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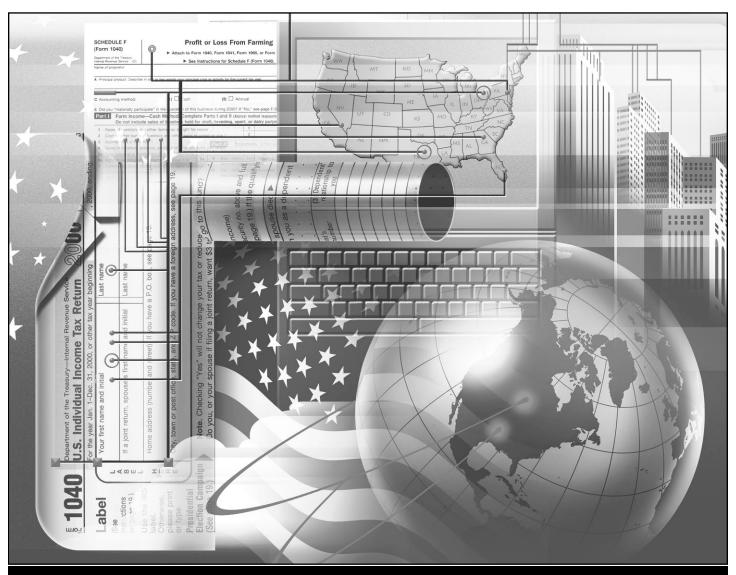


Treasury

Internal Revenue Service

Tax Professionals Guide To 2001 Federal Tax Products





TAX PROFESSIONALS GUIDE TO FEDERAL TAX PRODUCTS

Get Forms and other information faster and easier by: Internet • www.irs.gov or FTP • ftp.irs.gov **FAX** • 703-368-9694 (from your fax machine)

HELP YOUR CLIENTS JOIN THE 40 MILLION AMERICANS WHO USE



IRS *e-file* is fast, accurate and safe. Simply put, there is no better way to file your client's income tax returns. In Filing Season 2001, 29 million taxpayers chose a tax practitioner to *e-file* their returns – an increase of 15% from the previous year. Many barriers have been eliminated since you last considered *e-file*. For example, thirty-one additional forms will be accepted for *e-filing* beginning 2002, enabling you to *e-file* 99.1% of your clients' tax returns. Why not offer the service that taxpayers are clearly looking for – **IRS** *e-file*. **Tap Into a Growing Market** and become an Authorized IRS *e-file* Provider.

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

Faster Refunds/Proof of Filing - With IRS *e-file*, your clients receive their refunds in half the time it normally takes to receive a paper check – even faster and safer with Direct Deposit - in as few as 10 days. And within 48 hours of filing, the IRS delivers proof to you that your client's returns are accepted!

Improved Accuracy – 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.

Expanded Electronic Payment Options – Your clients can *e-file* and e-pay in a single step, reducing the chances of errors and assuring them of on-time receipt of the paid return. Electronic funds withdrawal payments from a checking or savings account are free and can be scheduled for a future date, up to and including April 15, 2002. If they prefer, your clients also have an option to pay their income tax by major credit card.

One-Stop Filing – Federal/State *e-file* offers the convenience and economy of filing both returns together.

Additional reasons for you to consider IRS e-file:

High Customer Satisfaction – Customer satisfaction with *e-file* is very high. A survey of taxpayers who *e-filed* their 2000 tax returns showed that 9 out of 10 are repeat users.

Reduced Handling Costs – IRS *e-file* reduces costs and requires less paper handling by you and your staff. In addition, paper signature forms are a thing of the past. Clients can electronically sign their *e-filed* returns using a Self-Select Personal Identification Number (PIN). The PIN is a five-digit number taxpayers create to sign their tax returns. No more envelopes to address, certified mail expense or last minute trips to the post office. It's totally paperless!

Improved Marketing Campaign - IRS has a national marketing campaign supporting IRS *e-file* and provides you with a free Marketing Tool Kit. These tools are intended to help promote your *e-file* business.

Take it Easier! – Millions of you already prepare tax returns using computer software. It is just a matter of pressing the "Send" button instead of the "Print" button to file electronically.

What if I Have Questions? How Can I participate? – More information can be found on our web site at www.irs.gov or call toll-free 1-800-691-1894. To participate, you'll need an "IRS *e-file* Application Package," Publication 3112. Application forms to become new Authorized IRS *e-file* Providers may be submitted each year beginning August 1. Submitting your application by December 1, 2001, will ensure that you will be accepted in time to offer your clients the advantages of IRS *e-file*.





IRS *e-file* **for Business** is a vast and growing set of electronic services from IRS -- designed for busy tax professionals with business clients. Our *e-file* for business products offer various filing options via phone, PC software or Internet and save time, improve accuracy, reduce paperwork and acknowledge receipt of your return. Visit www.irs.gov for details.

Electronic Federal Tax Payment System (EFTPS) is the easiest way to pay your Federal taxes. It's available to business and individual taxpayers. For more information call 1-800-945-8400 or 1-800-555-4477 or visit www.EFTPS.gov for details.



DEPARTMENT OF THE TREASURY INTERNAL REVENUE SERVICE WASHINGTON, D.C. 20224

Dear Tax Professional,

As a member of the tax professional community, you play a critical role in our tax administration system. I appreciate your continued interest and support as the IRS modernizes its business systems and practices to better serve our customers and partners. The following are a few examples of what we are doing to help you prepare accurate tax returns, interact electronically with the IRS, resolve processing issues, and respond to notices and other compliance contacts.

- Taxpayers may check a box on their income tax returns, and most excise and employment tax returns, to designate another person (such as the return preparer, relative, or friend) to discuss the tax return with the IRS to resolve questions that may arise during processing of the return.
- In most cases, income tax returns can be filed, and taxes can be paid, electronically without any paper forms required. An automatic extension to file for individuals can be requested by telephone by calling 1-888-796-1074. Also, we can now accept more than 30 new forms as attachments to electronically filed Forms 1040.
- We eliminated the need for authorized powers of attorney to file duplicate authorization forms by consolidating the Centralized Authorization File, the IRS data repository of third party disclosure information. Now the authorizations are accessible to IRS employees nationally, and we can resolve issues more quickly.
- For small business tax issues, we established the Office of Partnership Outreach to proactively partner with payroll and practitioner groups and other organizations.
- For large and mid-size business tax issues, the Pre-Filing Agreement procedures are in place that provide the opportunity for resolving potential issues before actual filing of the return, and the pilot for broad industry issue resolution is underway.

I am committed to building even stronger partnerships with tax professionals and I appreciate the suggestions you have made throughout our modernization efforts. 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 future.

Sincerely,

Charles O. Rossotti

Cleves O. Nossolle.

"WHERE TO FILE YOUR CLIENT'S 2001 TAXES" (FOR <u>FORM 1040, 1040A & 1040EZ</u> FILERS)

IF your client lives in . . .

Ohio

or 4563

Nebraska, North Dakota, South Dakota,

All APO and FPO addresses, American

and you are filing a client's return AND ARE NOT **ENCLOSING A**

PAYMENT, then use PAYMENT, then use this address...

this address...

(Note: the first line of the address should be: Internal Revenue Service)

P.O. Box 80101

P.O. Box 60840

and you are filing a

client's return AND

ARE ENCLOSING A

Florida, Georgia, North Carolina, Atlanta, GA P.O. Box 105093 South Carolina, West Virginia, 39901-0002 Atlanta, GA 30348-5093

P.O. Box 1187 New Jersey, New York City and Holtsville, NY

Newark, NJ 07101-1187 (Counties of Nassau, Rockland, 00501-0002

Suffolk, and Westchester)

Massachusetts, Michigan, Andover MA P.O. Box 13757

New York (all other counties), 05501-0002 Philadelphia, PA 19101-3757 Rhode Island

Illinois, Iowa, Kansas, Minnesota, Kansas City, MO P.O. Box 970011

64999-0002 Missouri, Wisconsin St. Louis, MO 63197-0011

P.O. Box 105017 Oklahoma Kansas City, MO

64999-0002 Atlanta, GA 30348-5017

Utah Kansas City, MO P.O. Box 660308

64999-0002 Dallas, TX 75266-0308

Maine, New Hampshire, P.O. Box 13757 Philadelphia, PA

19255-0002 Vermont Philadelphia, PA 19101-3757

Connecticut. Delaware Philadelphia, PA P.O. Box 1187 19255-0002

Newark, NJ 07101-1187

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Cincinnati, OH

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Ogden, UT 84201-0002 Los Angeles, CA 90060-0840 Washington

Alaska, California(all counties), Fresno, CA P.O. Box 7704

San Francisco, CA 94120-7704 Hawaii, Nevada 93888-0002

Oregon Fresno, CA P.O. Box 970011

93888-0002 St. Louis, MO 63197-0011

Alabama, Arkansas, Kentucky, Memphis. TN P.O. Box 105017

Atlanta, GA 30348-5017 Louisiana, Mississippi, 37501-0002 Tennessee, Virginia

Samoa, nonpermanent residents of Guam or the Virgin Islands*, Puerto Rico (or if Philadelphia, PA P.O. Box 80111 excluding foreign income under IRC 19255-0215 Cincinnati, OH 45280-0011

section 933), a foreign country: U.S. citizens and those filing Form 2555,2555EZ,

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

Introduction

"Providing America's taxpayers top quality service by helping them understand and meet their tax responsibilities..."

-from the IRS Mission Statement

In recognizing the important role tax professionals play in the federal tax system and the Service's ability to accomplish its mission, each filing season the IRS offers various products to assist our partners in serving their clients. This guide identifies the tax materials available to tax professionals for the upcoming filing season and how, when, and where they can be acquired. It also covers employer forms, prior year products, and how to obtain free and for sale products and electronic information.

Reference Products — Forms, Publications, and Instructions

The Service's home page at **www.irs.gov** is the most comprehensive source of current year tax forms, publications, and instructions. The products below are electronic and paper sources of compiled forms, instructions, and publications that can be ordered using information in this publication.

Publication 1796,

Federal Tax Products on CD-ROM (see page 11)
2 releases — \$21.00 (plus \$5.00 handling fee)

Publication 1132,

Reproducible Federal Tax Forms and Instructions (see page 9) 2 volume set — \$54.00

Publication 1194,

Taxpayer Information Publications (see page 9) 2 volume set — **\$61.00**

Publication 1194B.

Business Taxpayer Information Publications (see page 9) 2 volume set — \$60.00

Package X,

Reference Copies of Federal Tax Forms and Instructions (see page 7) 2 volume set — **NO charge**

Tax Guides — Individual and Business

The Service publishes various tax guides to assist America's taxpayers in understanding and meeting their tax responsibilities. The two most frequently requested guides listed below can be ordered from the Superintendent of Documents, U.S. Government Printing Office at http://bookstore.gpo.gov/irs or by using the enclosed order blank.

Publication 17,

Your Federal Income Tax (see page 9) single copy —\$25.00

Publication 334.

Tax Guide for Small Business (see page 9) single copy —**\$7.00**

Product and Filing Season Information

The Service is changing to meet the demands of our changing economy. This section highlights some of the tools used to communicate product and filing season information to our partners in the tax professional community.

The Tax Professional's Corner

Visit the Tax Professional's Corner on the IRS Digital Daily at www.irs.gov/bus_info/tax_pro for the latest news of interest to tax professionals and links to useful items on the *Digital Daily* such as:

- Names, numbers, and other information that will help you work more effectively with the IRS;
- The latest information and tools for veteran and newly authorized IRS e-file providers;
- Drafts of most major tax forms before they are officially released; and
- Other information on income tax issues, state laws, court opinions, and links to related government sites.

Tax Hints — Practitioner's Guide to the Filing Season

Tax Hints is an electronic newsletter for practitioners that contains information about the new structure of the IRS, including points of contact. It was introduced during the 2001 filing season. It also explains changes for the upcoming filing season. This guide can be downloaded at

www.irs.gov/prod/bus_info/tax_pro/tax_hint.html.

Digital Dispatch

The *Digital Dispatch* is the IRS's national list server. It contains tax news and information about new developments on the IRS web site. Sign up for the Dispatch at **www.irs.gov/help/newmail/maillist.html** to get information about:

- Important upcoming tax dates;
- What's new on the IRS web site;
- Recently added tax forms and publications; and
- IRS news releases and special IRS announcements.

Local News Net

The IRS Local News Net is an electronic mail service designed to provide information for tax professionals targeted specifically to their geographical area. Subscribe to local mailing lists at

www.irs.gov/bus_info/tax_pro/where_list/index.html.

Forms and Instructions (Package X)

Tax professionals interested in a compilation of the most frequently requested business and individual forms and instructions can order Package X electronically at **www.irs.gov/bus_info/tax_pro/tprax.** (Only *current* participants can use this method by using their account number shown on the mailing label of Publication 1045).

If you are a new participant in the program, you must submit a paper Form 3975, Tax Professionals Annual Mailing List Application and Order Blank, to the nearest IRS Area Distribution Center as listed on the form. Form 3975 can be found in this publication or downloaded at www.irs.gov. Package X recipients 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. Form 3975 should be submitted by only one respresentative for each firm.

Small Business CD-ROM

The 2001 Small Business Resource Guide, **Publication 3207** provides critical tax information to small businesses including forms, instructions, and publications. This CD also provides valuable business information from a variety of government agencies, non-profit organizations, and educational institutions.

The CD contains essential startup information needed by new small businesses in order to be successful. The CD is designed to make finding information easy and quick and incorporates file formats and browsers which can be run on virtually any desktop or laptop computer.

Order a single, free copy on-line by accessing **www.irs.gov/smallbiz** or call **1-800-829-3676**. Multiple copies can be ordered through the National Technical Information Service (NTIS). The price is \$20.00 per copy plus \$5.00 handling per order.

Free Promotional Materials and EITC Guidelines

The 2002 EITC Tax Professional Guide **Publication 3107,** (for use in preparing tax year 2001 returns claiming the EITC) contains useful information on due diligence requirements, including the final tax regulations for due diligence claiming the EITC after disallowance; not valid for work Social Security numbers; and more. Also inside the guide, you will find how to order free EITC promotional materials to display in your office or provide to your clients.

Call **1-800-829-3676** to obtain a free copy of **Publication 3107**, *EITC Tax Professional Guide*, or you can download the guide at **www.irs.gov.**

Employer Tax Forms — Withholding and Reporting

The Service provides tax professionals unlimited quantities of employer tax materials. These products, which include Forms W-2, W-3, 1096, 1099 series, etc., can be ordered by calling **1-800-829-3676** or by mail using **Form 7018-A**, *Employer's Order Blank for 2002 Forms. Form 7018-A will be included in Volume 1 of Package X or can be downloaded at www.irs.gov.*

Package X Availability

If we receive your order for Package X by November 2, 2001, you will receive Volume 1 in December and Volume 2 in January. All orders received after November 2, 2001, will be processed on a weekly basis. Volume 1 weekly shipments are scheduled to start on November 27, 2001, and Volume 2, on December 31, 2001. **These dates may change due to late tax law changes.** Please allow approximately 7 to 10 days for delivery based on the date your order is received.

Who Do You Call — For Product Service and Support

Package X and Employer Forms 1-800-829-3676

Ask for the tax professional's gate.

To help us assist you better, current participants, please have your account number ready. Your account number appears above your name on the address label on the back of this publication.

Electronic Products 703-487-4608

For technical support with Publication 1796, the IRS Internet site, or TaxFax Services.

For GPO Sale Products 202-512-1800 or 1-866-512-1800 (toll free)

For assistance with Publications 17, 334, 1132, 1194, 1194B, or other products ordered from the Superintendent of Documents.

For Ordering Products On-Line

IRS On-Line Ordering (Package X): www.irs.gov/bus_info/tax_pro/tprax

NTIS On-Line Ordering (Publication 1796): www.irs.gov/cdorders

GPO On-Line Ordering (Other Tax Products): http://bookstore.gpo.gov/irs

Department of the Treasury Internal Revenue Service

Tax Professionals Annual Mailing List Application and Order Blank

▶ For Privacy Act and Paperwork Reduction Notice, see back of this form.

OMB No. 1545-0351

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Volume 1

Volume 2

Reference Copies of Federal Tax Forms and Instructions

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



Current participants can submit order (Form 3975) on-line at www.irs.gov/bus_info/tax_pro/tprax

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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:

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

For more information, see Publication 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, IRS Sections 6060, 6109, 6662, 6694, 6695, and 7216; and related income tax regulations.

Privacy Act and Paperwork Reduction Act Notice. — The Privacy Act 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 Professionals Program.

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.

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

If you have comments concerning the accuracy of this time estimate 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 blanks to this address. See Form 3975, Tax Professionals Annual Mailing List Application and Order Blank, Form 3362, and NTIS order form for specific mailing

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