

Arkansas Public Accountant

A Publication of the Arkansas Society of Accountants



April 2005

**ARKANSAS SOCIETY OF ACCOUNTANTS
POST OFFICE BOX 725
NEWPORT, ARKANSAS 72112**

**TWO DAY TECHNOLOGY SEMINAR
16 HOURS CPE
JUNE 1 & 2, 2005**

INSTRUCTOR: MR. TECHNOLOGY – BOB JENNINGS

**HOLIDAY INN SELECT
201 S. SHACKLEFORD
LITTLE ROCK, AR**

REGISTRATION FORM (PLEASE USE ONE FORM PER ATTENDEE)

Members & Staff* \$250.00 each (you may take a \$25 discount if
Registered by the 15th of May)

Non-members \$300.00 each (you may take a \$25 discount if
Registered by the 15th of May)

**THIS WILL BE THE ABSOLUTE BEST TECHNOLOGY SEMINAR YOU
HAVE EVER ATTENDED. BE SURE TO REGISTER EARLY AND TAKE
ADVANTAGE OF THE DISCOUNT.**

***This means those who are in the employment of a member or a part-
ner, officer, etc of the firm.**

Course Title:

Jennings Technology Seminar 2005

Field of Study:

Specialized knowledge & Applications

Course Description: Wow, what a course! What do attendees have to say about this course? *“The best course I have ever attended!”* Brand new for 2005, this course was conceived, developed, written and presented by Bob Jennings in prior years. This group study seminar gives you live instruction in the use of technology, including hardware, software and techniques. Best of all, it is taught by the guy who has been paperless for 10 years, and he uses layman’s terms. Questions are allowed and encouraged throughout the seminar.

Who Should Attend:

The entire office-owners, staff and clerical employees will all benefit from this class. The latest, best and most practical uses of technology are presented in layman’s terms. No experience is necessary, and there are no prerequisites or advance preparation requirements, although you should at least have used a computer before for this intermediate level class.

Learning Objectives: To inform small business owners of the available technological improvements that can be utilized to improve their office efficiency. All products discussed will be illustrated and utilized live during the seminar as time allows.

Detailed Course Content Description:*Day one of the two day course:*

Morning:

Windows XP-Overview, Basic Function & Usage, Top 10 Practical Usage tips, File/Folder Structure

Office XP-Overview, Basic Function & Usage, Top 10 Usage Tips

Word XP-Overview, Basic Function & Usage, Top 10 Usage Tips

Outlook XP-Overview, Basic Function & Usage, Top 10 Usage Tips

Afternoon:

Hardware: Workstation components, processors and RAM-how to determine what you have now and what you need to have, Monitors, Printers, Scanners-How to use them and what to look for

Software: Tax Preparation software evaluation and comparison, Tax Research software evaluation and comparison, Tax Utility software evaluation and comparison

Hands On Training for Everyone:

How to burn cd's, what software to use, what type of cd to use,

Maintenance: What needs to be done daily/weekly/monthly, software and hardware maintenance,

Day 2 of the 2 day course

Morning:

What's new-hardware and software must haves, the latest and greatest geek tools for your office

Video conferencing software-uses and application demonstrated during seminar, equipment needs, instant messaging uses and security risks

Space Saving Devices: The latest in "all-in-one computers", multi-function devices, ultra-mini computers, PDAs, Laptops

Afternoon:

Security: Backup system and plans, stopping hackers, viruses and spam, office policy manuals,

Networks: Wireless and wired network guidelines,

Electronic File Cabinets: Evaluation of alternatives: Windows, proprietary or 3rd Party, demonstration of use, Using Adobe with

Case Study: Tax return preparation

with dual monitor system

Advanced Office Tools: Tablet PC, remote office access, New office productivity software

Implementation: All new step by step guide-upgrading equipment, training staff, processing, e-filing, what watch for and what to avoid

I AM DOING THIS PUBLICATION A LITTLE DIFFERENTLY THIS MONTH DUE TO THE FACT THAT I HAVE NO PRESIDENT'S MESSAGE. HOPE YOU WILL BEAR WITH US AND HOPEFULLY I WILL RETURN TO THE REGULAR FORMAT NEXT MONTH.

I HOPE ALL OF YOU HAVE HAD A WONDERFUL TAX SEASON AND MADE A GREAT DEAL OF MONEY. ALSO THAT YOU HAVE TAKEN CARE OF YOUR HEALTH TOO.

I LOOK FORWARD TO SEEING A GREAT MANY OF YOU AT THE TECHNOLOGY SEMINAR ON JUNE 1 AND 2, 2005.

YOU MAY USE THE REGISTRATION FORM IN THE PUBLICATION OR YOU MAY USE THE ONE YOU WILL RECEIVE BY REGULAR MAIL IN A

FEW DAYS.

GOOD LUCK IN THE FUTURE AND I HOPE TO HEAR FROM ALL OF YOU SOON.

**LAVERNE LONG, EXECUTIVE SECRETARY
ARKANSAS SOCIETY OF ACCOUNTANTS**

TAXPAYER INFORMATION FROM
THE IRS
APRIL 2005
PROVIDED BY SB/SE TAXPAYER
EDUCATION & COMMUNICATION
LITTLE ROCK, AR

IRS Expands Access to e-Services Products

The Internal Revenue Service has expanded the number of tax professionals who can use its suite of e-Services incentive products. The expansion meets high demand and requests from tax professionals to use these valuable online tools.

Effective immediately, tax professionals who e-file any combination of five or more accepted individual and business tax returns in a calendar year can use these e-Services products: Disclosure

Authorization, Electronic Account Resolution and Transcript Delivery.

When first launched in the summer of 2004, the e-Services incentive products were reserved for those who e-filed 100 or more individual returns.

“These services make it easier for taxpayers to deal with the IRS and obtain information to help their clients,” said IRS Commissioner Mark W. Everson.

The IRS developed its e-Services products to meet the needs of the tax practitioner community. The three incentive products increase tax filing efficiency and save valuable time and resources for tax practitioners.

• Disclosure Authorization (DA)

Eligible tax professionals can complete disclosure authorization forms, view and modify existing forms, all online. Disclosure Authorization allows tax professionals to electronically submit Form 2848, Power of Attorney and Declaration of Representative; and Form 8821, Tax Information Authorization. Disclosure Authorization expedites processing and issues a real-time acknowledgement of accepted submissions. Form 8655, Reporting Agent Authorization for Magnetic

Tape/Electronic Filers, may not be submitted using Disclosure Authorization.

- **Electronic Account Resolution (EAR)**

Tax professionals using EAR can quickly resolve clients' account problems by electronically sending and receiving inquiries about individual or business account problems, refunds, installment agreements, missing payments or notices. Tax professionals must have a power of attorney (Form 2848 only) on file before inquiring into a client's account. Responses are delivered to a secure electronic mailbox within three business days. Use Disclosure Authorization to submit the Form 2949 to the IRS. Form 8655 authorizations may not be used to access EAR at this time.

- **Transcript Delivery System (TDS)**

TDS resolves clients' need for return account information quickly in a secure, online session. It allows eligible tax professionals, with a power of attorney (Form 2848 only) on file, to request and receive account transcripts, wage and income transcripts, tax return transcripts, and verification of non-filing letters for individual taxpayers and

account transcripts for business taxpayers. Use Disclosure Authorization to submit Form 2848 to the IRS. Form 8655 authorizations may not be used to access TDS at this time.

Other e-Services products available to all tax professionals include:

- **e-Services Registration**

Tax professionals who want to use any of the e-Services products must register online as individuals to create an electronic account. This is a one-time automated process where the user selects a user name, password and personal identification number or PIN. An on-screen acknowledgement confirms the successful initial registration process.

- **Preparer Tax Identification Number (PTIN)**

Tax professionals may choose to use a PTIN, instead of a Social Security number on returns they prepare for clients. The PTIN application enables a preparer to apply for and receive online a PTIN or look up a forgotten PTIN.

- **IRS e-file Application**

Applicants can complete and submit e-file applications online. Existing participants in IRS e-file can use it to update their applications. Principals of organizations can delegate e-services authorities to other individuals by identifying them on their IRS e-file application.

100,000 TIN and name combinations and receive results within 24 hours.

For more information about e-Services, visit IRS.gov and type in e-services into the IRS Keyword search box.

If you need additional information related to the above topics, please contact the local Taxpayer Education and Communication office at 501-324-5328 ext. 276.

- **Taxpayer Identification Number (TIN) Matching**

Tin Matching is a pre-filing service offered to payer of income subject to backup withholding who submit any of six information returns (Forms 1099-B, INT, DIV, OID, PATR, and MISC). Payers must be listed in the IRS Payer Account File (PAF) database and must have filed information returns with the IRS in one of the past two tax years.



Interactive TIN Matching -- allows authorized payers to match up to 25 payee TIN and name combinations against IRS records and receive results within seconds.

Bulk TIN Matching – allows authorized payers to match up to

**HAPPY
APRIL 15th.**

**Take a deep breath
and live a little.**



APPLICATION FOR MEMBERSHIP IN
THE ARKANSAS SOCIETY OF
ACCOUNTANTS

P.O. Box 725
Newport, Arkansas 72112
longaspa@cox-internet.com
www.arspa.org

Last Name First Name Middle Initial Business Phone Home Phone

Business Address _____

How many years of accounting have you had? _____ Date of Birth _____

Sole Practitioner [] Partner [] Employee [] Corporate Officer []

Name of Firm _____ Number of Employees _____

Name of Partner(s) _____

Are you a Licensed, Registered or Certified Public Accountant? _____ If yes, give License# _____

Are you an Accredited Public Accountant? _____ If yes, give Accreditation # _____

Are you an Enrolled Agent _____ If yes, give EA # _____

Do you hold an Associate or Baccalaureate degree with a minimum of 24 semester hours in Accounting? Yes _____ No _____

Are you engaged in any other trade or profession? _____ If yes, please describe _____

Please list other accounting organizations in which you hold membership: _____

I hereby state that the accompanying statements are correct to the best of my knowledge and belief. I further state that I will abide by the Constitution and By-Laws of the Society and will practice in strict conformity with the Code of Ethics and Rules of Professional conduct adopted by the Society.

Date _____ Signature of applicant _____

Annual dues are payable IN FULL in advance and are prorated for credit by ASPA on a monthly basis to August 31 - the end of ASPA's fiscal year.

[] Membership Annual Dues \$85.00 [] Firm Annual Membership \$50.00 [] Diamond State Annual Dues \$15.00
(Non-Residents only)

Do Not Write Below This Line

State Member Approving Membership

Signature

Title

Date

Sponsor, If Any

FOR ASPA OFFICE USE ONLY

Amount

Date Received

Control Number

[Empty box for Amount]

[Empty box for Date Received]

[Empty box for Control Number]

*State Society dues payments may be deductible as an ordinary and necessary business expense. However, they are not deductible as charitable contributions for Federal income tax purposes.

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FOR YOUR INFORMATION

The ARKANSAS PUBLIC ACCOUNTANT is the monthly publication of the ARKANSAS SOCIETY OF ACCOUNTANTS. We are a professional organization dedicated to the promotion of accountants and tax preparers in the State of Arkansas. We accept newsworthy articles and advertising. If you have either of these for publication, please contact the editor.

LaVerne Long, ED
P O Box 725
Newport, AR 72112 - 0725
Email: longaspa@cox-internet.com
Phone: 870-523-5329
Fax: 870-217-0154



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Newport, AR 72112