

## Quick Start Reference Guide

### Installation Instructions

You must be running Microsoft Windows XP and above (including Windows 7), or Terminal Services to install TimeValue Software™ Tax941™ IRS payroll tax interest, penalty, and forms software.

#### To install Tax941 software

On most Windows systems, installation starts when you insert the Tax941 software CD into your CD-ROM drive. If installation does not start in a few moments, you can install Tax941 software using the following procedure.

1. Insert the Tax941 software CD into your CD-ROM drive.
2. From the **Start** menu, choose Run.
3. Type **d:setup**, where d is the letter assigned to your CD-ROM drive.
4. Click **OK**. The Setup program guides you through the installation process.

If you are installing the Tax941 software network edition, be sure to install the program to your network drive and refer to the following guidelines.

#### Tax941 software on a network

Your network edition of the Tax941 product is designed to operate efficiently on most local area networks. It supports multiple users running the program simultaneously from the same directory, and individual setup files for each user. After installing Tax941 software on your network drive, please refer to the following steps to create an icon for each user/workstation.

#### To setup network workstations for Tax941 software

(Perform the following setup from each workstation after you install the software on your network server. )

1. Go to the directory where the Tax941 program is installed (e.g., F:\Tax941).
2. Run **WorkstationSetup.exe** from the Tax941 program directory.
3. Follow the on-screen instructions.

### Tax941 Software Updates

Your Tax941 software purchase includes one year of updates and support. You will receive the latest releases and updates as soon as they are available. You will be notified when your Tax941 software update service is due for renewal.

### Technical Support

If you have any questions about Tax941 software, TimeValue Software is here to help. Support is available Monday-Friday, 7:00 a.m. to 6:00 p.m. PST. Contact TimeValue Software customer support team at 1-949-727-1800 or 1-800-426-4741 (within USA). E-mail support is available at support@TimeValue.com.

## Getting Started

You can use Tax941 software to check an IRS penalty notice, complete an IRS payroll tax form, or determine a deposit due date. Following below is a quick step by step guide.

### Step 1—Select a New Company

Start the Tax941 program and establish a company by choosing **New Company** from the File menu. The New Company window will appear.

### Step 2—Enter Company Information

The New Company window lets you enter the name of the company as it will appear on tax forms. Tax941 software will save company information under this name. In this window, you can also select the tax period, and monthly or semi-weekly depositor type.

### Step 3—Enter Liability, Deposit, and Adjustment Information

Click below the **Event** field to select an event type for the first event line. You can create event lines to enter the dates and amounts of liabilities, deposits, and adjustments. You can use the **Tab** key to move from field to field on the main screen.

- **Liabilities** include withheld income tax and employer and employee FICA. Liability information comes from your payroll records.
- **Deposits** include amounts paid in accordance with the Federal Tax Deposit (FTD) rules and overpayments from prior returns. The deposit information comes from your deposit records. If you made a payment that is subject to a penalty because it was made outside the federal tax rules, select the **Non-FTD Payment** event.
- **Adjustments** include sick pay, tips, and group term life insurance. Adjustment information comes from your payroll records.
- **COBRA Subsidies** include the amounts paid by the employer for qualified individuals. These amounts will be applied to the first of the quarter for interest and penalty calculations. The COBRA subsidy is an Event.

### Step 4—Determine a Deposit Date, Calculate a Penalty, or Print a Form

The next step depends on what you want from the program. Follow the steps below to accomplish what you need.

#### To determine a deposit due date

1. Follow Step 3 to enter liabilities, deposits, and adjustments.
2. Click the **Deposit Predictor** button.

The Deposit Predictor dialog will display the due date of the deposits to avoid late deposit penalties.

#### To calculate a deposit penalty

Tax941 software automatically calculates the 2%, 5%, and 10% rates for the IRC section 6656 deposit penalty.

1. Follow Step 3 to enter liabilities, deposits, and adjustments.
2. Click the **Totals** button.

The Penalties and Interest Totals dialog will appear and display a summary of penalty and interest information.

## Penalty Calculations and Form Printing

In addition to the 2%, 5%, and 10% FTD penalties, you can activate computations for the late filing, late payment, and additional 5% deposit penalties. These penalties can be activated with the toolbar buttons.

## To calculate failure to file, failure to pay, and additional 5% penalties

1. Follow Step 3 to enter liabilities, deposits, and adjustments.
2. Click the **6656**, **Late File**, or **Late Pay** button on the toolbar to display the appropriate dialog.
3. Select the **Activate** box within the dialog (e.g., Activate late payment penalty).
4. Enter the applicable information in the penalty dialog and click **OK** to return to the main screen.
5. Click the **Totals** button on the toolbar to display the amount of the penalty.

## Preparing and Printing Forms

Tax941 software prepares and prints error-free forms for filing. In addition to the 941 form, Tax941 software produces 940, 943, 944, and 945 forms.

### To prepare and print a form

1. Follow Step 3 to enter liabilities, deposits, and adjustments.
2. Click the **Prepare** button on the toolbar to display the information window as shown.
3. Fill in the remaining fields in the window as needed and click **OK**.
4. Click the **Print** button.

## Form Information Windows

Each form information window addresses the variables used to prepare the selected form.

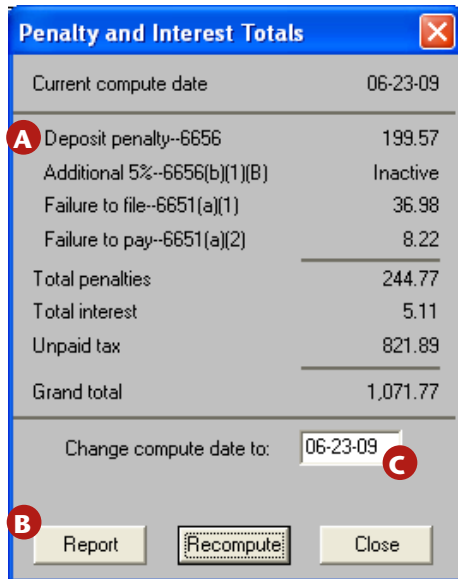
- A. Name of the company as you want it to appear on the IRS form.
- B. Total of all wages, tips, taxable fringe benefits, and other compensation.
- C. Total wages subject to Social Security taxes. Enter amount before deductions.
- D. Amount of all wages and tips subject to Medicare portion of Social Security.
- E. Number of individuals receiving COBRA assistance.

## Main Screen

- A. Creates a new return or opens an existing return.
- B. Displays form information window.
- C. Provides a quick summary of penalties and interest.
- D. Provides deposit due date information.
- E. Activates additional 5% deposit penalty.
- F. Activates late filing or late pay penalties.
- G. Enter liabilities, deposits, adjustments, and COBRA payments if needed.

Event	Date	Liability	Deposit	Tax Balance
Liability	01-06-09 Tue	25,150.00		25,150.00
Deposit	01-06-09 Tue		25,150.00	0.00
Liability	01-20-09 Tue	26,422.00		26,422.00
Deposit	01-20-09 Tue		26,422.00	0.00
Liability	02-03-09 Tue	26,091.00		26,091.00
Deposit	02-03-09 Tue		26,091.00	0.00
Liability	02-17-09 Tue	27,019.00		27,019.00
Adj Sick Pay	02-20-09 Fri	1,210.00		28,229.00
Deposit	02-28-09 Sat		27,019.00	1,210.00
Liability	03-03-09 Tue	26,933.00		28,143.00
Deposit	03-06-09 Fri		25,700.00	2,443.00
Liability	03-17-09 Tue	26,874.00		29,317.00
Deposit	03-19-09 Thu		27,779.00	1,538.00
COBRA Subsidy	03-31-09 Tue		1,538.00	0.00
<b>Totals</b>		<b>159,699.00</b>	<b>159,699.00</b>	<b>0.00</b>

## Screen Reference



The 'Penalty and Interest Totals' window displays a table of financial data and a date selection field. A red circle 'A' highlights the table, a red circle 'B' highlights the 'Report' button, and a red circle 'C' highlights the date input field.

Penalty and Interest Totals	
Current compute date	06-23-09
Deposit penalty--6656	199.57
Additional 5%--6656(b)(1)(B)	Inactive
Failure to file--6651(a)(1)	36.98
Failure to pay--6651(a)(2)	8.22
Total penalties	244.77
Total interest	5.11
Unpaid tax	821.89
Grand total	1,071.77

Change compute date to: 06-23-09

Buttons: Report, Recompute, Close

### Totals

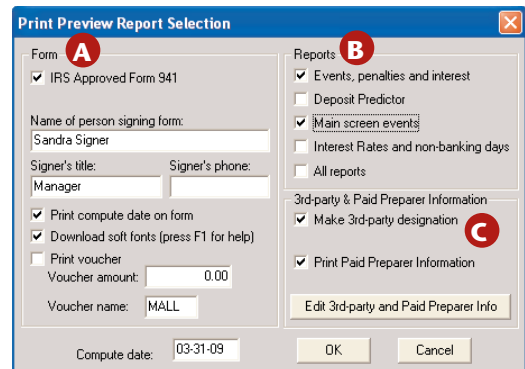
This window appears when you click the Totals button.

- A. Displays calculated totals of penalties and interest.
- B. Displays a detailed report of the calculations.
- C. Enter the date through which interest and penalties are calculated.

### Print Window

This window appears when you click the print button.

- A. Selects the form to print.
- B. Selects the detailed reports to print.
- C. Activates the fields for input of a third-party preparer.



The 'Print Preview Report Selection' window contains several sections for configuring print options. A red circle 'A' highlights the 'Form' section, a red circle 'B' highlights the 'Reports' section, and a red circle 'C' highlights the 'Make 3rd-party designation' checkbox.

Form:  IRS Approved Form 941

Name of person signing form: Sandra Signer

Signer's title: Manager Signer's phone:

Print compute date on form

Download soft fonts (press F1 for help)

Print voucher

Voucher amount: 0.00

Voucher name: MALL

Reports:  Events, penalties and interest

Deposit Predictor

Main screen events

Interest Rates and non-banking days

All reports

3rd-party & Paid Preparer Information

Make 3rd-party designation

Print Paid Preparer Information

Edit 3rd-party and Paid Preparer Info

Compute date: 03-31-09

Buttons: OK, Cancel