

TaxSlayer[®] Software Ordering Guidance

for SPEC Partners for FY 2021

Software Ordering Requirements:

Most sites using TaxSlayer software may choose one of the following products:

- TaxSlayer Pro Online
- TaxSlayer Pro Desktop
- TaxSlayer Self-Prep (FSA Fusion, FSA Stand-Alone or FSA Remote)

Software Ordering Timeline:

The deadline to place software orders for Tax Year 2020 is midnight, February 11, 2021. **SPEC territory offices must ensure all software orders are saved and confirmed in SPECTRM by the February 12th deadline.**

Date	Action
October 1, 2020	TaxSlayer software ordering season begins.
December 15, 2020	Deadline for initial TaxSlayer software orders to be entered for inclusion in first distribution.
December 16, 2020 – February 11, 2021	Remaining TaxSlayer software orders for partners are placed. Note: Software orders will be placed with the vendor on a weekly schedule through December 23, 2020 . Orders placed with the vendor on Tuesday of each week will be delivered from the vendor on Friday of the same week. Beginning January 5, 2021 , software orders will be placed with the vendor twice a week on Tuesday and Thursday. Orders placed by Tuesday will be delivered from the vendor on Friday of the same week and Thursday orders will be delivered from vendor the Tuesday of the following week.
December 16, 2020	First Pro Online order confirmation emails sent from vendor. All subsequent orders will be sent weekly thereafter depending on the order date.
December 16, 2020	First Pro Desktop orders delivered from vendor. All subsequent orders will be delivered weekly thereafter depending on the order date.
January 4, 2021	Software Swaps begin. Swaps will be placed with the vendor twice a week on Tuesday and Thursday. Tuesday orders will be activated on Friday of the same week and Thursday orders will be activated Tuesday of the following week. See page 6 for details. DO NOT ENTER A SWAP BEFORE JANUARY 4, 2021.

Date	Action
Mid-January 2021	Customized URLs will be emailed for TaxSlayer FSA sites.
February 11, 2021	Final day to place TaxSlayer software orders.
February 12, 2021	Final order placed with the vendor.
February 15, 2021	Final order delivered from the vendor.
February 26, 2021	Software Swaps end. Final date for transferring software to another site within SPEC nationwide.
March 11, 2021	Final date to return unused software packages for credit. See page 7.
March 29, 2021	Final credit count to TaxSlayer.

Placing Tax Software Orders:

Due to the cost of the tax software and added risks with changes, **software should not be ordered until the site is established**. An established site is defined as one where the partner has committed resources (i.e. site coordinator identified; the EFIN; site location (including days/hours of operation); secured computer equipment; and applicable agreements signed). Except for self-prep sites, each site must have its own unique EFIN.

Your SPEC relationship manager (RM) is responsible for placing your software order. **Software should not be ordered until conversations have taken place with partners to ensure they are aware of all available software options.**

Partners are strongly encouraged to verify the status of each EFIN in the Registered User Portal (RUP) prior to placing the software order. If the EFIN is not active in RUP, the issue must be resolved prior to placing the software order. Refer to [Publication 4396-A, Partner Resource Guide](#), for additional information.

To place an order, the Volunteer Income Tax Assistance/Tax Counseling for the Elderly (VITA/TCE) site must be listed in our database (SPECTRM) and identified on the site record as an e-file site, including the:

- Site's name, address, city, state, and zip code
- EFIN
- Transmitting EFIN
- Relational EFIN (if applicable)
- Site's primary contact email address (the person who is receiving the software email information)

Pro Online Users:

The RM must verify the email address for the contact associated with the site order. TaxSlayer will use the email address to send software activation links to **all** online users.

Pro Desktop Users:

For FY2021, Desktop orders can only be placed for sites that had desktop ordered for FY2020 or new sites that have connectivity issues. Your RM must verify the contact name/email address associated with the order and shipping address is correct in SPECTRM. Shipping address must be **valid at the time of software delivery** (e.g. if the software order is placed in October and the shipping address noted on the software order is the site address which is not open, this will cause an undeliverable/returned software package). Therefore, if the site does not open until January and the software is shipped in December (the initial shipment), the address of the responsible party should be used to prevent an undeliverable package.

Exceptions:

There are three exceptions to placing separate software orders for VITA/TCE sites. RMs are not required to place a separate software order if the SPECTRM site indicator is:

- Ad-hoc Site,
- Special Event, or
- Multiple Site Admin (Desktop Users Only)

Note: All sites preparing returns must be entered into SPECTRM and must have a unique SIDN. Each location for a Mobile site is not required to be entered into SPECTRM.

Ad-hoc Site:

Applies when a site serves as a main site but offers free tax preparation to taxpayers in underserved communities on an intermittent basis.

- **Example:** In addition to providing tax preparation at their main site located in Augusta, GA, volunteers also service two small towns. Tax preparation services are provided through an arrangement with the local library, community, senior center, etc. and are offered on an appointment-only or as-needed basis. The volunteer does not have set days or hours when they will arrive at the two small towns. Visits to the towns, outside of the main site, are intermittent in terms of both frequency and location. One transmitting computer from the main site performs the transmissions of all returns. The site indicator in SPECTRM must be reflected as “TS - Ad-hoc Site.”

Special Event:

Applies when a partner or coalition operates a tax preparation site and offers free tax preparation services at a special event (e.g. Midnight Madness, EITC Day, Super Saturday, etc.).

- **Example:** A special event hosted by a partner or coalition using the computers and volunteers from their main tax site or free tax preparation services offered in conjunction with a community function such as a Financial Literacy Conference. One transmitting computer from the main site performs the transmissions of all returns.

If a site is hosting a one-day or once-a-year event, the RM must be notified. The RM is required to check the box indicating one-day site in our database.

Multiple Site Admin:

Applies to Desktop users only. An Electronic Return Originator (ERO) with multiple sites transmits all returns and receives all acknowledgements using the same computer. The same computer must be used to transmit all returns for all locations.

- **Example:** An ERO operates a main site on Monday, Wednesday, Friday and Saturday. On Tuesday, the volunteer prepares returns at a senior center. On Thursday, the volunteer prepares returns at a library. Each site has fixed hours. The ERO is responsible for transmitting all returns on one transmitting computer from the main site.

Desktop sites using the Multiple Site Admin indicator will be able to use the same software package at their other locations by associating the additional sites in SPECTRM to the main site; no additional EFIN is needed.

Request for Relational EFIN (Online Users Only):

The Relational EFIN allows the primary “parent” site with oversight or management responsibility for multiple VITA/TCE “children” sites to have access to reports or production data for all “children” preparing sites under their control. The Relational EFIN also allows the sharing of customized or modified profiles (such as Custom Print Sets, Custom Questions and Custom Security Templates). Using a Relational EFIN requires the site to complete the Relational/Regional Office (RO) Disclosure form that is included in TaxSlayer Online packages.

The partner identified as the primary EFIN can then access reports and share profiles through a single login to access/run reports for all sites under their primary EFIN.

Note: Requests for a Relational EFIN should be made at the time the order is placed in the Software Ordering Module.

Note: AARP will continue to use Relational EFINs at all their sites. Existing sites' Relational EFINs will remain the same as last season. **If there is a new AARP site being added this year and you do not know what your Relational EFIN is, ask your RM to obtain that for you.**

Request for Relational EFIN after Placing Order:

If the partner decides to use a Relational EFIN after the original order has been submitted, the RM will submit a request for one through SPEC's Field Site & Analysis (FS&A) to the TaxSlayer Core team. **A site cannot request a Relational EFIN after the site has started transmitting returns. The request must be made and processed by TaxSlayer before transmitting any returns.** TaxSlayer will process requests for a Relational EFIN within four business days after receipt.

The FS&A or RM must identify the primary site EFIN (parent) and all associated EFINs (child) for the site the partner is requesting a Relational EFIN in the email request. All site names must be included.

Note: Requests for Relational EFIN access must come from the IRS TaxSlayer Core Team. TaxSlayer will not honor a request directly from a partner.

Multi-Site Admin (MSA) ERO:

The ability to only allow the sharing of customized or modified profiles with other sites is called "Multi-Site Admin ERO". Site administrators can create and send customized template settings to sites under their control. TaxSlayer Pro Online has an assigned master setting in accordance with SPEC guidelines. Sites with a Relational EFIN do not need MSA to share templates. Sharing the templates is included within the Relational EFIN setup. The site needs one or the other, not both.

Note: Based on IRC 7216, since no taxpayer return reporting data can be accessed by the Multi-Site Admin ERO, no extra consent is required.

To share customized template settings, the parent site must be associated to the child site software order during the software ordering process in our database. This will ensure the hierarchy of the Multi-Site Admin ERO master EFIN (parent site) to share settings with other sites under their control (sub/child sites).

Transmitting for Multiple EFINs (Desktop Product Only):

For Desktop sites preparing returns under their own EFIN, with one site transmitting returns for multiple EFINs, TCs will still need to identify primary Desktop sites transmitting for other secondary sites in SPECTRM. These sites will be associated together during the software ordering process. The request for the Transmitting EFIN should be made at the time the software is ordered.

Note: All requests to add or delete one site's ability to transmit for another, after the software order is placed, must be completed in writing by the partner. The partner (i.e. contact name on account) can send an email to support@vita.taxslayerpro.com and should include "Transmitting EFIN Request" in

the subject line. This request must be made and processed by TaxSlayer prior to e-filing any returns. Include the SIDN and Order Number for all sites involved. TaxSlayer will process these requests in two business days.

Co-located FSA Fusion VITA/TCE Sites:

Co-located self-prep Fusion sites (**located in the same building as the main/traditional site**) will have the option of ordering both the Online and Self-Prep software products. Fusion software orders

must be entered into SPECTRM at the same time the traditional Online order is placed, prior to the order going to the vendor.

Per the licensing agreement with TaxSlayer, the two sites must be located at the **same address** (main and self-prep) with **two different SIDNs**. Tax consultants will place one software order for the main VITA/TCE and one software order for the **FSA Self-Prep co-located Fusion site. These orders must be entered at the same time**. TaxSlayer will build a unique URL link for the co-located fusion component based on the two SIDNs' association.

Note: If the site desires a co-located FSA component **after** the software order has been placed for the main location, the tax consultant should order a **Stand-Alone** software package for the site.

FSA Stand-Alone Sites:

FSA Stand-Alone sites will be able to order TaxSlayer Self-Prep software. FSA Stand-Alone sites will have posted hours at a physical location. During those hours a Certified VITA/TCE Volunteer will be available to answer tax law questions and help with the software. TaxSlayer will build a unique URL link and send an email to the site.

FSA Remote Sites:

A **remote site** will be able to email the site's TaxSlayer custom URL to a known individual and/or place a link on a private-facing website, commonly known as an intranet site. The site must have a certified volunteer available to assist the client with tax law questions. The assistance can be via phone, chat or email. Response must be in a timely manner.

- TaxSlayer FSA Remote sites cannot do any of the following with their custom URL:
 - Place on public-facing web site
 - Send out in mass email
 - Post on any social media/blog platform
 - Include in electronic or paper newsletter/newspaper article

Shipping Orders:

Domestic shipments will be sent with scheduled delivery two business days from the shipping date. International shipments will be sent via the U.S. Postal Service with scheduled delivery four business days from the shipping date.

2021 Software Order Modification Process:

The Software Order Modification Process requires the territory offices to take certain actions in SPECTRM while others involve partners contacting TaxSlayer directly for assistance.

Based on the software orders received from the IRS, TaxSlayer will embed the:

- EFIN from the software orders into the online product. Desktop users must complete this information during software set-up.
- SIDN from the software orders into the online product. For Desktop users, TaxSlayer will require multi- authentication of SIDN. This means the SIDN must be entered twice for Desktop users to validate the software.
- Contact name and shipment location from the software orders into the online product. If the site address is different from the shipping address, the site's Administrator must update this information in the software. Desktop users must complete this information during software set-up.

The site’s Administrator can change all the embedded information during the site set-up process. For additional guidance on changing embedded information, refer to the TaxSlayer “Login and Configuration” on the Practice Lab.

TaxSlayer will embed the shipping address for the software order as the site address within the software for Online software packages. If the software is embedded with an address other than the site, the Administrator must correct the embedded site information.

Requests for EFIN, SIDN, contact information and site name corrections should be rare. Refer to the guidance below for additional corrections the site Administrator (ERO) can or cannot correct at the site level.

2021 TaxSlayer Software Order Swap and Modification Process

If...	Then...
An order was placed for a site that will not open and the SPEC territory has identified another site that can use the product	The receiving tax consultant (TC) must document the Software Order Swap in SPECTRM.
An order was placed for TaxSlayer Desktop software for a site that now wants TaxSlayer Pro Online	Partner should contact TaxSlayer via email only at support@vita.taxslayerpro.com . Note email subject line as “Change in TaxSlayer Product.”
An order was placed for a site to use TaxSlayer Pro Online that now wants TaxSlayer Desktop	Partner should contact TaxSlayer via email only at support@vita.taxslayerpro.com . Note email subject line as “Change in TaxSlayer Product.”
Transmitting for Multiple EFINs (Desktop Product Only)	Partner should contact TaxSlayer via email only support@vita.taxslayerpro.com and should include “Transmitting EFIN Request” in the subject line. This request must be made and processed by TaxSlayer prior to e-filing any returns.
An order was placed and there is a discrepancy* in the EFIN *Transposition Errors Only	Partner should contact TaxSlayer via email only at support@vita.taxslayerpro.com . Note email subject line as “EFIN Correction.”
An order was placed with the incorrect EFIN (non- transposition error)	TC must send corrected information to FS&A
An order was placed and there is a discrepancy in the SIDN	Partner should contact TaxSlayer via email only at support@vita.taxslayerpro.com . Note email subject line as “SIDN Correction.”
An existing Pro Online site from previous year now has a new Site Admin	Partner should contact TaxSlayer via email only at support@vita.taxslayerpro.com . Note email subject line as “New Site Admin.”

Note: Requests for software options (i.e. Ad-hoc Sites, Special Events, Multiple Site Admin, Relational EFIN, Multi-Site Admin ERO, etc.) should continue to be placed at the time of the original software order to decrease the added risks with changes.

TaxSlayer will embed the shipping address for the software order as the site address within the software for Online software packages. If the software is embedded with an address other than the site, the Administrator must correct the embedded site information.

Software Order Swap Process:

On rare occasions, sites that had previously placed a software order will not open. When this occurs, SPEC territories must make every effort to identify another site within their territory that can use the product before they place any new software orders. This exchange of a TaxSlayer software license from one site to another (i.e. true swap*), must be completed prior to returns being prepared or started (paper or electronic). If your site will not operate and software has been ordered, immediately notify your RM of a potential swap. This will ensure that there are no unused products at the end of the software ordering season (February 11, 2021). **The last day to enter true swaps* is February 26, 2021.**

Allowable Type of Swaps (all true swaps*)

- TaxSlayer Pro Online to TaxSlayer Pro Online.
- TaxSlayer Pro Desktop to TaxSlayer Pro Desktop.
- TaxSlayer Pro Desktop to/from TaxSlayer Pro Online.
- TaxSlayer Pro Online or Desktop to TaxSlayer FSA Standalone/Remote.

* True Swaps- site does not have any returns started or e-filed

Software Crediting Option:

TaxSlayer will allow a partial credit for any unused software licenses. To obtain credit for a non-swapped software package, the software cannot contain any started returns (paper or electronic). All unused software packages for your territory office or site is due to SPEC Headquarters **by March 11, 2021.**

Note: Since TaxSlayer only provides a partial credit, this is still considered an unused software package for reporting purposes. There is no Crediting Option for any of the TaxSlayer FSA products.