EXPEDITE PROCESSING BY ON-LINE ORDERING

Federal Tax Forms CD-ROM (Publication 1796) Order from National Technical Information Service at www.irs.gov/cdorders for \$21.00

Printed Products (various forms and publications) from Superintendent of Documents at http://bookstore.gpo.gov/irs

See page 6 for more details

EXPEDITE DELIVERY

Mail or Transmit Form 3975

See page 6

VISIT TAXPRO'S CORNER @ www.irs.gov/bus_info/tax_pro



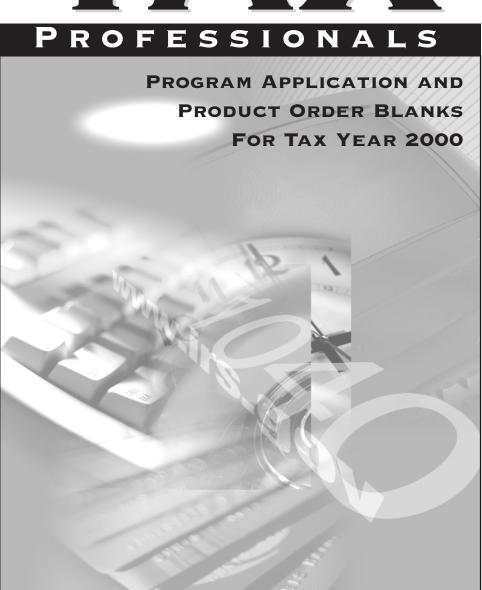


Department of the Treasury Internal Revenue Service

www.irs.gov

Publication 1045 (2000) Catalog Number 11090W

2000 Publication 1045



THE IRS MISSION

Provide America's taxpayers top quality service by helping them understand and meet their tax responsibilities and by applying the tax law with integrity and fairness to all.

THE IRS WILL NO LONGER ACCEPT PAPER RETURNS IN THE 1040PC FORMAT

The IRS will no longer accept returns in the 1040PC format after the 2000 processing year. The Form 1040PC format is a condensed, computergenerated paper return illustrating only those lines used by a taxpayer. This discontinuation parallels IRS's decision to support Electronic Tax Administration as the preferred way of doing business for the future, particularly as it relates to electronic filing (e-file) and payment options for individual taxpayers. The availability of IRS e-file from a personal computer and the addition of more complex returns to the IRS e-file program have further reduced the need for the Form 1040PC format (usage is down nearly 20% this year). Taxpayers and tax preparers accustomed to the Form 1040PC format should note that this paper filing option will not exist for the 2001 filing season and instead, are encouraged to consider IRS e-file the fastest, most accurate way to file!

CHECK OUT THE LATEST ON THE EARNED INCOME TAX CREDIT

Order your free 2001 EITC Tax Professional Kit for guidance on due diligence requirements, including the final tax regulations for due diligence; claiming the EITC after disallowance; not valid for work Social Security cards; and more. Also inside the kit, you'll find how to order a free EITC CD-ROM and free promotional materials to display in your office or provide to your clients. Call 1-800-829-3676 and ask for Publication 3107, EITC Tax Professional Kit. At the IRS, we're committed to providing you with the tools you need to prepare accurate and complete EITC tax returns.

2555-EZ, or 4563

"WHERE TO FILE YOUR CLIENT'S 2000 TAXES"

(FOR FORM 1040, 1040A, & 1040EZ FILERS)

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^{*} Permanent residents of Guam should use: Department of Revenue and Taxation, Government of Guam, P.O. Box 23607, GMF, GU 96921; permanent residents of the Virgin Islands should use: V.I. Bureau of Internal Revenue, 9601 Estate Thomas, Charlotte Amalie, St. Thomas, VI 00802



DEPARTMENT OF THE TREASURY

INTERNAL REVENUE SERVICE WASHINGTON, D.C. 20224

September 11, 2000

Dear Tax Professional,

In the past year, we have made the most significant changes to our organization, technology, and the way we serve taxpayers and practitioners in almost a half-century. We have already made considerable progress, and the IRS is committed to doing more to improve service, to protect taxpayers' rights, and to efficiently and fairly collect taxes.

This commitment is reflected in our new mission statement –

"Provide America's taxpayers top quality service by helping them understand and meet their tax responsibilities and by applying the tax law with integrity and fairness to all."

Establishing a new mission for the IRS and understanding the public's expectations are essential and meaningful steps in our following the directions and intent of the landmark IRS Restructuring and Reform Act of 1998. However, achieving this mission requires fundamental change in many aspects of an institution that has been built over many years. This change must produce success in the new mission, while retaining the essential elements that created success in the past. Further, this change must take place while the IRS continues to administer a very large, complex, and ever-changing tax system.

You play a critical role in both our tax administration system and in the changes necessary for modernization. The IRS's modernization plan emphasizes partnerships with tax professionals to meet the challenges of today and tomorrow. Your interest and support is critical to our success.

Our modernization plan is well underway with the establishment of all operating and functional divisions scheduled for completion by the end of 2000. We have also completed the first phase of a new system of balanced measures of performance and implemented 71 new taxpayer rights provisions.

I recognize the importance of a strong partnership with you and thank you for the suggestions you have made throughout this modernization effort. Please visit the Tax Information for Business page of the IRS Internet site at **www.irs.gov** for important up-to-date Modernization information and News for the Tax Professional. I look forward to working with you in the years to come.

Sincerely,

Charles O. Rossotti

Challo O. Roscott

HELP YOUR CLIENTS JOIN THE MILLIONS OF AMERICANS WHO USE



IRS *e-file* is fast, accurate and safe. There is no better way to file your clients' income tax returns. In filing season 2000, 25 million taxpayers chose practitioner *e-file* and the number of practitioner *e-filed* returns increased by **19%**. Why not offer the service that taxpayers clearly are looking for—**IRS** *e-file*.

IRS *e-file* is a valuable addition to your client services:

Tap Into a Growing Market – Become an Authorized IRS *e-file* Provider and appeal to this growing market. IRS has a national marketing campaign supporting *e-file* and provides you with a free Marketing Tool Kit.

Your Clients Benefit – With IRS *e-file*, your clients receive their refunds in half the time—even faster and safer with Direct Deposit. Within 48 hours of filing, the IRS delivers proof that your clients' returns are accepted.

Improve Accuracy of Returns Filed – IRS *e-file* software alerts you to errors and allows you to correct them before the return is filed. Filing an accurate return decreases the chances of your clients receiving error notices.

Reduce Your Handling Costs – IRS e-file requires less paper handling by you and your staff. No more envelopes to address, certified mail expense or last-minute trips to the post office.

Electronic Payment Options – Your clients who owe tax can *e-file* their returns and, by paying electronically, manage their funds and control when payments are made. Direct debit payments can be scheduled for withdrawal on a future date up to and including April 16, 2001, or your clients can pay by credit card.

Federal/State – Both Federal and state returns are economically and efficiently transmitted at the same time.

New Features--IRS e-file will be better than ever in 2001!

- Many additional forms will be accepted. More than 99% of all returns can be e-filed.
- Taxpayers can choose to file a completely paperless return by using a self-selected PIN.

Best of All—Customer Satisfaction – Most people who *e-file* like it. A survey of taxpayers who *e-filed* their 1998 returns showed that more than 3 out of 4 would do so again.

How Can I Participate? What if I Have Questions? – Many answers can be found on our Web Site at **www.irs.gov.** Click on **"Electronic Services,"** then **"IRS** *e-file* **for Tax Professionals."**

You can also call toll-free for more information: **1-800-691-1894.**Consider adding IRS *e-file* to your client services in 2001 by requesting the "IRS *e-file* Application Package," Publication 3112, now.

PROGRAM INFORMATION

The Tax Professional Program is designed to provide tax professionals with reference copies of the most frequently requested tax forms and instructions (Package X), and tax news and special events information for their localities (District and Service Center newsletters). This publication contains the application form and order blanks for Federal tax products available from the Internal Revenue Service (IRS), Superintendent of Documents (SUPDOCS), U.S. Government Printing Office (GPO), and National Technical Information Service (NTIS) for tax year 2000.

The Tax Professional's Corner (TaxPro's Corner) at **www.irs.gov/bus_info/tax_pro** contains detailed information about services and initiatives affecting tax professionals.

Drafts of certain high-usage products can be accessed via the TaxPro's Corner as early as May, and approved copies of Federal tax products are posted as early as September of each year. Products are usually posted 3 to 5 days after approval (see the Official Forms Release Schedule). The Local News Net available via the TaxPro's Corner is our electronic replacement for the printed local District and Service Center newsletters. **Subscribe today!**

PROGRAM PARTICIPATION

If you wish to continue or become a participant in the Program, **Form 3975**, Tax Professionals Annual Mailing List Application and Order Blank, must be transmitted (see on-line ordering for restrictions) or mailed to the appropriate IRS Area Distribution Center. Current program participants who do not submit (either electronically or via mail) a Form 3975 will be removed from the Program and will no longer receive Package X or local newsletters. A copy of Form 3975 is provided on page 8 of this publication and can be downloaded at **www.irs.gov.** Form 3975 should be submitted by only one representative for each firm.

Package X, Reference Copies of Federal Tax Forms and Instructions, is sent to each tax professional participating in the Program (upon request). Package X, a two-volume set, and employer tax forms are the only products available to Tax Professionals at no cost. Employer tax forms (Forms W-2, W-3, 1096, 1099 series, etc.) can be obtained by calling 1-800-829-3676 or by mail via **Form 7018-A,** Employer's Order Blank for 2001 Forms. Additional products are available from SUPDOCS, **www.irs.gov**, commercial forms providers, or the IRS TaxFax Service.

PRIVACY ACT & PAPERWORK REDUCTION ACT NOTICE

The Privacy Act of 1974 and the Paperwork Reduction Act require that when we ask you for information, we must first tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must tell you what could happen if we do not receive it and whether your response is voluntary, required to obtain a benefit, or mandatory under the law.

As a member of the Tax Professional's Program, your response is voluntary to obtain a benefit: the tax items and tax information offered via this distribution program. If you do not submit the requested information, we may not honor your application to maintain your participation in the Tax Professional's Program.

The time needed to complete Form 3975 will vary depending on individual circumstances. The estimated average time is 3 minutes.

You are not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Internal Revenue Code section 6103.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to:

Tax Forms Committee
Western Area Distribution Center
Rancho Cordova, CA 95743-0001

Do not send order forms to this address. See **Forms 3975, 3332, 3333 and NTIS CD-ROM order form** for specific mailing addresses.

A Reminder

Tax Professionals can purchase through the Superintendent of Documents, U.S. Government Printing Office, the following products using Form 3332 that is included in this publication or by World Wide Web at: http://bookstore.gpo.gov/irs

- Publication 17, Your Federal Income Tax
- Publication 334, Tax Guide for Small Business
- Publication 1132, Reproducible Federal Tax Forms and Instructions
- Publication 1194, Tax Information Publications
- Publication 1194B, Business Tax Information Publications

Note:

For a description of the publications listed above, refer to page 12.

If you have any questions about your Superintendent of Documents order, please call (202) 512-1803 between 7:30 a.m. and 4:00 p.m., EST, Monday through Friday.

RESPONSIBILITIES OF RETURN PREPARERS

The importance of the role of income tax preparers is recognized in the Internal Revenue Code, which contains provisions that regulate conduct. These provisions include civil tax penalties that can be imposed on return preparers who:

- **1.** Fail to meet disclosure requirements and certain administrative actions,
- **2.** Engage in certain prohibited practices, or
- **3.** Understate a taxpayer's tax liability on any return or claim for refund.

For more information, see Pub. 947, Practice Before the IRS and Power of Attorney; Circular 230, Regulations Governing the Practice of Attorneys, Certified Public Accountants, Enrolled Agents, Enrolled Actuaries, and Appraisers before the IRS; IRS Notice 90-20, 1990-1 C.B. 328, Rev. Proc. 95-95, 1995-2 C.B. 457, IRC sections 6060, 6109, 6662, 6694, 6695, and 7216; and related income tax regulations.

PACKAGE X AVAILABILITY FOR TAX YEAR 2000

If we receive your order (Form 3975) for Package X by November 3, 2000, you will receive Volume 1 by mid-December and Volume 2 by mid-January. All orders received after November 3, 2000 will be processed on a weekly basis. Volume 1 weekly shipments will start on November 27, 2000, and Volume 2 shipments will begin on December 18, 2000. Please allow 7 to 10 workdays for delivery based on the date your order is processed. If you have any questions concerning your IRS Package X order, please call 1-800-829-3676 and ask for the "Tax Professional's Gate." In order to help us assist you better, current participants, please note your account number which appears above your name on the address label on the back cover of this publication.

ON-LINE ORDERING

Electronic submissions of Form 3975 can be made by current program participants via the TaxPro's Corner at **www.irs.gov/bus_info/tax_pro/tprax** (only one on-line order will be accepted). Current participants can make address changes and order Package X on-line. If you are a new participant in the program, you cannot order on-line; Form 3975 must be mailed to the applicable IRS Area Distribution Center.

The Federal Tax Products CD-ROM (Publication 1796) is available from the National Technical Information Service (NTIS) at **www.irs.gov/cdorders.** All accounts wishing to order printed tax products from SUPDOCS can place their orders at **http://bookstore.gpo.gov/irs.**

NOTE: SUPDOCS and NTIS orders can be placed electronically even if Form 3975 must be mailed to an IRS Area Distribution Center.

LOCAL TAX NEWS ON-LINE

The IRS Digital Dispatch is an electronic e-mail service designed to provide immediate federal tax news and information. Sign up at **www.irs.gov**, click on IRS Newsstand, and select Subscribe to the IRS Digital Dispatch.

For local tax news and information, subscribe to the IRS Local News Net from the IRS Newsstand by selecting Subscribe to the IRS Local News Net.

IRS OFFERS TAX PRODUCTS & INFORMATION ON THE INTERNET



The IRS home page provides instant access to federal income tax forms, instructions, publications, information on free tax assistance programs, electronic tax filing "IRS e-file," and more, 24 hours a day.

The Tax Professional's Corner is designed to make it easy for tax professionals to find everything they need. From the home page, click on Tax Information for Business (at the bottom of the home page) and then enter the Tax Professional's Corner. The home page can be accessed by:

Internet

- World Wide Web www.irs.gov
- FTP ftp.irs.gov

Technical questions regarding IRS electronic services via the Internet, CD-ROM, and TaxFax can be directed to the FedWorld help desk at (703) 487-4608.

IRS TAXFAX SERVICE



The most frequently requested tax forms are available through IRS TaxFax Service. Callers must dial (703) 368-9694 directly from their fax machine. You can request up to 3 items per call. Follow the direc-

tions of the prompts and your items will be immediately faxed back to you.

IRS FEDERAL TAX FORMS AVAILABLE ON CD-ROM



The first release of the IRS 2000 Federal Tax Products on CD-ROM (IRS 2000 Publication 1796) will be available in late-December and the final release in late-January. The CD-ROM is available from the

National Technical Information Service (NTIS) this year and contains the following:

- Current year tax forms, instructions, and publications
- Prior year tax forms, instructions, and publications
- The Internal Revenue Bulletin
- Popular tax forms which may be filled in electronically, printed out for submission, and saved for record keeping

Save \$5.00 by placing your order on-line (\$21.00 plus no handling fee). Order by phone, fax, or mail for \$21.00 (plus \$5.00 handling fee). Order 25 or more by phone, fax, or mail and save \$5.25 per CD (\$15.75 each plus a \$5.00 order handling fee).

Order now for earliest delivery through one of the following methods. See NTIS order blank on page 9 for additional information.

Telephone

Internet www.irs.gov/cdorders

1-877-CDFORMS

1-877-233-6767 Fax

(703)605-6900 NTIS Order Form (See page 9)



IRS Form 3975 orders:

1-800-829-3676

(ask for the Tax Professional's Gate)

IRS Help Desk:

(for related technical problems on CD-ROM, Internet and TaxFax Services) (703) 487-4608

IRS TaxFax Service:

(call from a fax machine) (703) 368-9694

SupDocs Orders:

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IRS Web Site:

www.irs.gov

Tax Professional's Corner: www.irs.gov/bus_info/tax_pro

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Department of the Treasury Internal Revenue Service

Tax Professionals Annual Mailing List Application and Order Blank

► For Privacy Act and Paperwork Reduction Notice, see page 5 in Publication 1045. www.irs.gov

OMB No. 1545-0351



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Volume 2

To expedite delivery, please transmit or mail your order (Form 3975) within ten (10) workdays of receipt of this form.



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See page 7 of Publication 1045 for information

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Section I

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* Save \$5 when you order the Federal Tax Forms CD-ROM (Pub. 1796) via the Web. Go to <u>bookstore.gpo.gov/irs</u> and pay only \$21 for your CD. Low price includes regular shipping and handling.

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	048-200-00008-7	1040 Schedule EIC	22.00	
	048-200-00009-5	1040 Schedule F	22.00	
	048-200-00010-9	1040 Schedule R	22.00	
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	048-200-00021-4	1120	41.00	
	048-200-00022-2	1120 S	41.00	
	048-200-00023-1	1120 S Schedule K-1	22.00	
	048-200-00024-9	2106	22.00	
	048-200-00025-7	2441	22.00	
	048-200-00026-5	4562	22.00	
	048-200-00027-3	4797	22.00	
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