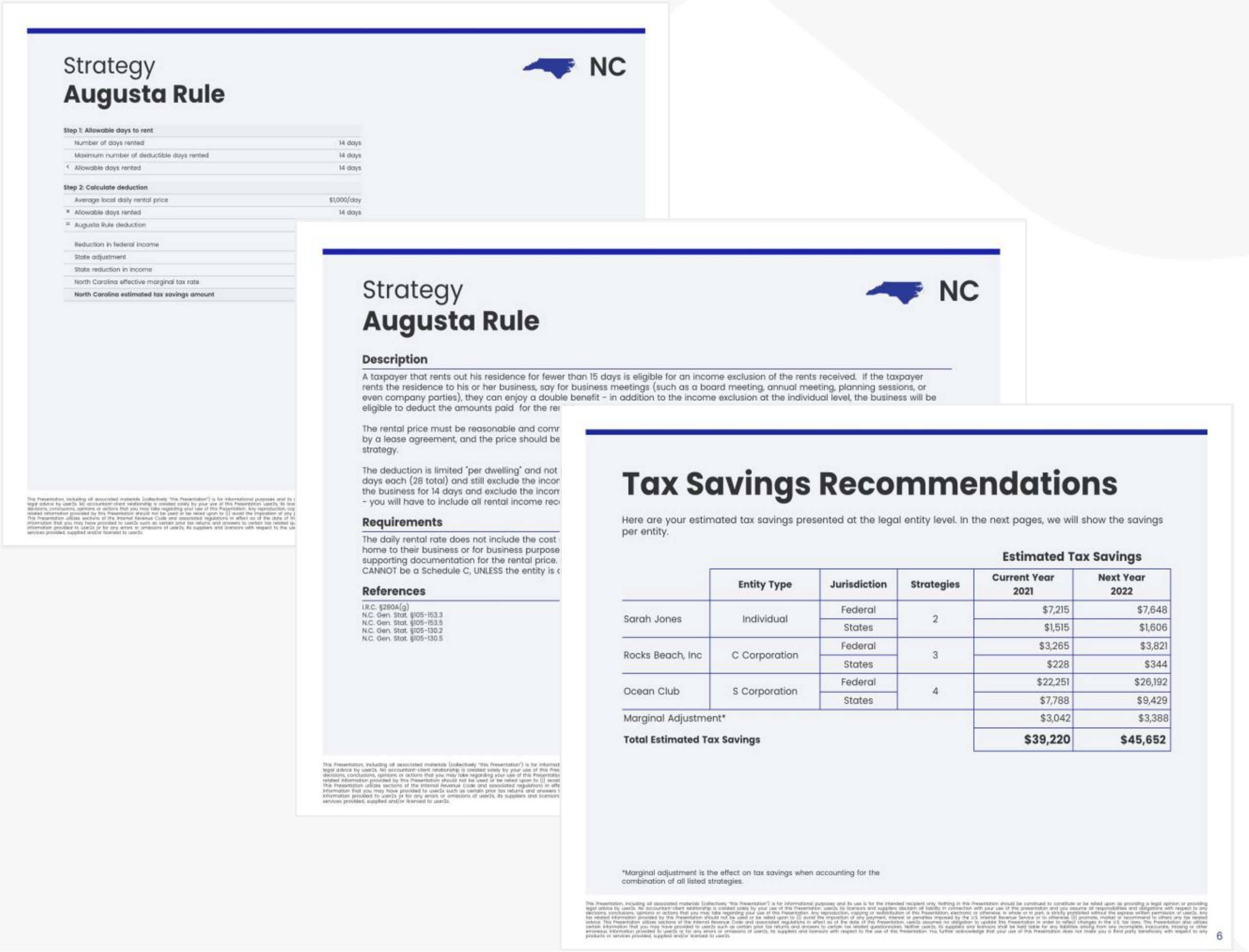
File tax return
File tax return.

"I just saved $_____in taxes"

Tax Planning for 2022

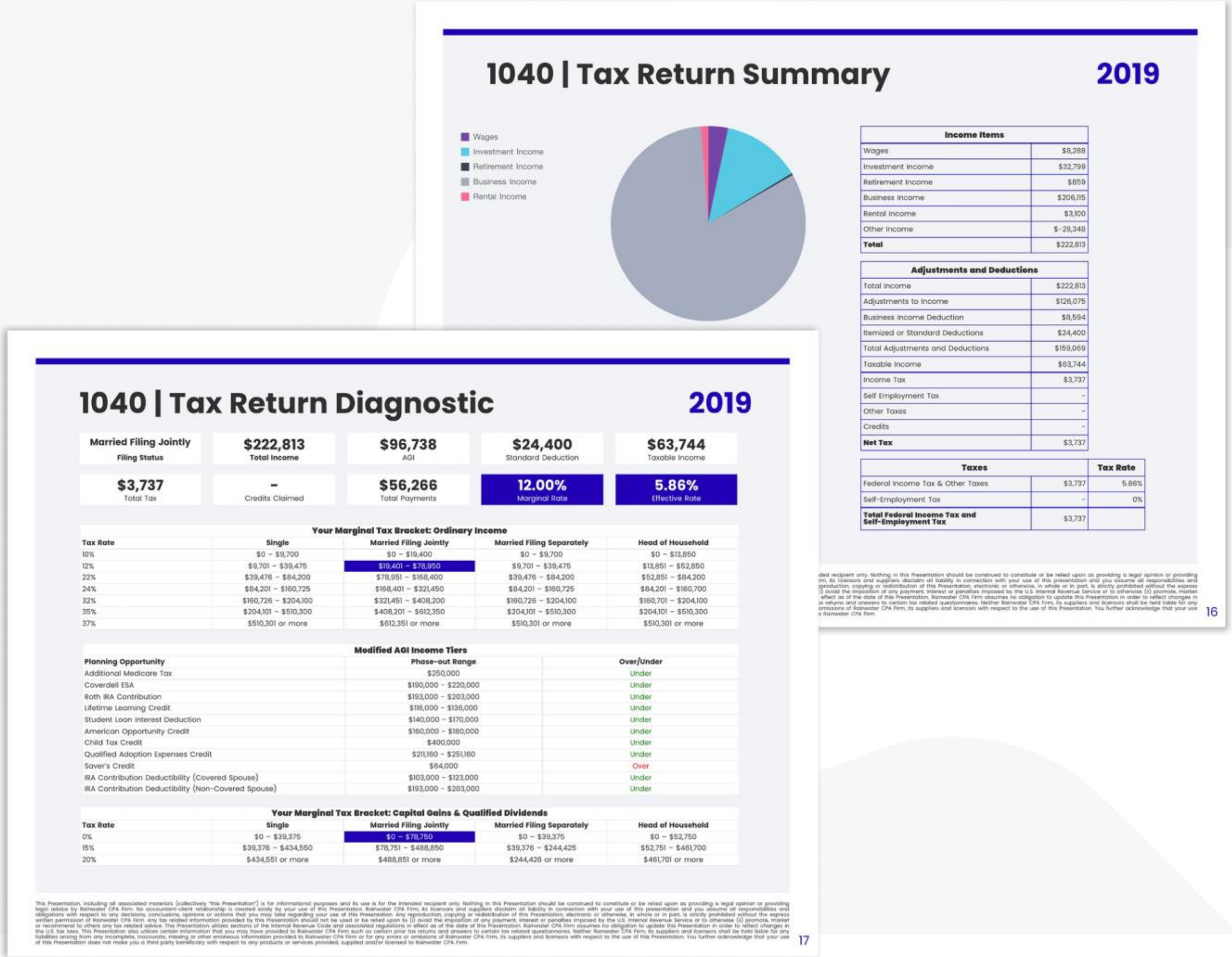


State and Local Tax Planning



- Multi-entity tax savings by jurisdiction
- Entity tax savings by jurisdiction
- Strategy tax savings by jurisdiction
- Strategy supporting documentation to show the client
- Strategy calculation to show the client as your work

Tax Return Summaries



1040 | Tax Return Summary 2019

Wages
Investment Income
Retirement Income
Business Income
Rental Income

Income Items	
Wages	$8,288
Investment Income	$32,799
Retirement Income	$859
Business Income	$206,115
Rental Income	$3,100
Other Income	$-28,348
Total	$222,813

Adjustments and Deductions	
Total Income	$222,813
Adjustments to Income	$126,075
Business Income Deduction	$8,594
Itemized or Standard Deductions	$24,400
Total Adjustments and Deductions	$159,069
Taxable Income	$63,744
Income Tax	$3,737
Self Employment Tax	-
Other Taxes	-
Credits	-
Net Tax	$3,737

Taxes		Tax Rate
Federal Income Tax & Other Taxes	$3,737	5.86%
Self-Employment Tax	-	0%
Total Federal Income Tax and Self-Employment Tax	$3,737	

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1040 | Tax Return Diagnostic 2019

Married Filing Jointly	$222,813	$96,738	$24,400	$63,744
Filing Status	Total Income	AGI	Standard Deduction	Taxable Income
$3,737	-	$56,266	12.00%	5.86%
Total Tax	Credits Claimed	Total Payments	Marginal Rate	Effective Rate

Your Marginal Tax Bracket: Ordinary Income

Tax Rate	Single	Married Filing Jointly	Married Filing Separately	Head of Household
10%	$0 – $9,700	$0 – $19,400	$0 – $9,700	$0 – $13,850
12%	$9,701 – $39,475	$19,401 – $78,950	$9,701 – $39,475	$13,851 – $52,850
22%	$39,476 – $84,200	$78,951 – $168,400	$39,476 – $84,200	$52,851 – $84,200
24%	$84,201 – $160,725	$168,401 – $321,450	$84,201 – $160,725	$84,201 – $160,700
32%	$160,726 – $204,100	$321,451 – $408,200	$160,726 – $204,100	$160,701 – $204,100
35%	$204,101 – $510,300	$408,201 – $612,350	$204,101 – $510,300	$204,101 – $510,300
37%	$510,301 or more	$612,351 or more	$510,301 or more	$510,301 or more

Modified AGI Income Tiers

Planning Opportunity	Phase-out Range	Over/Under
Additional Medicare Tax	$250,000	Under
Coverdell ESA	$190,000 - $220,000	Under
Roth IRA Contribution	$193,000 - $203,000	Under
Lifetime Learning Credit	$116,000 - $136,000	Under
Student Loan Interest Deduction	$140,000 - $170,000	Under
American Opportunity Credit	$160,000 - $180,000	Under
Child Tax Credit	$400,000	Under
Qualified Adoption Expenses Credit	$211,160 - $251,160	Under
Saver's Credit	$64,000	Over
IRA Contribution Deductibility (Covered Spouse)	$103,000 - $123,000	Under
IRA Contribution Deductibility (Non-Covered Spouse)	$193,000 - $203,000	Under

Your Marginal Tax Bracket: Capital Gains & Qualified Dividends

Tax Rate	Single	Married Filing Jointly	Married Filing Separately	Head of Household
0%	$0 – $39,375	$0 – $78,750	$0 – $39,375	$0 – $52,750
15%	$39,376 – $434,550	$78,751 – $488,850	$39,376 – $244,425	$52,751 – $461,700
20%	$434,551 or more	$488,851 or more	$244,426 or more	$461,701 or more

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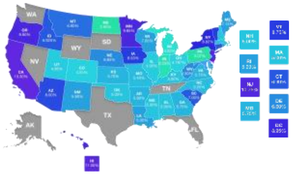
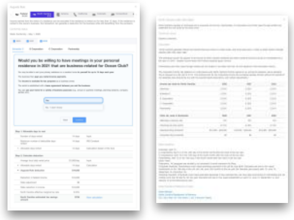
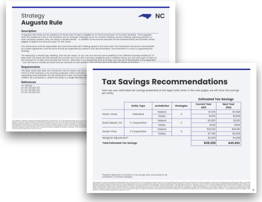
- Client historical tax returns in graphical format:
- 1120
- 1120S
- 1065
- 1040
- Schedule C
- Schedule E
- Schedule F
- Form 4835
- Form 8829
- Form 8995

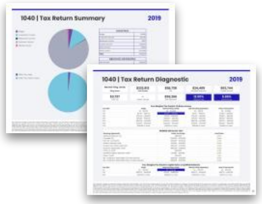
Corvee Tax Planning

What's Included in Corvee Tax Planning Software?	Starter	Experienced
Accurately Calculate How Much Tax Clients Will Owe		
Federal Tax Planning with 66 Supported Forms (headed to 1,000)	✓	✓
Multi-Entity, Multi-Year Planning, Updated in Real-Time	✓	✓
State Tax Calculation 50 U.S. States + D.C. with 169 Supported Forms (headed to 5,000)		✓
Save Money on Taxes with the Knowledge of Tax Planning Strategies		
Federal Tax Planning With 60+ Strategies, including CARES, Covid Relief, ARP	✓	✓
Entity and Compensation Optimization	✓	✓
1,350 State and Local Planning Strategies for More Savings		✓
Prepare Tax Plans in the Fewest Number of Clicks & Keystrokes		
Interactive Tax Planning Questionnaires Reducing Client Time to Fill by 80%	✓	✓
Easy Tax Planning Inputs Screen for Staff, Managers, Sales Representatives	✓	✓
Client Collaboration Makes Requests Easy (Agreements, Engagement Letters, Files, Client Portal, Payments, Reminders)	✓	✓
Beautiful Reports to Show Clients the Value of Tax Planning		
Professional Proposals and Deliverables To Show Clients Value	✓	✓
State Tax Summaries with State Level Strategy and Savings Deliverables		✓
Enhanced Tax Return Scanning Diagnostics for 2019, 2020		✓
Get the Support You Need to Feel Confident in Tax Planning		
User Licenses to Enable Your Entire Firm to Adopt Planning	Collaboration: Unlimited Planning:1 User	Collaboration: Unlimited Planning: 5 Users
Daily Q&A with Tax Experts to Answer Your Most Complex Questions	✓	✓
Client Success Manager, Knowledgebase, Live Chat, Email & Phone Support	✓	✓









Tax Advisory Services

- Means that you, as a Tax Advisor, do all or most of the tax tasks for your clients
- This service is performed throughout the year on an annual recurring (ARR), quarterly (QRR) or monthly basis (MRR)
    - Tax planning
    - Decisions on tax positions
    - Implementation of tax strategies
    - Estimating taxes owed
    - Making quarterly payments
    - Filing annual tax returns

Major Topics

VALUE PRICING

Average Fees For Tax Preparation

$400	1040 with a Schedule C	$755	1120
$302	Itemized 1040 and state return	$721	1120S
$221	Non-itemized 1040 and state return	$682	1065

accountingtoday.com/news/big-jumps-seen-in-tax-prep-fees-survey

Tax Advisory Services

$25,000

Estimated
tax savings

Planning	Implementation	Preparation
$2,500–$9,800	$1,000–$10,000+	$2,000+ Biz, $1,000 Indiv
$8,250	**$2,000**	**$3,000**
30% of estimated tax savings	Implement a few planning strategies	Business and individual preparation

We estimate we can **save the client $25,000 in taxes**, and we just **charged $8,250 for <u>Tax Planning</u>, $2,000 for <u>Implementation</u>, $2,000 for the <u>Business Return</u>** and **$1,000 for the <u>Personal Return</u>.**

**This is an illustration and will not work on every client. Each client needs to be assessed based on their facts and circumstances.*

Recommended Tax Billing Options

Option 1

Preparation Only

$0 one-time
$650 recurring revenue

Option 2

Planning Only

$8,250 one-time
$0 recurring revenue

Option 3

Planning + Prep

$10,250 one-time
$3,000 recurring revenue

Option 4

TAS: Planning + Prep + Implementation + Quarterly

$2,500/QTR TRR

Why Tax Pros Have No Time!

$300

Stand-Alone 1040

50:1

$15,000

Tax Planning, Implementation, Prep, Quarterlies

TAX TECHNOLOGY TOOL OPTIONS

Tax Preparation Software

Legacy System	Anticipated Future SaaS System
GoSystem RS	ONVIO Tax
ProSystem fx Tax	Axcess Tax
Lacerte Tax	ProConnect Tax
UltraTax CS	ONVIO Tax
ProSeries	ProConnect Tax
Drake Tax	Drake Tax
TaxAct	TaxAct

More Choices In Canada

Suite	Best Of Breed
• Wolters Kluwer CCH iFirm - Practice, Tax, Engagement, Document, Workstream, more • Thomson Reuters Onvio – Firm Management, Tax, Workpapers, Accounting, more • CaseWare International – Working Papers, Cloud, and ReviewCompTax (RCT)	• Intuit Profile, Online Pro Tax T1, T2 Pro Tax FAQs (intuit.com) • TaxCycle built in e-signature with DocuSign (Canada data centre) • Signatory - an all-Canadian e-signature solution • TPS Cloud Axis, Doc.It Suite

Tax Resolution Software

Key Features to Consider	Competitors

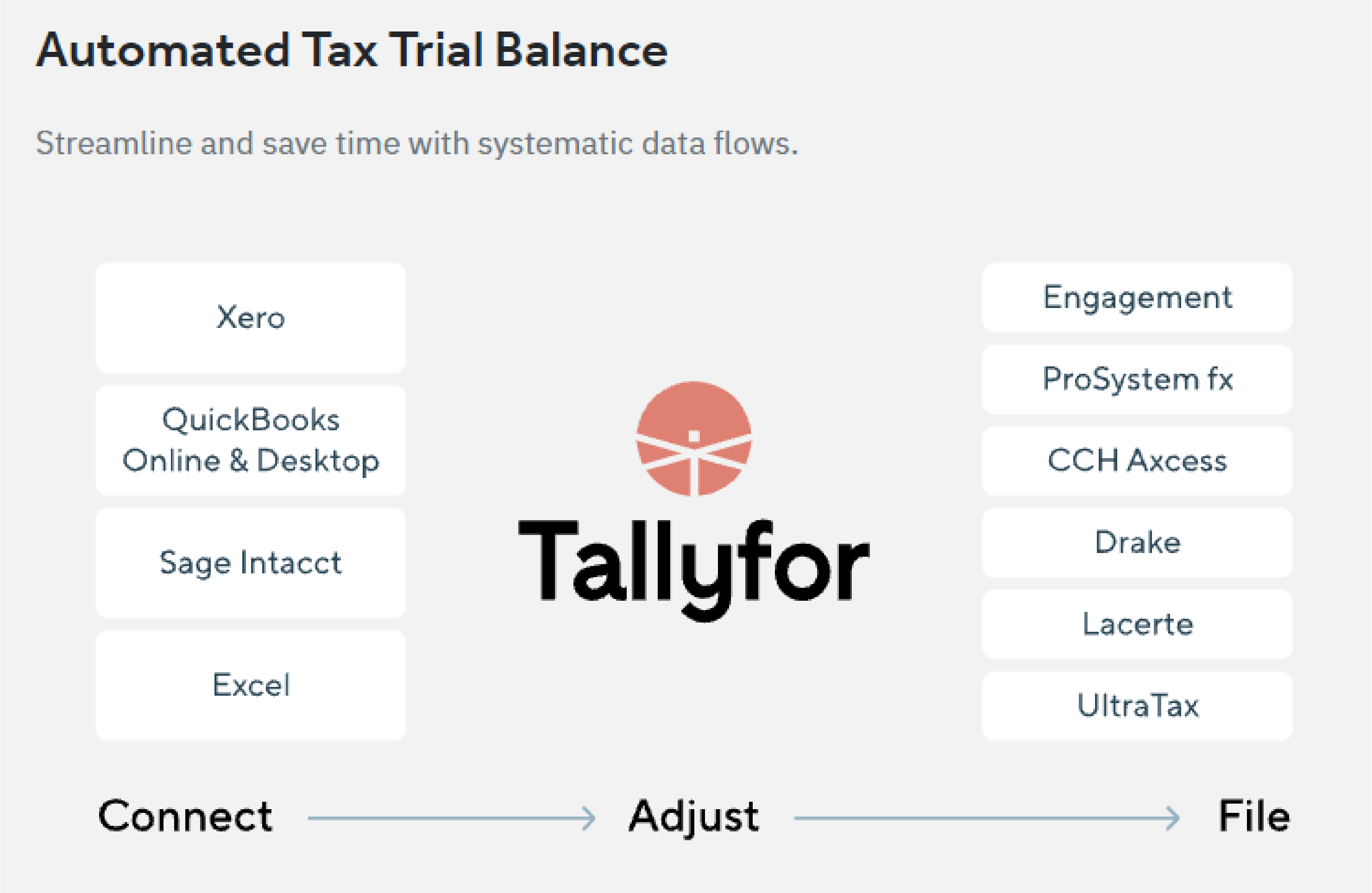
- Handles a variety of cases – collections, penalties, spousal
- Client Communications
  - Letter generator
  - Client requests
  - Client Financial questionnaire
- Collections outcomes analytics

- Canopy Tax Resolution
- CommunityTax
- IRS Solutions
- PitBull Tax
- TaxAct Protection Plus

Tax Technology Changes

- Tax Planning - Corvee
- Much better client experience
  - PBC (Suralink, Liscio)
  - Deliverables (SafeSend Returns)
  - eSignature
  - Trial Balance (Tallyfor)
- More SaaS (ignore the Sept 15 GoSystem RS outage)
- Robotic Process Automation for your firm (in general) and eFiling Diligence
- Variety of pre-accounting tools to drive CAS, business returns
- Digital plumbing to connect the systems
- Cryptocurrency

Tallyfor Tax Trial Balance



Products For Tax Practice

Corvee	Digilence
Ledgible	Liscio
Suralink	Tallyfor

- Main vendors are upgrading their products – WK, TR, Intuit
- Portals are changing
- 1040 Workpaper accuracy is improving
- More business trial balances are flowing through CAS practices

Take Aways

- Scanning is easier and faster than ever before
- Outsourcing options have more choice
- 1040 workpaper solutions have increased in accuracy
- Technology tools help in collaboration with clients
  - Liscio
  - Suralink
  - Axcess Workflow
  - eSignature
  - Digilence RPA for eFiling

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brian@k2e.com

QUESTIONS?