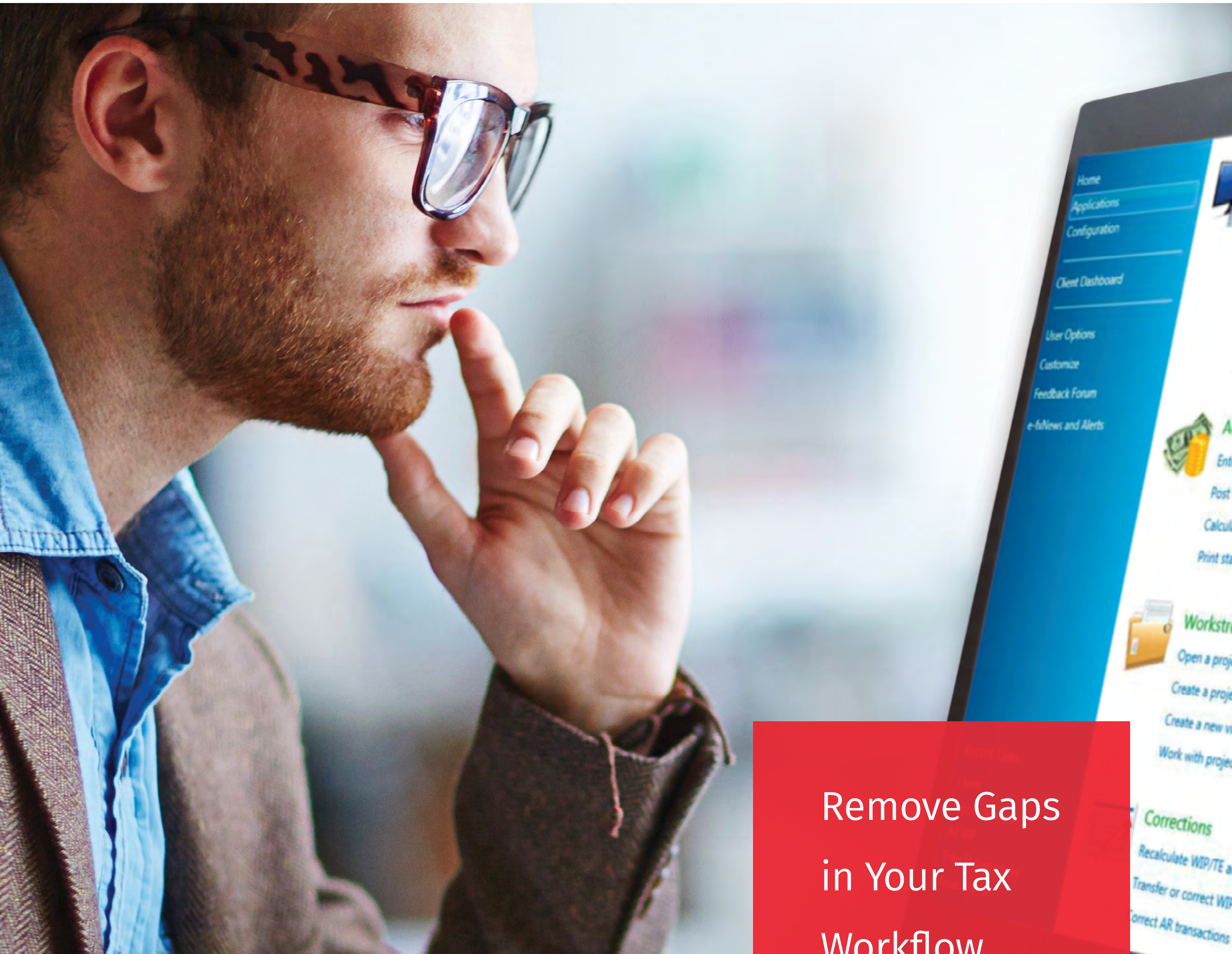
Wolters Kluwer

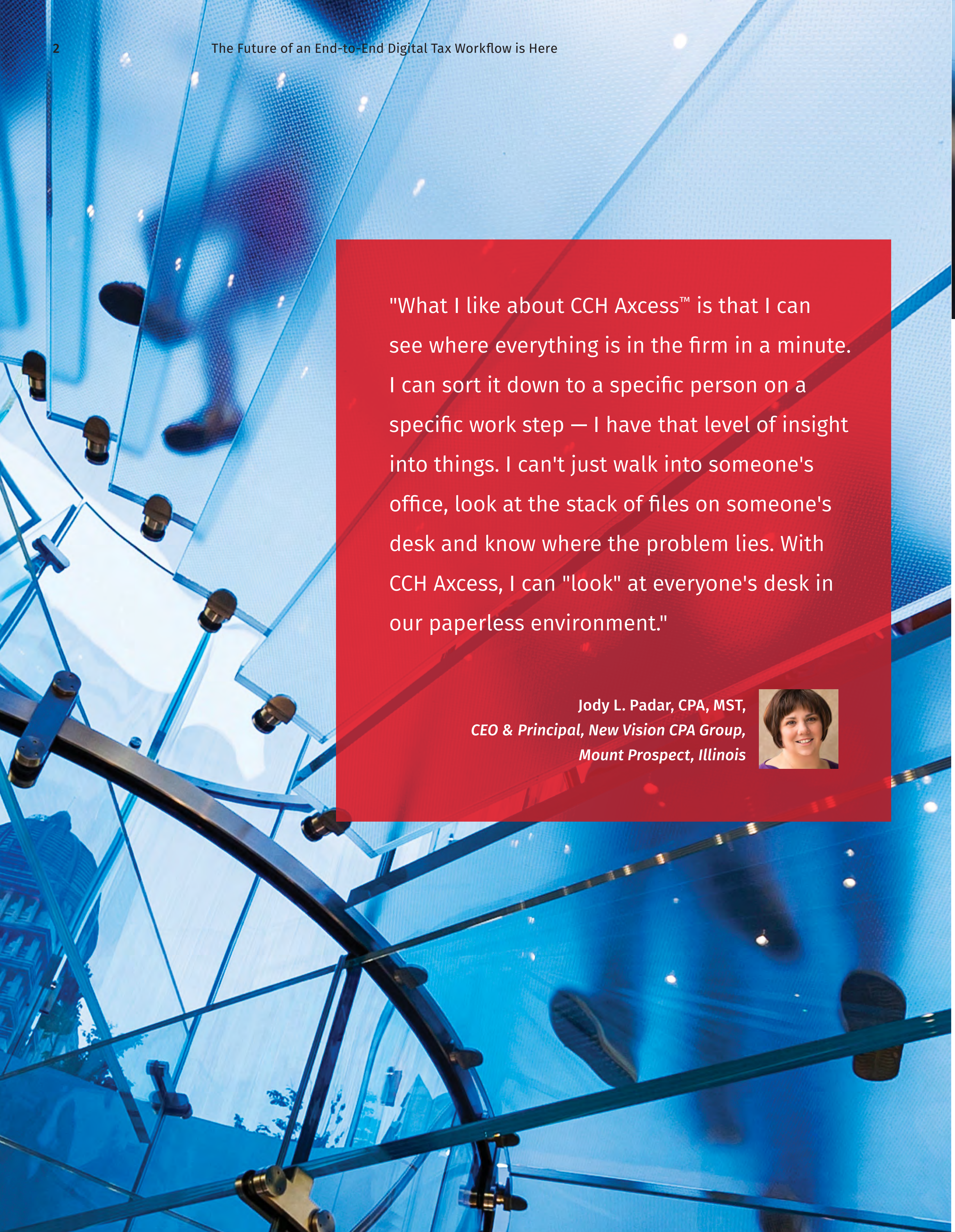
When you have to be right



Remove Gaps in Your Tax Workflow

Tax & Accounting

The Future of an End-to-End Digital Tax Workflow is Here



"What I like about CCH Axcess™ is that I can see where everything is in the firm in a minute. I can sort it down to a specific person on a specific work step — I have that level of insight into things. I can't just walk into someone's office, look at the stack of files on someone's desk and know where the problem lies. With CCH Axcess, I can "look" at everyone's desk in our paperless environment."

Jody L. Padar, CPA, MST,
CEO & Principal, New Vision CPA Group,
Mount Prospect, Illinois

Does your firm's tax workflow still look like it did in the days of old?

If so, you may be risking your firm's reputation with a process that's inefficient, prone to error, and under the constant threat of a security breach. Do any of these preparation workflow steps still sound familiar?

1. Get the Rolodex out and call client to schedule a planning appointment. Multiple phone calls and/or games of phone tag may be required.
2. Client comes to office and drops a shoe box full of receipts on desk. Client swears that all the information is there, but you know in your heart-of-hearts that it is not.
3. Sift through the shoe box, making copies of any items you feel are relevant to the return. Sort the copies into the appropriate order. Manually index the pages.
4. Give the fingers a good stretch and begin manually entering data into the return from multiple source documents such as W-2s, 1099s, K-1s and lots and lots of receipts.

   Repeat Steps #3 and #4 multiple times as additional information trickles in.
5. Print a review copy of the return. Print again when you realize you missed something. Print again when you realize you forgot to recalculate after printing the second time. Give to the reviewer.
6. Brew a pot of Folgers® coffee and start the tax return review process. Lots of stops and starts as you flip through source documents to verify data entry, do some tax research, and call the client to request missing information, verify data, ask questions, etc.
7. Send multiple printed copies of the return (e.g., firm copy, client copy, government copy) to the processing staff. Manually insert, remove and collate pages according to firm policy. Bind the return. Repeat this entire process when the massive stapler jams and mangles the printed return.
8. Make an appointment with the client to deliver the completed return (takes multiple phone calls), see them in the office, explain the return to them, get a signature, and finally give it to them with instructions to get it to the post office by 11:59 p.m. on Apr. 15. Oh yeah ... and be sure to include enough postage.
9. Add the tax return and supporting documents to one of the hundreds of file cabinets — in alphabetical or client number order — to be stored for future reference.
10. Move files to dead storage every couple of years to free up space in the filing cabinets. Pray that you will never need to find them again once moved to dead storage.

Wolters Kluwer's digital tax workflow solutions allow you to standardize, integrate and automate across all processes of your tax preparation and compliance workflow.

Both CCH Axcess — the profession's first modular cloud-based tax prep and compliance solution — and the CCH® ProSystem *fx*® Suite, our on-premise solution set, support your entire digital tax workflow process.

	OBTAIN		ORGANIZE	PREPARE AND REVIEW		SIGN AND FILE	DELIVER AND STORE		INVOICE AND RECEIVE	
	Client provides necessary information throughout the year — as the client accumulates financial documents pertinent to the tax return, they upload them to the firm so they're not scrambling to find them when it's time to actually prepare the return.	Client provides the firm with additional information at tax time — such as engagement letters, paper documents, scanned documents, electronic organizer and digital files.	Client data is automatically identified, organized and imported into the tax return. The bookmarked PDF file containing client source documents is automatically saved to the document management system. Goodbye manual data entry!	Firm's staff accountant performs the first level review of the return and enters additional information. Finds answers to tax treatment questions with one click from a tax return line item to Wolters Kluwer research solutions. Captures and records time in real-time using automated clocks.	Partner or Manager performs final review, which can be done anywhere, anytime with CCH Axcess. CCH Axcess Workstream helps define and ensure a consistent workflow — allowing you to track exactly where the return is in the tax preparation and review process.	A secure link is sent to the taxpayer which allows them to review the return and electronically sign Form 8879 via desktop, mobile device or tablet. The electronic filing status system in Wolters Kluwer's tax software is automatically updated with the electronic signature status.	The completed tax return is sent to IRS via electronic filing.	The firm's copy of the tax return is stored electronically.	An invoice is generated.	The final invoice and the client's copy of the tax return are provided to the taxpayer.
CCH Axcess™ Tax *or* CCH® ProSystem *fx*® Tax	○	○	●	●	●	●	●	○	○	○
CCH Axcess™ Portal	●	●	○	●	●	○	○	○	○	●
CCH® ProSystem *fx*® Scan with AutoFlow Technology			●							
CCH Axcess Workstream	○	○	○	○	●	○	○	○	○	○
CCH Axcess™ Document *or* CCH® ProSystem *fx*® Document	○	○	●	○	○	○	○	●	○	○
CCH Axcess™ Practice *or* CCH® ProSystem *fx*® Practice Management	○	○	○	●	○	○	○	○	●	○
CCH® My1040Data		●								
CCH® eSign		●				●				
CCH® Tax Prep Partner				●	●					
CCH® IntelliConnect®				●	●					
CCH® ProSystem *fx*® PDFlyer				●	●					

● These solutions are in active use during digital workflow steps. ○ These solutions support your entire digital tax workflow process.

"Compared to our process before, it's like night and day. CCH Axcess saves us time to the tune of around two hours a day, which means we can either serve more clients or head home at a reasonable hour. Making the move to CCH Axcess was the right decision for us. I'd retire first before going back to the old way we used to manage the practice."

Bill Gaines,
Principal, Gaines & Company, Inc.,
Zachary, Louisiana

Looking for Digital Workflow Gaps in Your Firm

With today's readily available technologies, why would you still:

- Rely on paper?
- Enter data manually?
- Enter data more than once?
- Communicate sensitive information via email?
- Be unable to service clients when you're away from the office?

Implementing a Digital Tax Workflow = Time Saved = More Revenue and More Profit

Smith + Salisbury, PLLC in Charlotte, North Carolina implemented a digital tax workflow and, as a result, increased revenue by 22% and profits by 29% since 2009. Here's one example of how they did it:

- The firm increased the number of returns prepared from 900 in 2009 to 1,100 (23% more returns) without adding more work hours or employees.
- Utilizing the Wolters Kluwer Digital Tax Workflow, the firm estimates it's saving 5 minutes per return. Do the math.
  - 5 minutes saved per return x 1,100 returns per year = 5,500 minutes saved (over 91 hours)
  - 91 hours per year x $125 per hour (average blended rate) = $11,000+ in savings.

Contact information:
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Please visit **CCHGroup.com/DigitalTaxWorkflow** for more information.

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