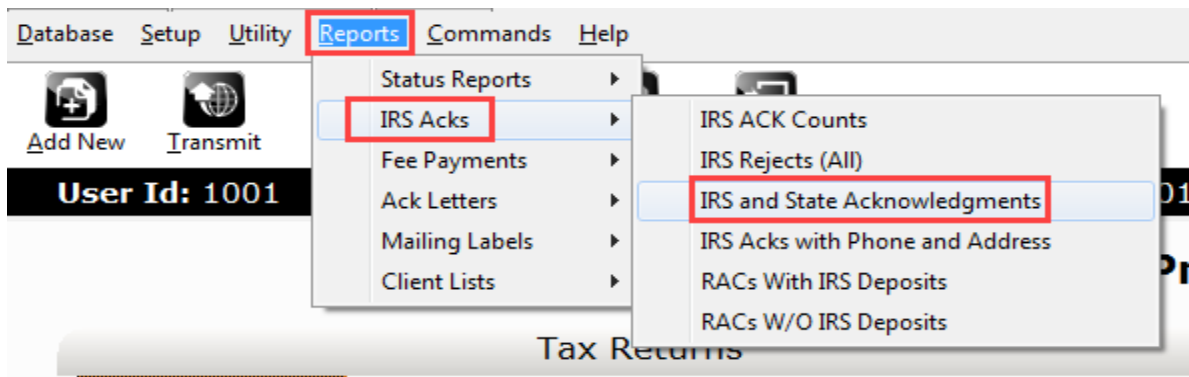




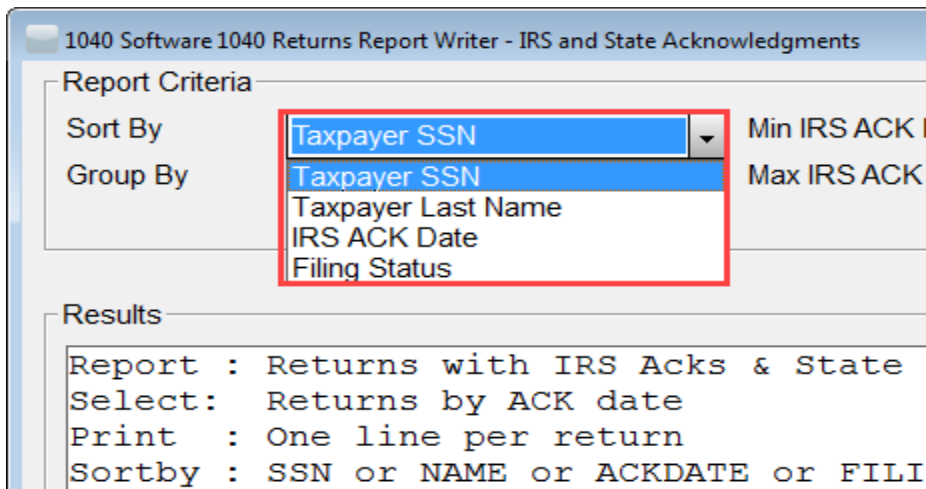
Run an Acknowledgement Report from the Desktop Software Program

Follow the easy steps below to generate the Acknowledgement report:

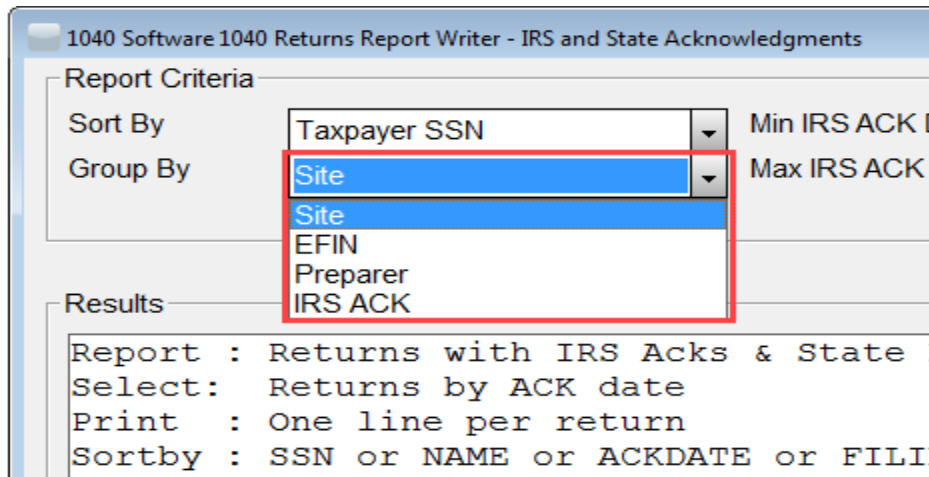
1. From the top menu, select Reports > IRS ACKs > IRS and State Acknowledgements



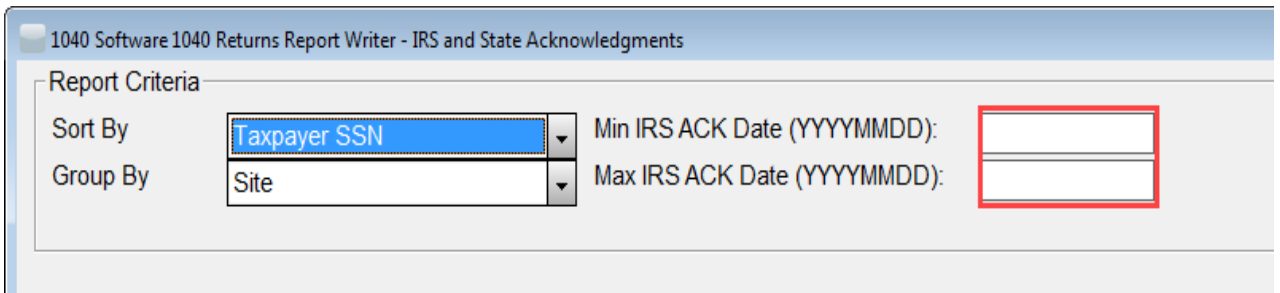
2. In the **Sort By** drop down list, choose the applicable sort option (default is by SSN).



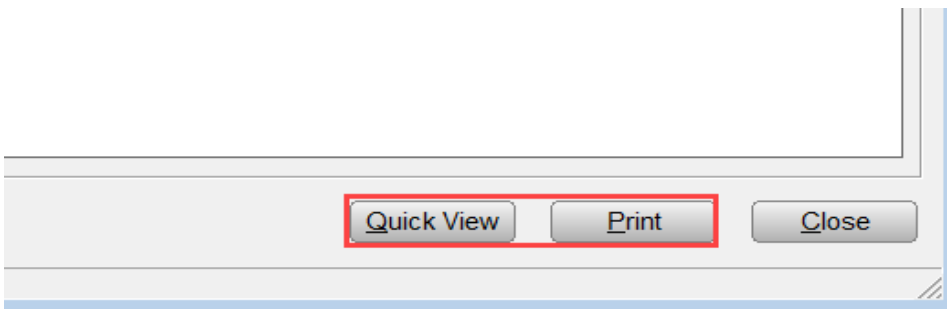
3. In the **Group By** drop down list, choose the applicable grouping option (default is by Site).



4. **Optional Step:** In the **Minimum** and **Maximum IRS ACK Date** fields, enter the desired date range in the format indicated.



5. To view the report on the screen, click the **Quick View Button**.
6. To print the report, click the **Print Button**.



Information Displayed on The Report:

Site - The identification number of the site that prepared the return

SSN - The Social Security Number of the primary taxpayer

Last Name - The last name of the primary taxpayer

Ack Date - The date the IRS acknowledged the return

FLST - The current filing status of the return

Rfd Type - The refund type designator for the return

EFIN - The EFIN the return was filed under

State ID - The first state designator for the return

If you have additional questions about this information, please contact our **Partner Support Team** at **404-793-1593**. You can also email us at support@tbmpro.net