



**TAX
SEASON
READINESS
CHECKLIST**

Tax Season Readiness Checklist

Tax Software

- Install new year tax software
- Review, fine tune Options / Settings
- Proforma last year clients to this year's software
- Review, fine tune forms pricing
- Process for marking which clients prefer Spanish?
- Review and make note of any notable new items for team training on new year tax software (take screenshots and paste into PowerPoint slides to use at pre-season seminar)

Bank Products

- Enroll with bank
- Review bank product offerings
- Enroll in bank product offerings if applicable (cash advance, etc.)
- Order free marketing supplies from bank
- Team Leader, go through bank product training
- Review and make note of any notable new items for bank product team training (take screenshots and paste into PowerPoint presentation)
- Test / confirm connection between bank and tax software

Marketing

- Plan the mailer to clients (decide letter or postcard, how to segment English / Spanish, etc.)
- Design the mailer
- Print the mailer
- Mail the mailer
- Did not come back marketing
- Postcards
- Text messages
- Phone calls

Tax Season Readiness Checklist

- Fine tune standard message for secure portal template messages (welcome message, etc.)
- Send secure portal invites
- Confirm marketing supplies amount
- Pens
- Refrigerator calendars
- Flyers
- Newsletter on receptionist desk
- Discount coupons

Computers

- Repair or properly dispose of any non-working computer equipment
- Order any new computer equipment if needed
- Standardize browser bookmarks
 - IRS check refund
 - FTB check refund
 - IRS make payment
 - FTB make payment – individual
 - FTB make payment – business
 - Financial management service
 - FTB interagency intercept
 - Bank
 - Our website
 - What to Bring for Tax Preparation tool
 - Calendly (appointment tool)
 - Secure portal
 - Scoreboard.tax team performance system
- Verify that every computer has anti-virus on it
- Test office internet speed
- Review, update written security procedures
- Password manager software
- Review, improve prior year file structure for records retention

Tax Season Readiness Checklist

Physical Office Readiness

- Deep clean office
- Shred or scan cluttered paperwork
- Desk set up
- Contact list

Office Supplies

- Confirm office supplies amounts
- Copy paper
- Printer cartridges
- QuickFinder®

Team Member Readiness

- Employment / compensation agreements review & update if needed
- Work schedule
- Confirm compliance / registration for all tax preparers
- CE
- CTEC
- PTIN
- AFSP
- Tax preparer bond
- Bank product training
- Data security training
- Schedule pre-season team seminar
- Prepare pre-season seminar
- Deliver pre-season seminar
- Review & update if needed employee manual
- Provide employee manual to team members
- Scoreboard.tax team performance system training
- Conduct personal & professional goals conversation with every team member
- Readiness assessment

Tax Season Readiness Checklist

Office Forms & Templates

- Activity sheet
- ERC worksheet
- Office memo
- Sign in sheet
- Response letter
- Travel affidavit
- "Needed to complete your return" document