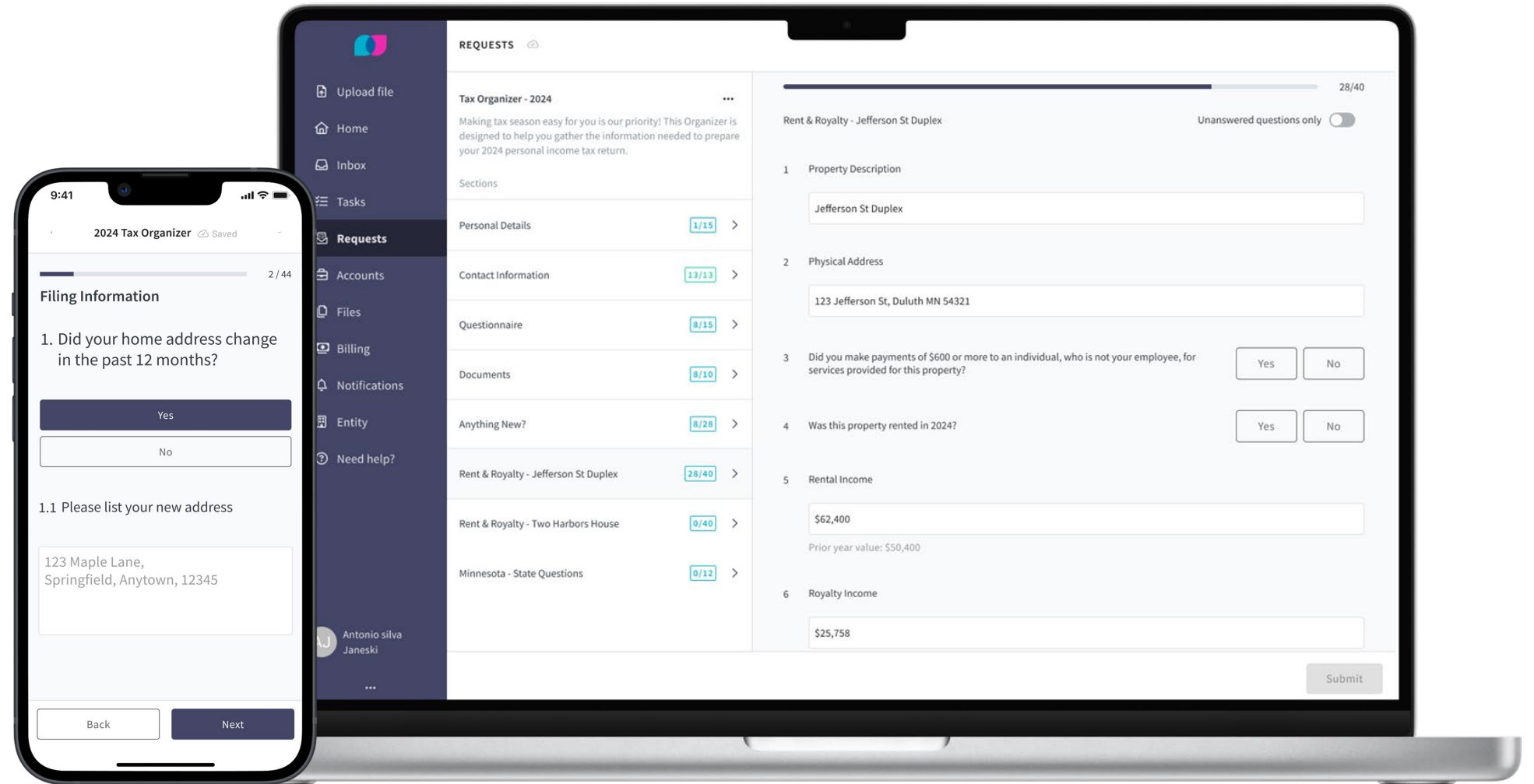


Automating Your Tax Practice: Starting with the “Smart” Organizer



Eric L. Green, Esq.

Dawn W. Brolin, CPA, CFE

Felecia Dixson, EA, CTRC

11th Annual NE IRS Rep Conference

- ▶ Both days at Mohegan Sun
- ▶ 11/7 and 11/8
- ▶ Free for Members
- ▶ In Person?
- ▶ Breakfast on 11/9
- ▶ <https://irsrepconference.com>

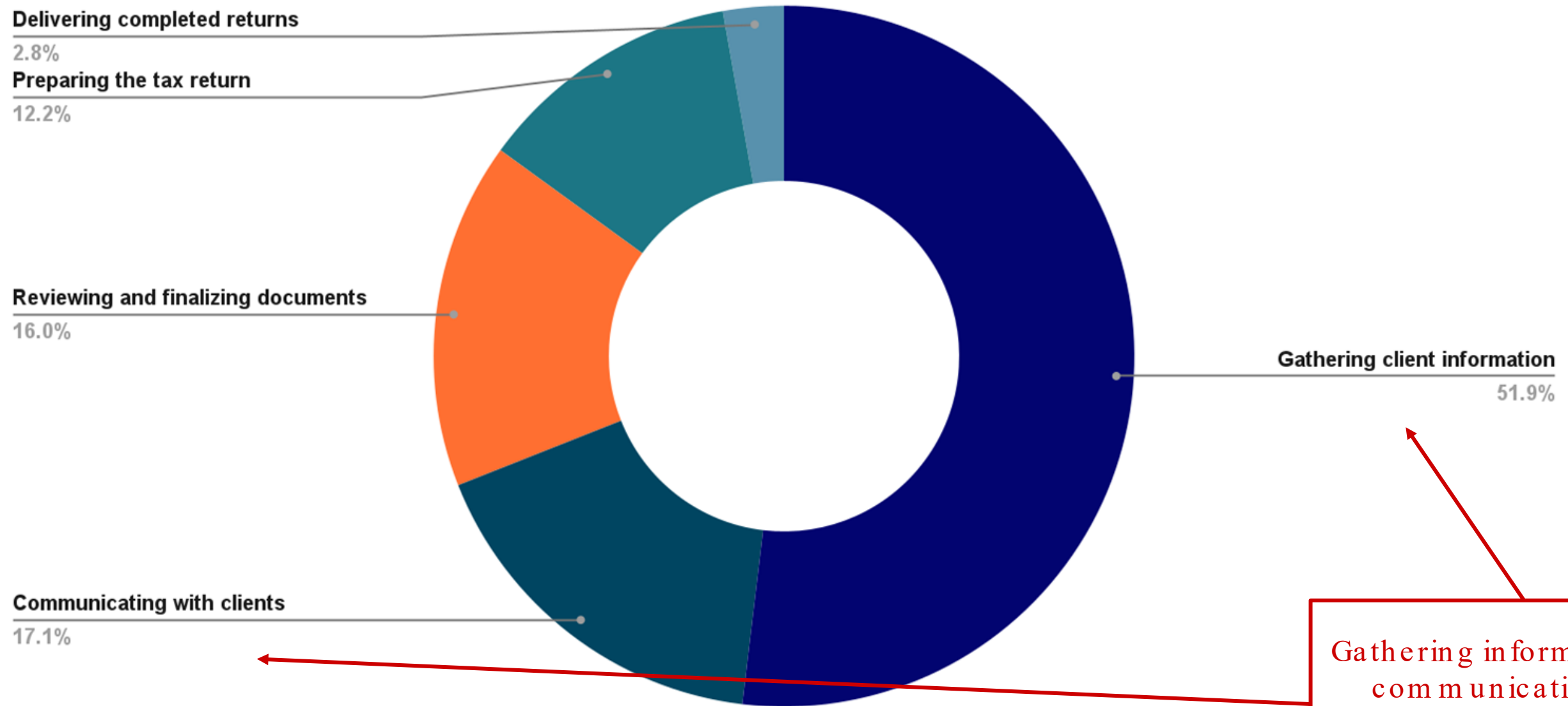


4th Annual Tax Rep Summit

- ▶ 12/10/23 – 12/13/23
- ▶ Drury Plaza Hotel – Disney Springs
- ▶ Members pay cost – \$249
- ▶ Includes breakfast, cocktail reception and wifi
- ▶ <https://taxrepllc.com/2024-summit>

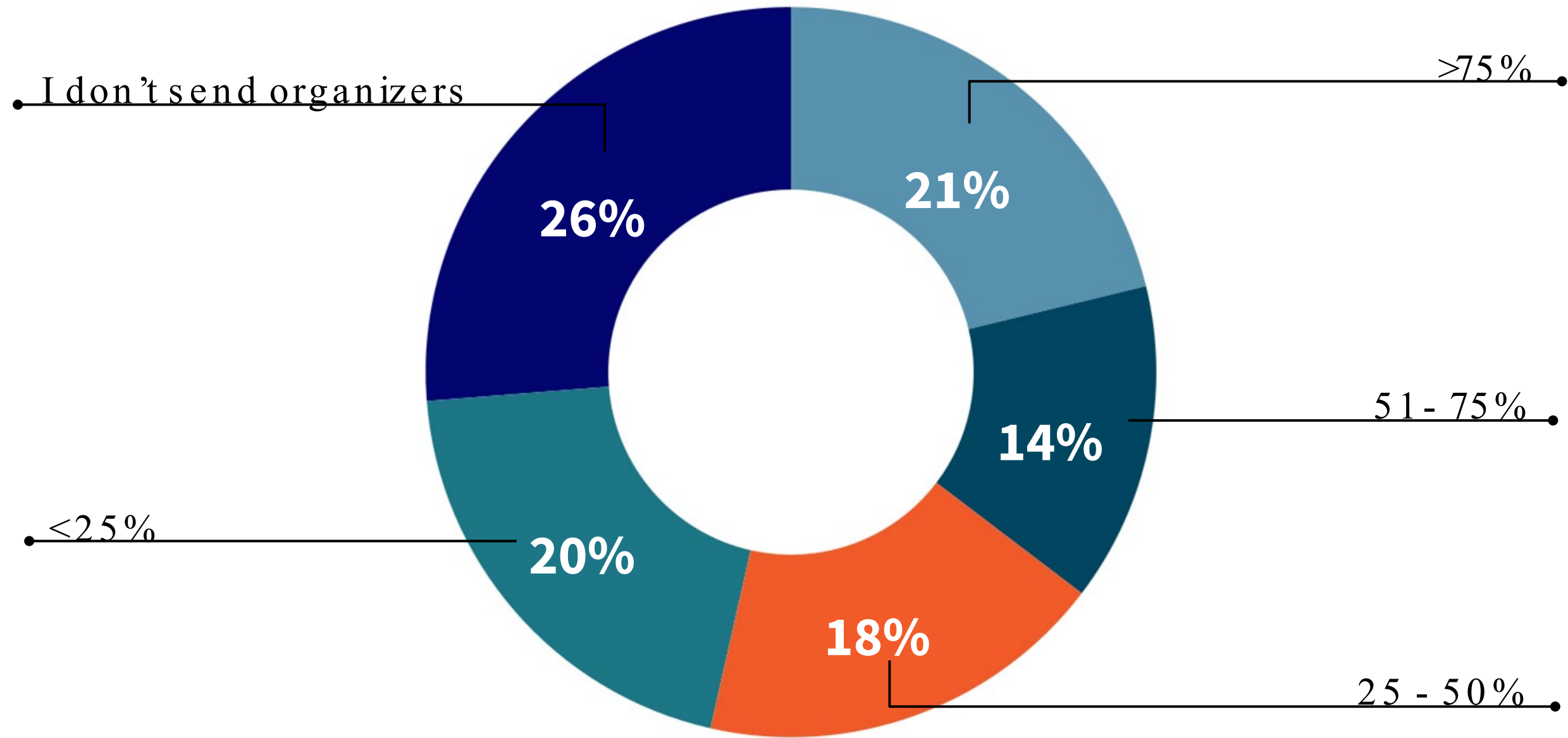


What takes the most time when preparing a tax return?



Gathering information and communicating with clients needs to be secure AND it needs to be easier.

Tax Organizer Response Rates *(370 firms surveyed)*



The Organizer Hasn't Changed in 30 Years

<p>Form ID: INDX Client Organizer Topical Index</p> <p>This client organizer topical index is designed to help you quickly locate the items listed. To use the index just locate the topic and refer to the page number listed. The page number corresponds to the number printed in the top right corner of your organizer sheets. Please note this organizer is customized specifically for you, and may not contain all of the pages listed here.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Topic</th> <th>Page</th> <th>Topic</th> <th>Page</th> </tr> </thead> <tbody> <tr><td>ABLE account distributions</td><td>73</td><td>Fuel tax credit</td><td>85, 86, 87</td></tr> <tr><td>Adoption expenses</td><td>84</td><td>Gambling winnings</td><td>10, 18, 20</td></tr> <tr><td>Affordable Care Act Health Coverage</td><td>69, 70</td><td>Gambling losses</td><td>59</td></tr> <tr><td>Alaska Permanent Fund dividends</td><td>18, 77</td><td>Health savings account (HSA)</td><td>71, 72</td></tr> <tr><td>Alimony paid</td><td>51</td><td>Household employee taxes</td><td>78</td></tr> <tr><td>Alimony received</td><td>18</td><td>Identity authentication</td><td>7</td></tr> <tr><td>Annuity payments received</td><td>10, 24</td><td>Installment sales</td><td>41, 42</td></tr> <tr><td>Automobile information -</td><td></td><td>Interest income, including foreign</td><td>11, 13, 17b</td></tr> <tr><td> Business or profession</td><td>68</td><td>Interest paid</td><td>58</td></tr> <tr><td> Employee business expense</td><td>50</td><td>Investment expenses</td><td>57</td></tr> <tr><td> Farm, Farm Rental</td><td>68</td><td>Investment interest expenses</td><td>58</td></tr> <tr><td> Rent and royalty</td><td>68</td><td>IRA, Roth IRA contributions</td><td>26</td></tr> <tr><td>Bank account information</td><td>3</td><td>IRA distributions</td><td>10, 24</td></tr> <tr><td>Broker Statement - 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(Y, N) _____[2]</p> <p>Were you ever a green card holder of the U.S.? (Y, N) _____[3]</p> <p>If you had a visa on December 31, 2022, enter your visa type _____[5]</p> <p>If you did not have a visa, enter your U.S. immigration status on December 31, 2022 _____[6]</p> <p>Date you first entered U.S. _____[7]</p> <p>If you've ever changed your visa types (nonimmigrant status) or U.S. immigration status: _____[8]</p> <p>Date of visa change _____[9]</p> <p>Nature of your visa change _____[10]</p> <p>If you are a resident of Canada or Mexico AND commute to work in the U.S. at frequent intervals, enter 1 for Canada or 2 for Mexico _____[11]</p> <p>List all dates you entered and left the United States during 2022 (NA for residents of Canada or Mexico):</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Date Entered</th> <th>Date Left</th> <th>Date Entered</th> <th>Date Left</th> <th>Date Entered</th> <th>Date Left</th> <th>Date Entered</th> <th>Date Left</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Enter the total number of days (including vacation, nonworkdays, partial work days) you were present in the U.S. during:</p> <p>2020 _____[13]</p> <p>2021 _____[14]</p> <p>2022 _____[15]</p> <p>Latest U.S. income tax return you filed prior to 2022: _____[16]</p> <p>Year filed _____[17]</p> <p>Type of return filed _____[17]</p> <p>Did you receive total compensation of \$250,000 or more during 2022 (Y, N) _____[18]</p> <p>If "Yes" did you use an alternative method to determine the source of the compensation? (Y, N) _____[20]</p> <p>If you used an alternative method to determine the source of the compensation, provide details in the space below.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Complete the following if claiming exemption from income tax under a U.S. income tax treaty</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Country Name⁽²¹⁾</th> <th>Tax Treaty Article</th> <th>Months Claimed in 2021</th> <th>Exempt Income in 2022</th> </tr> </thead> <tbody> <tr> <td>Zambia</td> <td>102</td> <td>7</td> <td></td> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Were you subject to tax in a foreign country on any of the income entered in the "Exempt income 2022" column (Y, N) _____[22]</p> <p>Are you claiming treaty benefits pursuant to a Competent Authority determination. If yes, attach a copy of the determination (Y, N) _____[23]</p> <p>If you paid any amounts related to your 2022 nonresident return (i.e. estimates, extension, Form 1040-C), enter the Internal Revenue Service office that received the payments _____[26]</p> <p style="text-align: right;">Form ID: NRA-2</p>	Date Entered	Date Left	Date Entered	Date Left	Date Entered	Date Left	Date Entered	Date Left																																																																																	Country Name ⁽²¹⁾	Tax Treaty Article	Months Claimed in 2021	Exempt Income in 2022	Zambia	102	7																		<p>Form ID: Est Estimated Taxes 8</p> <p>If you have an overpayment of 2022 taxes, do you want the excess:</p> <p> Refunded _____[52]</p> <p> Applied to 2023 estimated tax liability _____[53]</p> <p>Do you expect a considerable change in your 2023 income? (Y, N) _____[54]</p> <p>If yes, please explain any differences: _____[55]</p> <p>_____ [56]</p> <p>_____ [57]</p> <p>_____ [58]</p> <p>Do you expect a considerable change in your deductions for 2023? (Y, N) _____[59]</p> <p>If yes, please explain any differences: _____[60]</p> <p>_____ [61]</p> <p>_____ [62]</p> <p>_____ [63]</p> <p>Do you expect a considerable change in the amount of your 2023 withholding? (Y, N) _____[64]</p> <p>If yes, please explain any differences: _____[65]</p> <p>_____ [66]</p> <p>_____ [67]</p> <p>_____ [68]</p> <p>Do you expect a change in the number of dependents claimed for 2023? (Y, N) _____[69]</p> <p>If yes, please explain any differences: _____[70]</p> <p>_____ [71]</p> <p>_____ [72]</p> <p>_____ [73]</p> <p>Payment method used to pay your estimated taxes (1=Electronic Federal Tax Payment System (EFTPS); 2=Direct Pay) _____[74]</p> <p style="text-align: center;">2022 Federal Estimated Tax Payments</p> <p>2021 overpayment applied to 2022 estimates _____[1]</p> <p>Mark if you paid the calculated amounts on the dates due indicated below. Skip the remaining fields. _____[5]</p> <p>If your estimated payments were not made on the date due or were for an amount other than the calculated amount below, please enter the actual date and amount paid.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Date Due</th> <th>Date Paid if After Date Due</th> <th>Amount Paid</th> <th>Calculated Amount</th> <th>Method*</th> </tr> </thead> <tbody> <tr> <td>1st quarter payment</td> <td>4/18/22</td> <td>_____ [6]</td> <td>+ _____ [7]</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2nd quarter payment</td> <td>6/15/22</td> <td>_____ [8]</td> <td>+ _____ [9]</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3rd quarter payment</td> <td>9/15/22</td> <td>_____ [10]</td> <td>+ _____ [11]</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4th quarter payment</td> <td>1/17/23</td> <td>_____ [12]</td> <td>+ _____ [13]</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Additional payment</td> <td></td> <td>_____ [14]</td> <td>+ _____ [15]</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p style="text-align: center;">*Method of payment indicated in prior year</p> <p>EFW = Electronic funds withdrawal EFTPS = Electronic Federal Tax Payment System</p> <p>Voucher = Form 1040-ES estimated tax payment voucher</p> <p>NOTES/QUESTIONS:</p> <p style="text-align: center;">Land</p> <p style="text-align: right;">Control Totals + _____ Form ID: Est</p>		Date Due	Date Paid if After Date Due	Amount Paid	Calculated Amount	Method*	1st quarter payment	4/18/22	_____ [6]	+ _____ [7]	_____	_____	2nd quarter payment	6/15/22	_____ [8]	+ _____ [9]	_____	_____	3rd quarter payment	9/15/22	_____ [10]	+ _____ [11]	_____	_____	4th quarter payment	1/17/23	_____ [12]	+ _____ [13]	_____	_____	Additional payment		_____ [14]	+ _____ [15]	_____	_____
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Business or profession	92, 93	Pension distributions	10, 24																																																																																																																																																																																																																																																																																																																																																															
Employee business expense	92, 93	Railroad retirement benefits	25																																																																																																																																																																																																																																																																																																																																																															
Farm, Farm Rental	92, 93	Real estate taxes, personal property and other taxes paid	7																																																																																																																																																																																																																																																																																																																																																															
Rent and royalty	92, 93	REMICs	16																																																																																																																																																																																																																																																																																																																																																															
Direct deposit information	3	Rent and royalty, vacation home, income and expenses	31, 32																																																																																																																																																																																																																																																																																																																																																															
Disability income	24, 83	Residential energy credit	82																																																																																																																																																																																																																																																																																																																																																															
Dividend income, including foreign	11, 14, 17b	S corporation income	10, 21, 38																																																																																																																																																																																																																																																																																																																																																															
Early withdrawal penalty	13	Sale of business property	41, 42																																																																																																																																																																																																																																																																																																																																																															
Education Credits and tuition and fees deduction	54	Sale of personal residence	40																																																																																																																																																																																																																																																																																																																																																															
Education Savings Account & Qualified Tuition Programs	55	Sale of stock, securities, and other capital assets	17, 17a, 17b																																																																																																																																																																																																																																																																																																																																																															
Electronic filing	6	Self-employed health insurance premiums	28, 33, 69																																																																																																																																																																																																																																																																																																																																																															
Email address	2	Self-employed Keogh, SEP and SIMPLE plan contributions	27																																																																																																																																																																																																																																																																																																																																																															
Employee business expenses	49	Seller-financed mortgage interest received	15																																																																																																																																																																																																																																																																																																																																																															
Estate income	10, 39	Social security benefits received	25																																																																																																																																																																																																																																																																																																																																																															
Farm income and expenses	33, 34, 35	State and local income tax refunds	18																																																																																																																																																																																																																																																																																																																																																															
Farm rental income and expenses		State & local estimate payments and withholding	9, 12, 20, 24																																																																																																																																																																																																																																																																																																																																																															
Federal estimate payments	8	Statutory employee	12, 28																																																																																																																																																																																																																																																																																																																																																															
Federal student aid application information (FAFSA)	56	Student loan interest paid	53																																																																																																																																																																																																																																																																																																																																																															
Federal withholding	12, 20, 24, 25	Trust income	39																																																																																																																																																																																																																																																																																																																																																															
First-time homebuyer credit repayment	79	Unemployment compensation	18																																																																																																																																																																																																																																																																																																																																																															
Foreign bank accounts & financial assets	44, 45	Unreported tip or unreported wage income	74																																																																																																																																																																																																																																																																																																																																																															
Foreign earned income & housing deduction	46, 47	U.S. savings bonds educational exclusion	52																																																																																																																																																																																																																																																																																																																																																															
Foreign employer compensation	23	Wages and salaries	10, 12																																																																																																																																																																																																																																																																																																																																																															
Foreign taxes paid	83																																																																																																																																																																																																																																																																																																																																																																	
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Did You
Know:
Most Cyber
attacks occur
through
email?

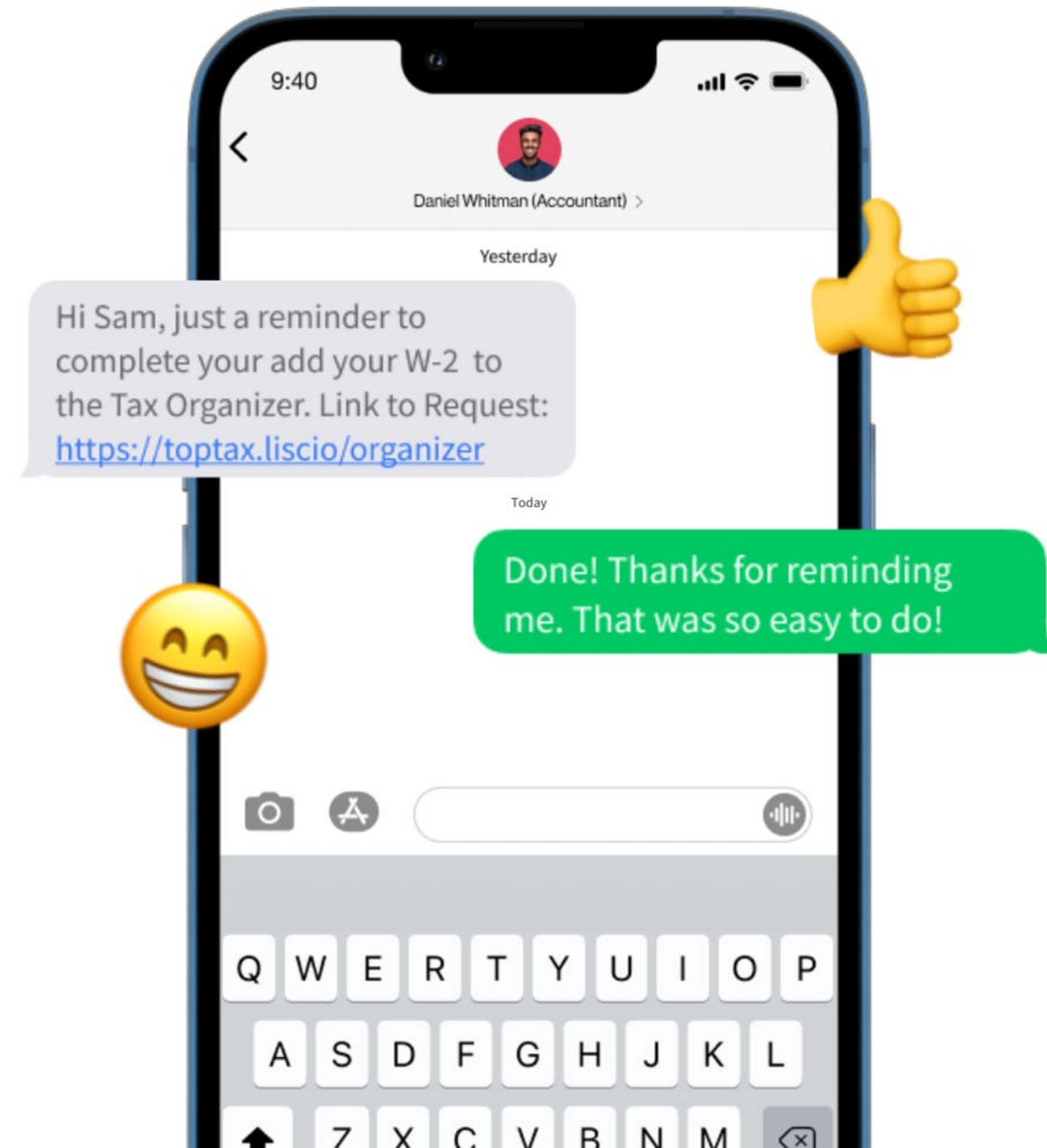


Did You Know:
Most IRS
Audits are
caused by
input errors?



Keep Personal Phones Personal

Liscio uses dedicated business numbers for texting -- keeping personal phones personal and business messages inside the business. This means that your clients can reach you through a separate number that is specifically for business communication, ensuring that your personal phone remains a private space. By separating your professional and personal contacts, you can avoid any potential for confusion or intrusion, maintaining a clear boundary between your work life and personal life.



Create Your Own Requests

Onboarding

Customize client onboarding process

1

Organizers

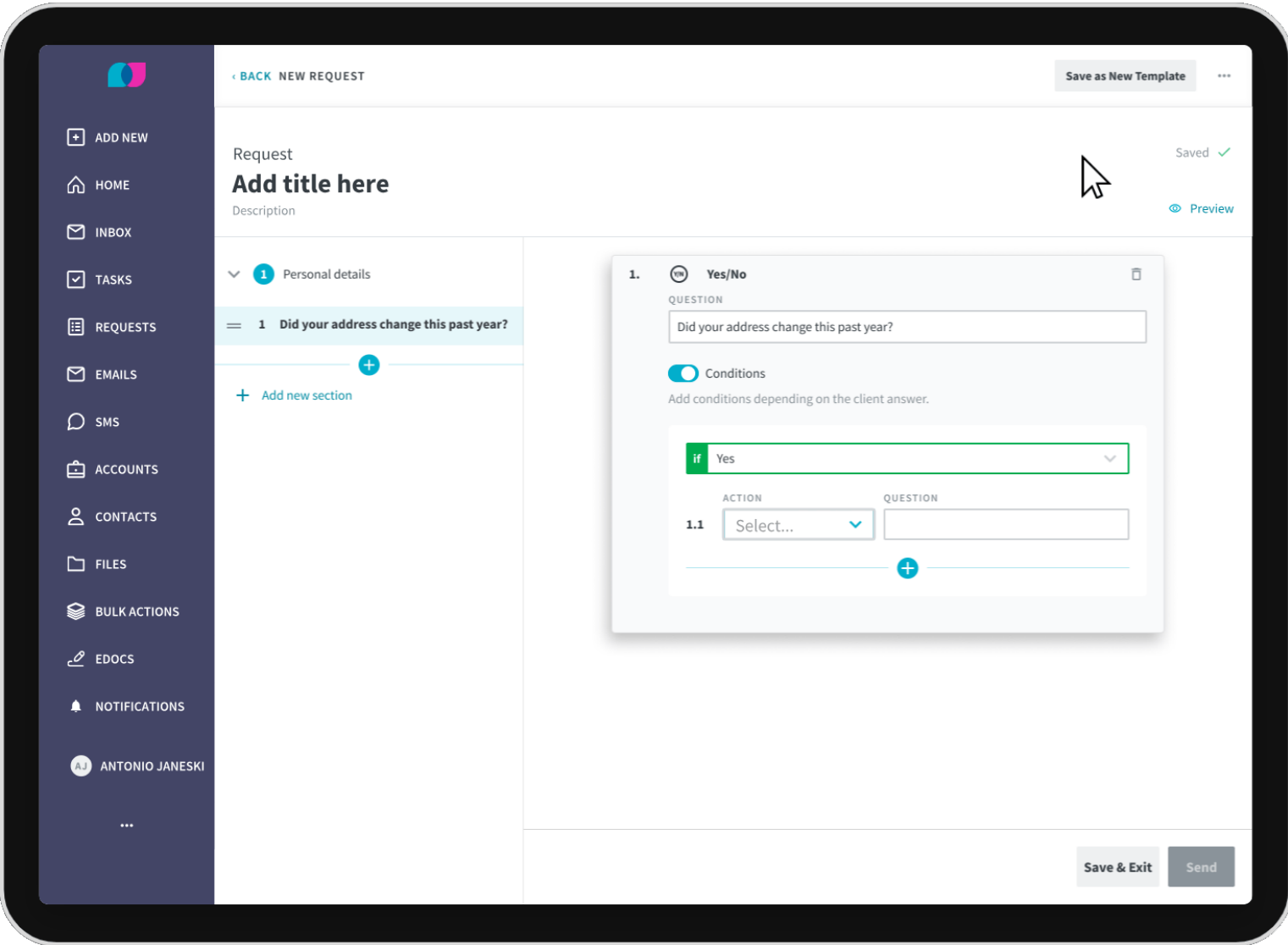
Tailor organizers to client needs

2

Monthly Close

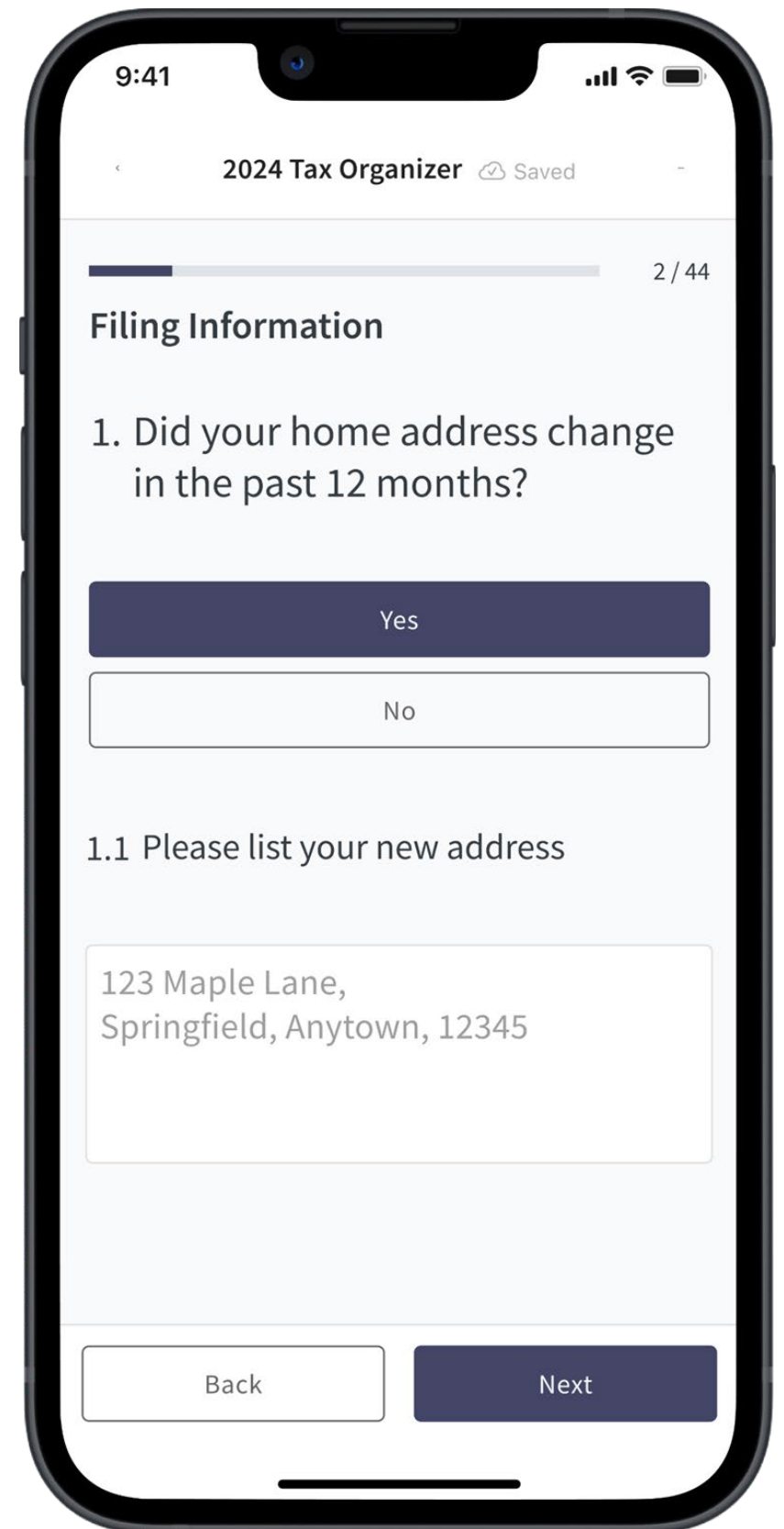
Personalize monthly closing procedures

3



Tax Organizers That Get Results

Master tax season with organizers that get results. Liscio manages the tax organizer process from end-to-end, helping your clients stay on task and on time. Liscio Smart Organizers include everything you and your clients need, from personalization and automatic reminders, to mobile and tablet apps.



9:41 2024 Tax Organizer Saved 2 / 44

Filing Information

1. Did your home address change in the past 12 months?

Yes

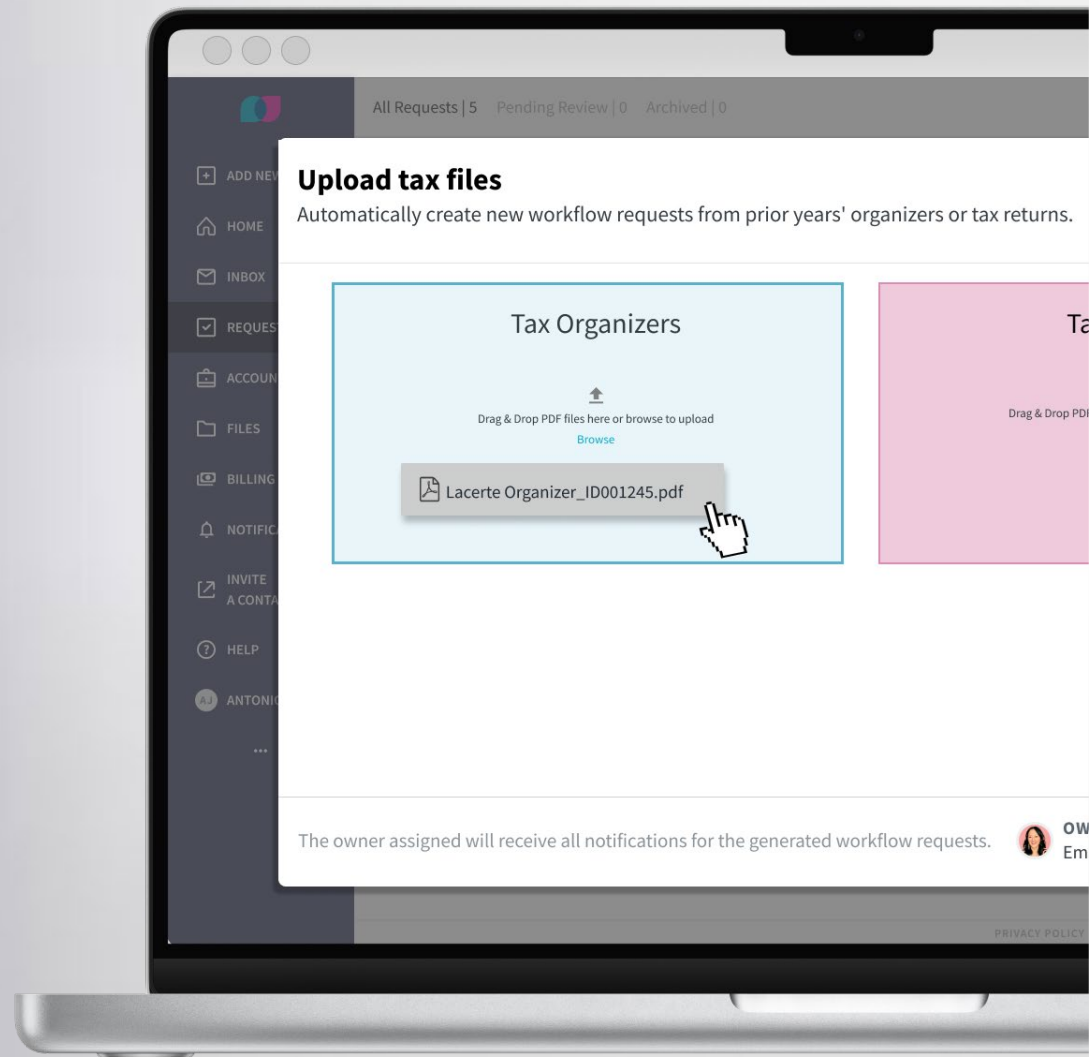
No

1.1 Please list your new address

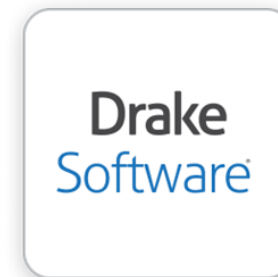
123 Maple Lane,
Springfield, Anytown, 12345

Back Next

How It Works: Create the Organizers

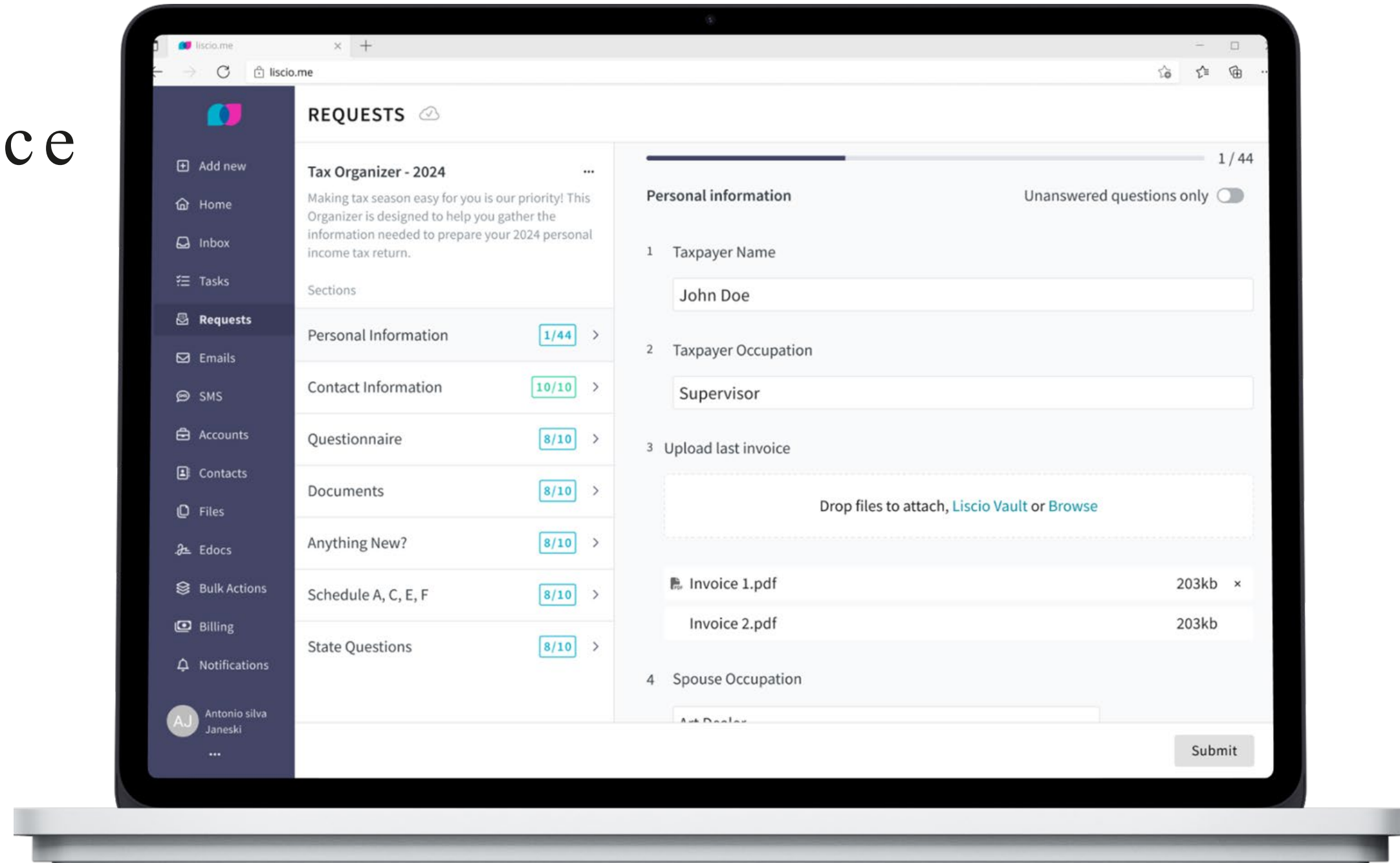


- Start by downloading client organizer PDF files from your tax software.
- Upload the PDF files into Liscio. Liscio uses the Client ID to accurately pair each organizer with the appropriate client.
- Add your due date and send either individually or in bulk.



How It Works: Client Experience

- Liscio uses information from each client's PDF organizer to personalize their digital organizer. Your clients will see everything they need -- from their contact information to information they provided last year.

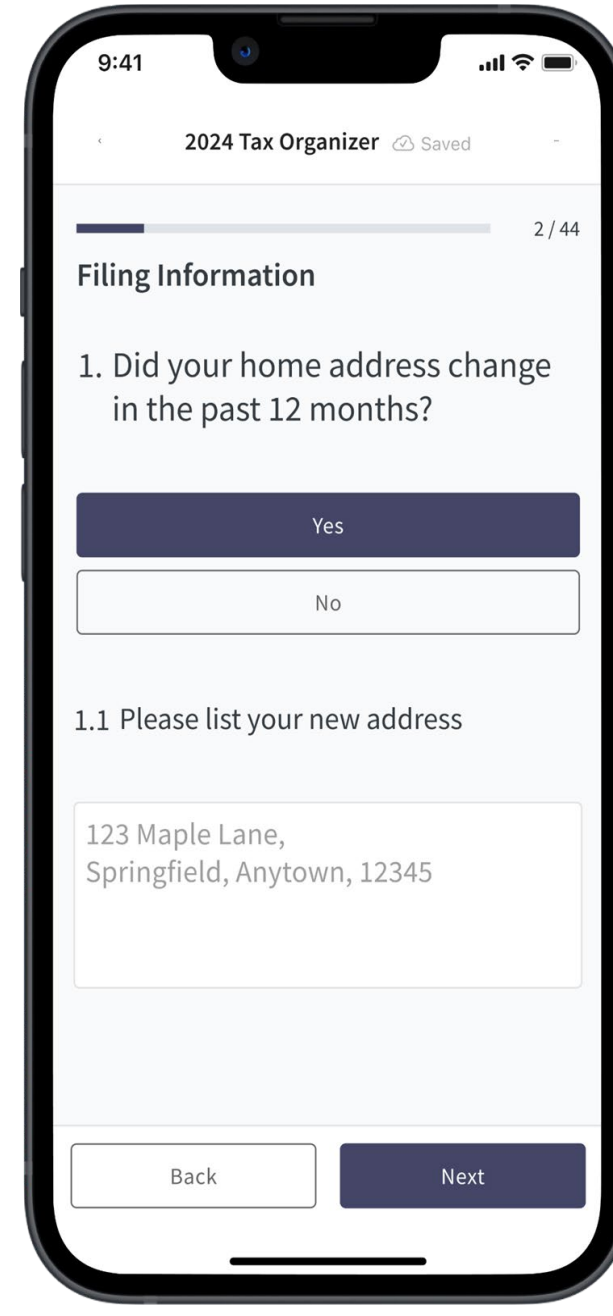
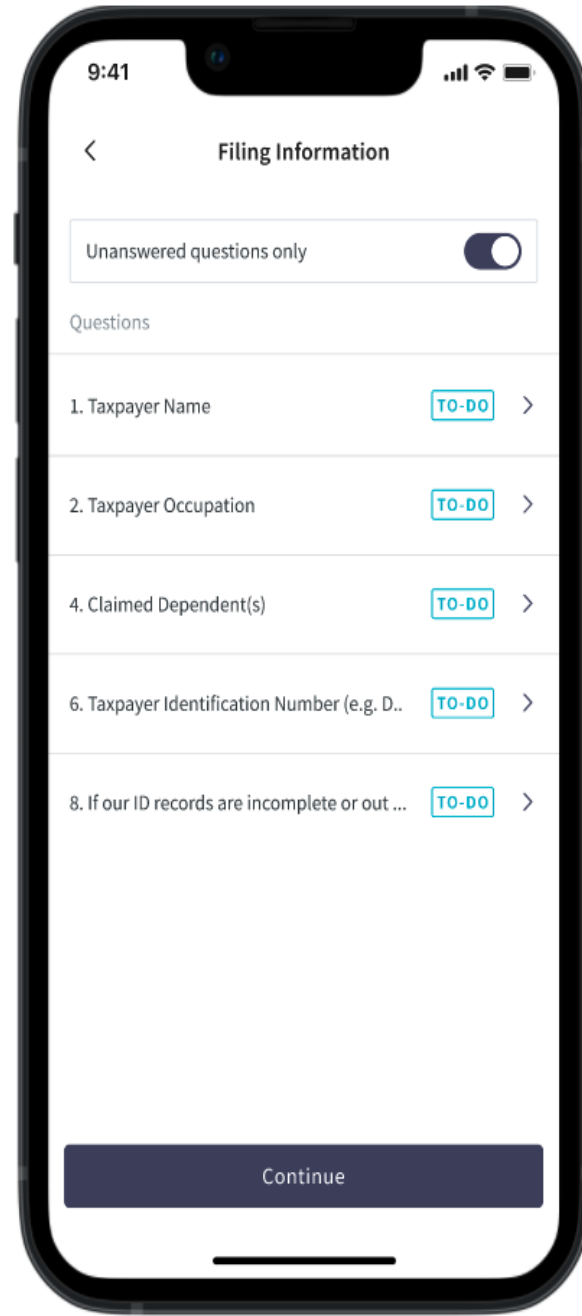
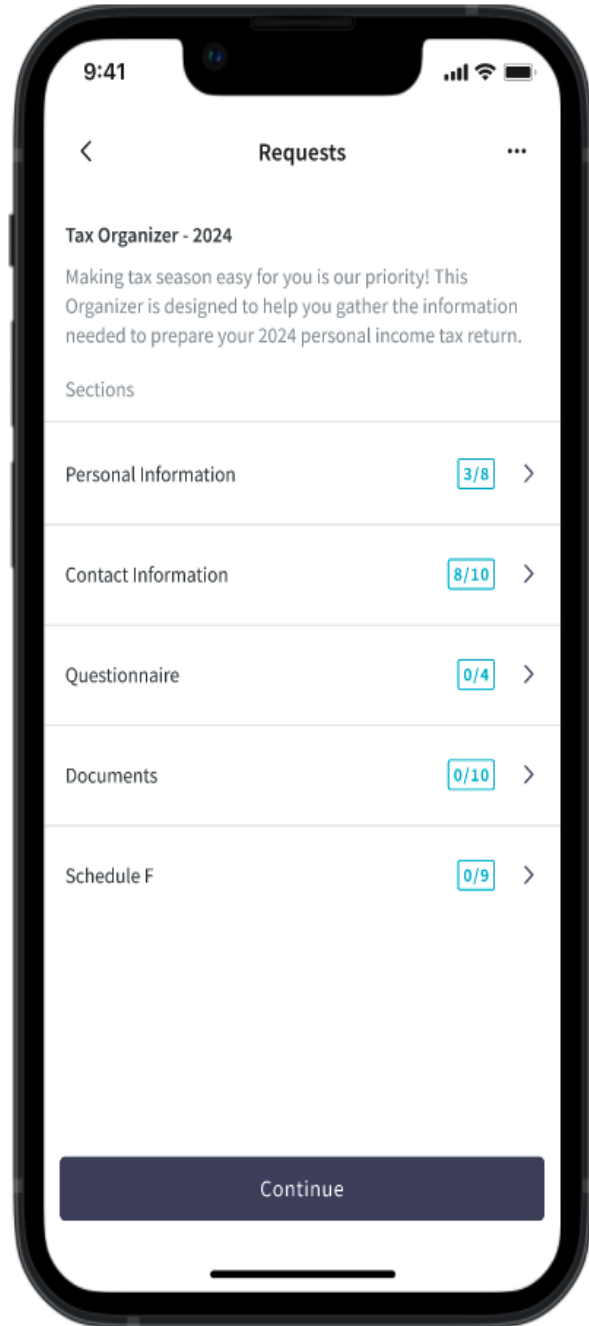


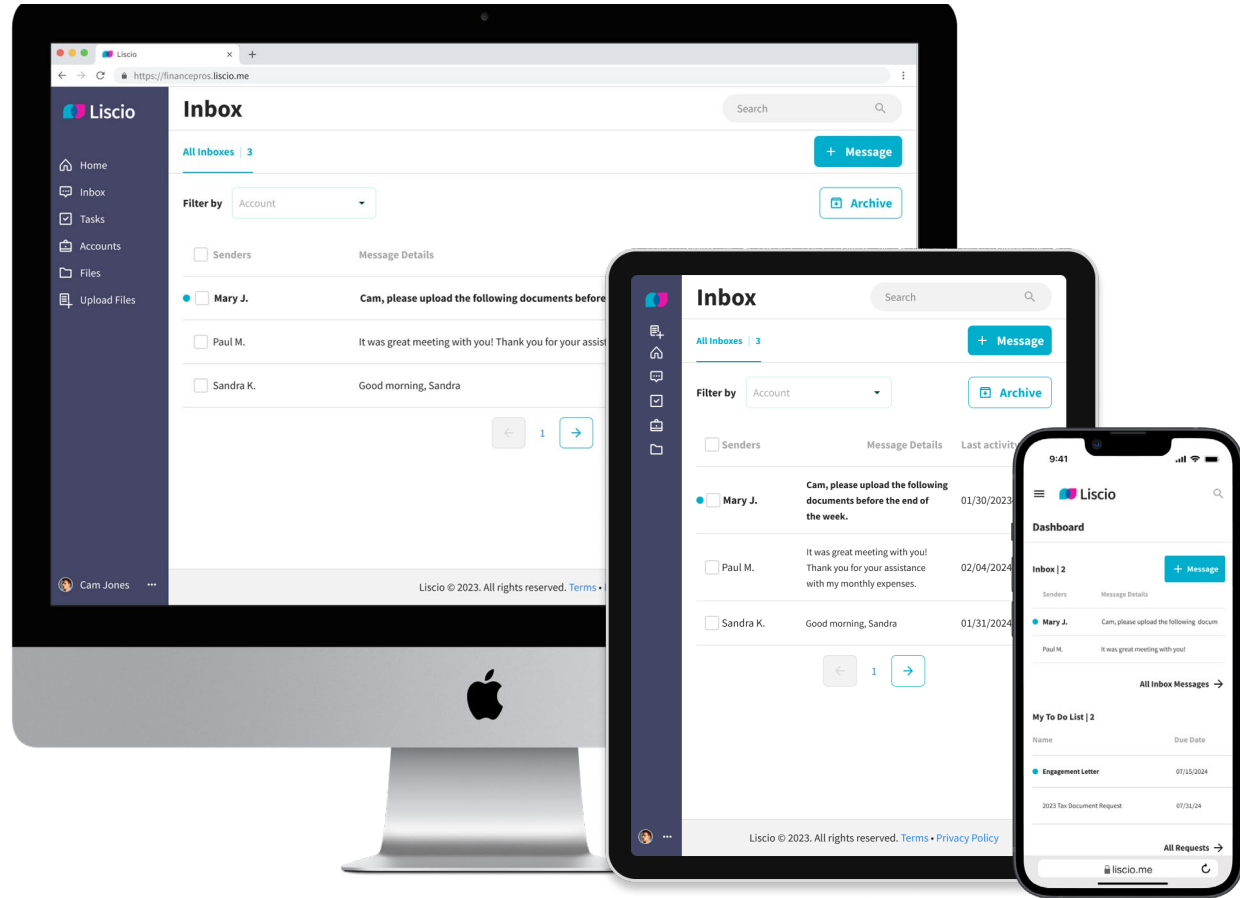
How It Works: Client Experience

- Clients see the list of documents they provided last year and upload this year's files or mark them as N/A.

1	W2 from Amazon Inc.	<div style="border: 1px dashed gray; padding: 10px; text-align: center;">Drop files to attach, Liscio Vault or Browse</div>	<div style="border: 1px solid gray; padding: 5px; text-align: center;">N/A</div>
2	1099-INT from SoFi	<div style="border: 1px dashed gray; padding: 10px; text-align: center;">Drop files to attach, Liscio Vault or Browse</div>	<div style="border: 1px solid gray; padding: 5px; text-align: center;">N/A</div>
3	1099-INT from Chase	<div style="border: 1px dashed gray; padding: 10px; text-align: center;">Drop files to attach, Liscio Vault or Browse</div>	<div style="border: 1px solid gray; padding: 5px; text-align: center;">N/A</div>
4	1099-NEC from Fiverr	<div style="border: 1px dashed gray; padding: 10px; text-align: center;">Drop files to attach, Liscio Vault or Browse</div>	<div style="border: 1px solid gray; padding: 5px; text-align: center;">N/A</div>

How It Works: Client Experience





Works on Any Device



PC

Full functionality on desktop computers



Mobile Apps

Dedicated apps for smartphones



Tablet

Optimized for tablet use

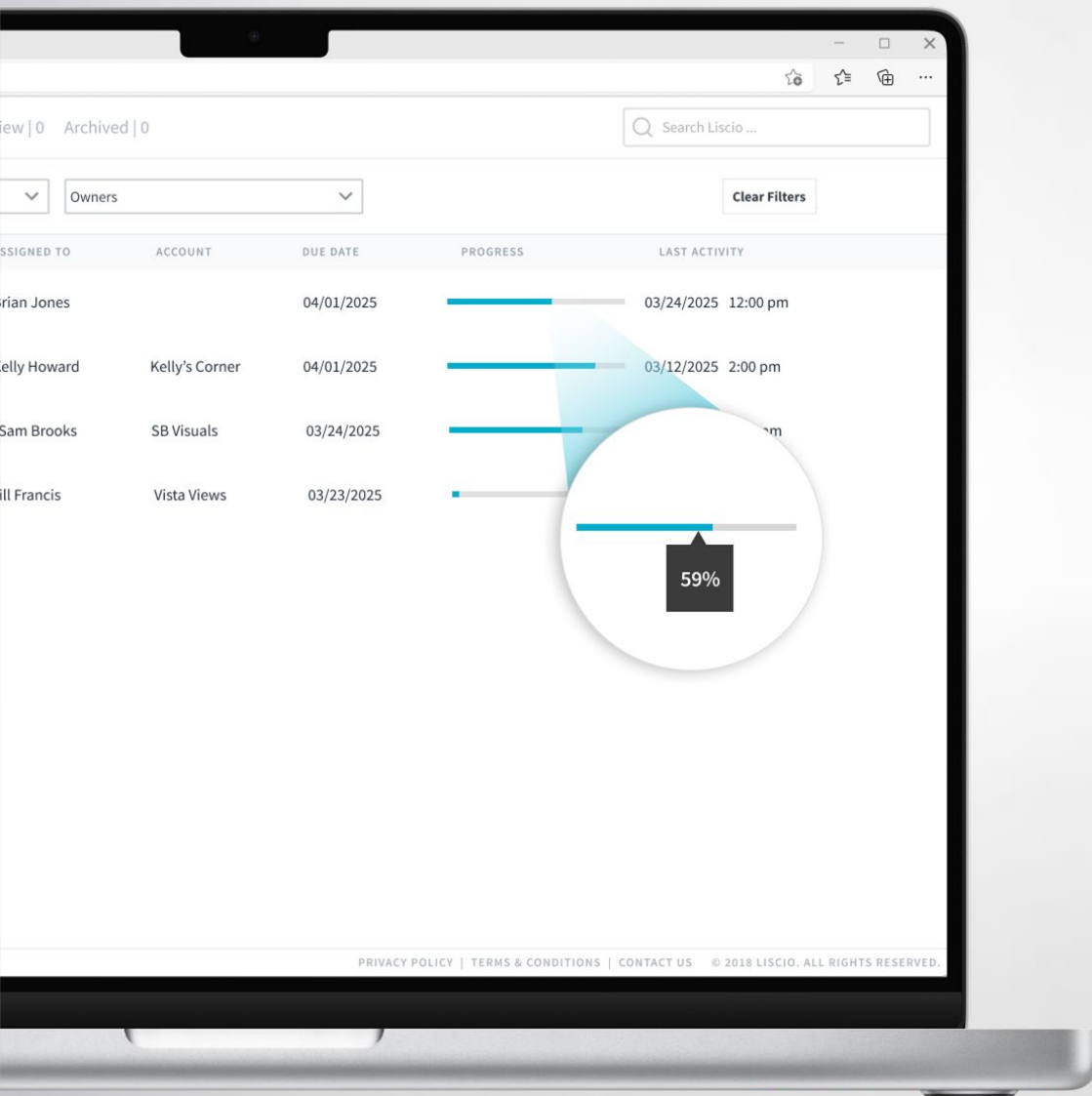


Mobile Web

Access via mobile web browsers

How It Works:

Firm Experience



- Liscio's progress bar shows you where each client is in the process.
- You can view their answers and files in real time.
- You can also add files and answers for them, helping you manage the gathering process in a single place.
- When complete, Liscio provides a single Zip-file download with the completed organizer, and every file the client provided, in the order requested.

Benefits of Smart Organizers

Happier Clients

- Personalized
- Easy to login and access
- Easy to understand
- Easy to complete
- Secure

Happier Firm

- High client response rates
- 50%+ time savings
 - Automatic reminders
 - Image files are auto-converted to PDF
 - Client files are organized in the order requested
- Higher profits

Automated Tax Delivery

In the same platform

Customized
Walkthroughs
Tailored for each client

Automatic Signature
Placement
Save time with every return

Payment Links
Easy access for client
payments

Tax Reminders
Automated estimated tax
payment reminders



Get the Whole Picture

Single Timeline

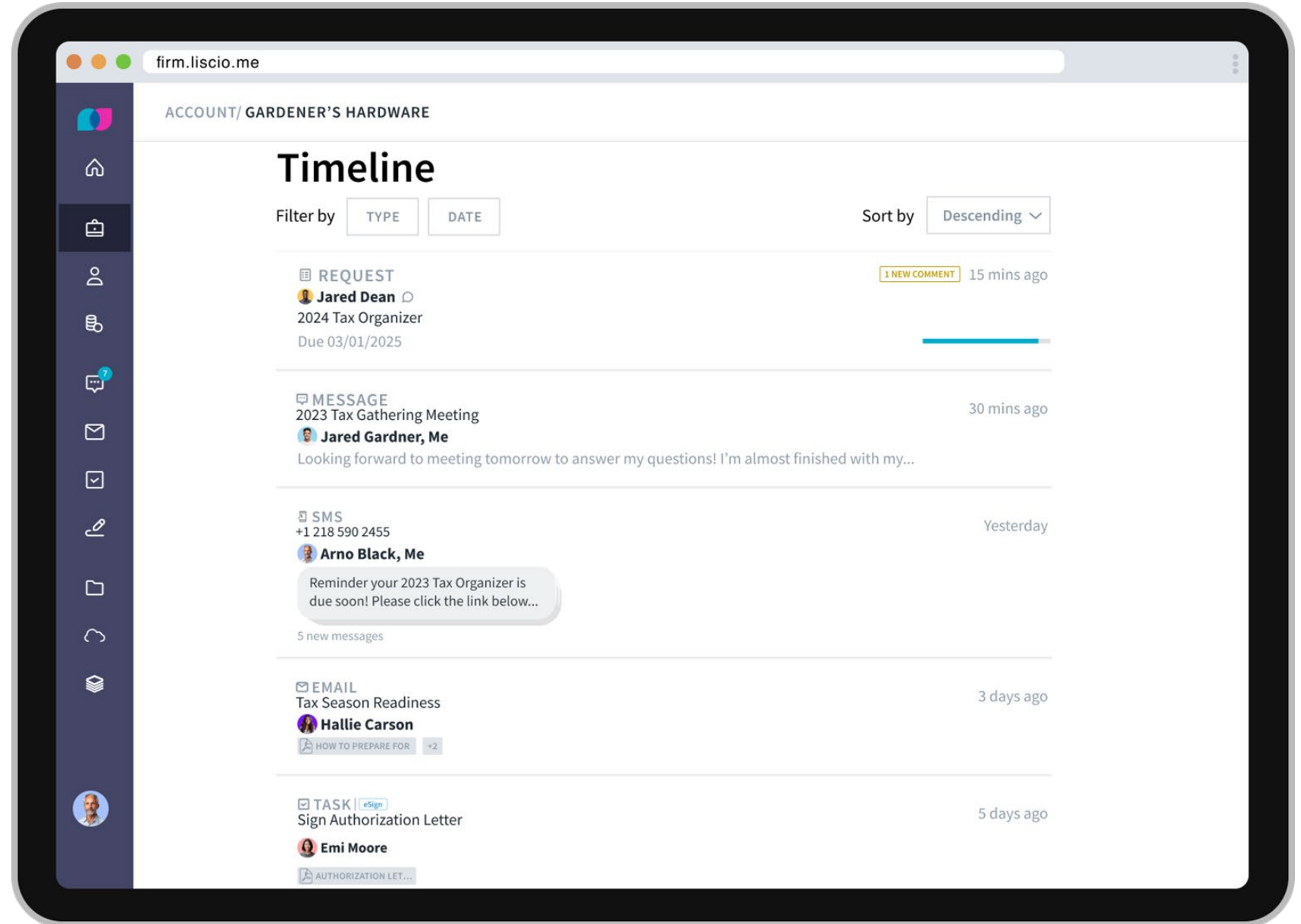
View all client interactions in one place

Eliminate Silos

Optional Gmail and Outlook integration

Complete Overview

Comprehensive client interaction history



Enhanced Features

1 Mobile Scanner

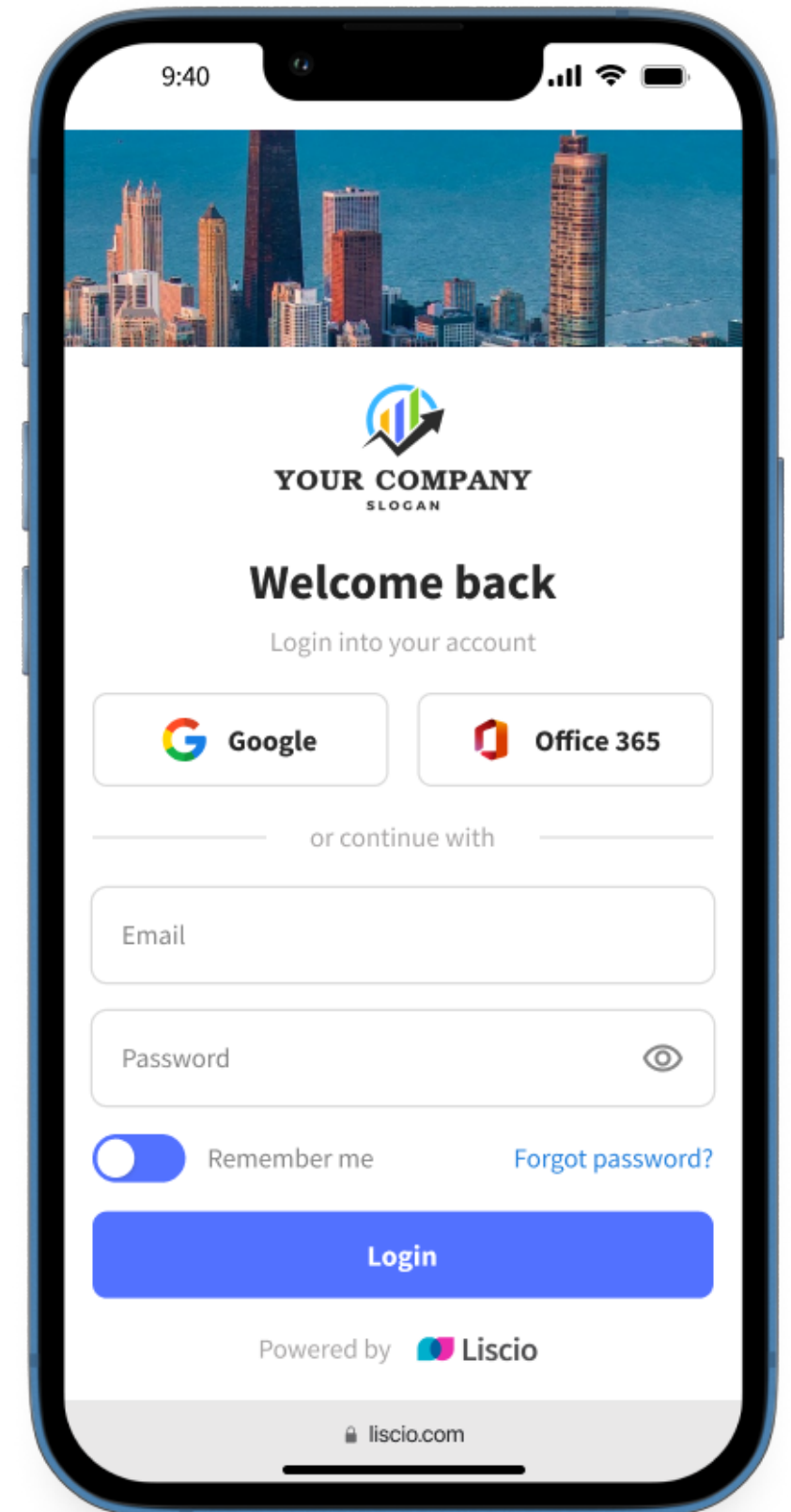
Get documents fast, auto-convert images to PDF

2 Simple Login

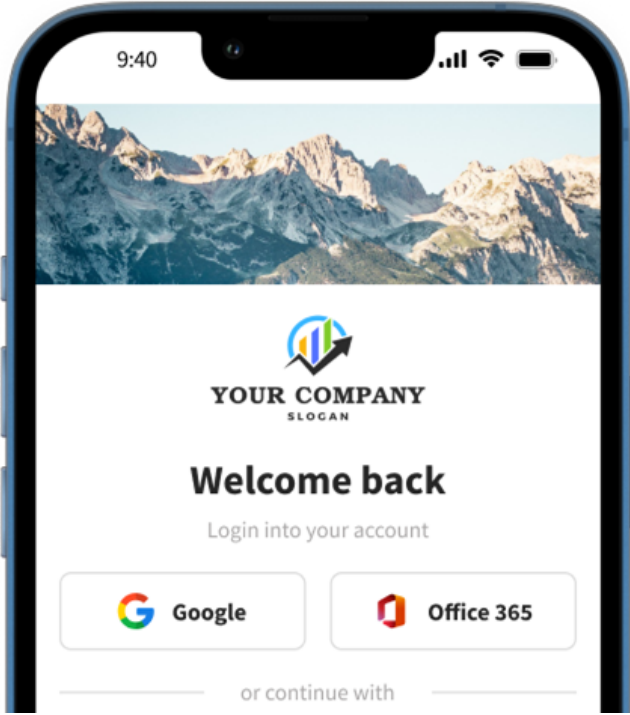
Face ID, Touch ID, Google, Microsoft integration

3 Connect Apps Easily

Integrate with Adobe Sign, Gmail, Outlook, QBO, Karbon, SmartVault

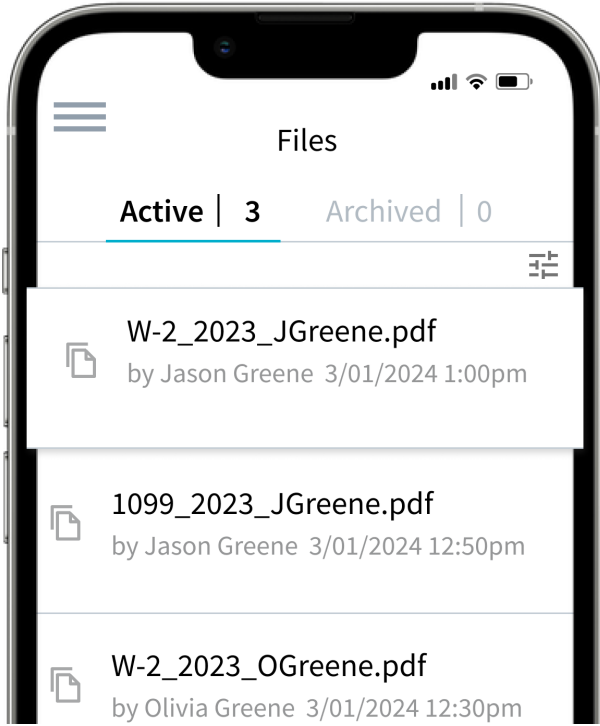


Create 5-Star Experiences



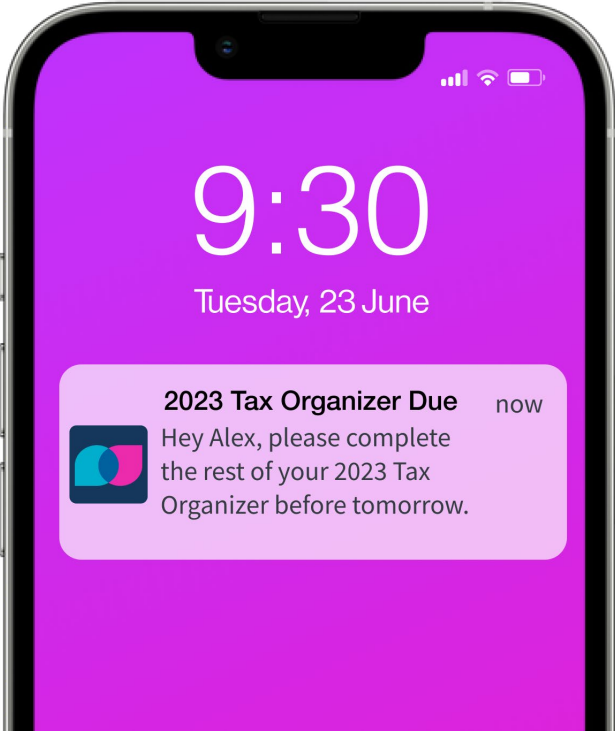
Custom Branding

Personalize client experience with your brand



24/7 Self-Serve

Clients access information anytime



Automatic Reminders

Keep clients on deadline

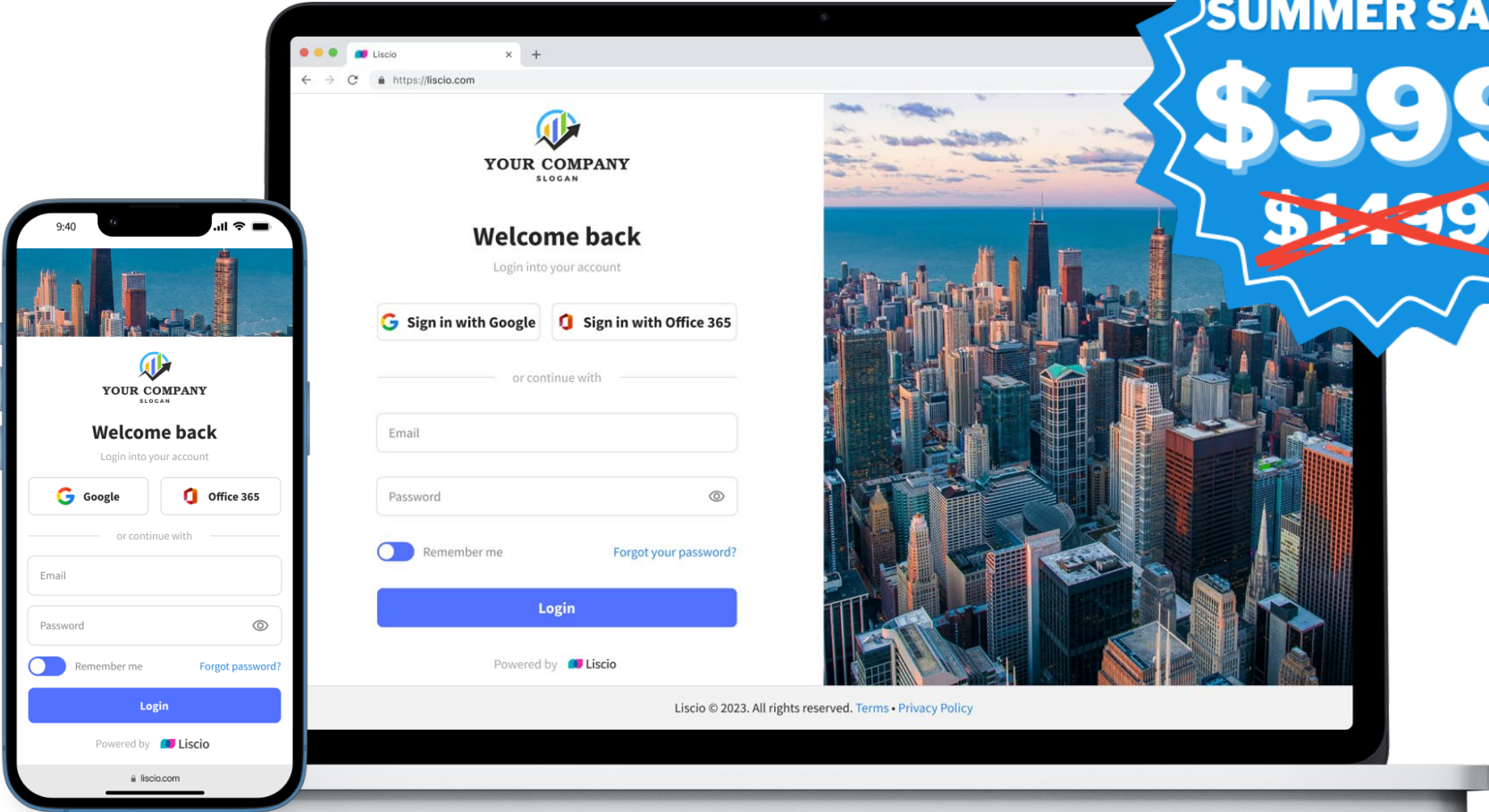
Customer Love

Client Communication	Clear, organized client communication and document sharing
Confidence	Exchange client info with utmost confidence
Tech Stack	Combines tech stack, improves efficiency
Onboarding	Changed firm, onboarding, and team interaction



TRN Members report shaving 65% off

prep time of returns!



Questions?

