GOSYSTEM™
709 USER GUIDE

709 GIFT TAX USER GUIDE

TAX YEAR 2023

Document Version Tax Year 2023

THOMSON REUTERS®

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709 TAX APPLICATION RESOURCES FOR TAX YEAR 2023

709 is the tax application used to generate Form 709, United States Gift (and Generation-Skipping Transfer) Tax Return, and its accompanying schedules. We also support the following state(s) for gift tax:

- Connecticut

Use this form to report:

- Transfers subject to the federal gift and certain generation-skipping transfer (GST) taxes, and
- Allocation of the lifetime GST exemption to property transferred during the transferor's lifetime.

New Help and Support

We've moved much of our customer documentation to the new Help and Support.

Go to https://www.thomsonreuters.com/en-us/help/gosystem-tax-rs.html.

ADDITIONAL RESOURCES FOR THE 709 TAX APPLICATION

- Current federal form status for 709
- All forms and schedules supported by this tax application for 709

FORM 709: QUICK TRACK

Use this Organizer to jump directly to another section in the Organizer. Quick Track enables you to go directly to the following areas:

- Donor Information
- Return & Print Options
- Gift Recipients
- Gift Information
- Prior Period Gifts
- Generation Skipping
- Spousal Information
- Letters and Filing Instruction
- Extension Information
- Power of Attorney
- Gift Input Instructions
- Instruction page for 709
- Gift Split checklist

Navigation:

Select **Organizer > Quick Track**.

FORM 709: GENERAL INFORMATION

- General Information
- Basic Return Options

- Comparison of Current Year to Prior Year
- Print Copy Type
- Paid Preparer's Information
- Paid Preparer: Alternative Signature Information
- Tax Computation
- Forms and Schedules

Form 709: Donor Information

Use this Organizer to enter information to enable a gift donor to file a return involving any gift or donation with a monetary value of $14,000 or more.

Entering General Donor Information

1. For donor and spouse, enter the following:
    - Social Security number
    - first and last names, middle initial, and suffix.
2. Enter the address, city, state, and ZIP for the donor.
3. Enter the donor's legal residence.
4. Enter the donor's citizenship.
5. Indicate if the address is an APO, FPO, or foreign country.

Entering Other Information

1. Select the option, if desired, to extend time to file the return.
2. If the donor died during the calendar year, enter the date of death.
3. Enter the total number of separate donees listed on Schedule A.
4. Indicate if the spouse filed a gift tax return for this calendar year.

5. Indicate if an applied DSUE amount was received from a pre-deceased spouse to a gift or gifts reported on this or a previous 709 return.

6. Indicate if a previous Form 709 was filed.

7. If *yes*, indicate if the donor's address has changed.

Entering Split Gift Information

1. Indicate if the donor consents to split gifts made by the donor or the donor's spouse to third parties during the calendar year.

2. If *yes*, enter the consenting spouse's name and SSN.

Entering Marriage Information

1. Indicate if the spouse was married to the donor during the entire calendar year.

2. If *no*, indicate if the donor is married, divorced, widowed/deceased, or blank.

3. If married, divorced, or widowed during the year, enter the effective date.

Navigation:

Select **Organizer > General Information > Donor Information**.

Form 709: Basic Return Options

Use this Organizer to select options for returns and printing.

Entering Basic Options Information

1. Enter information and/or select applicable options pertaining to:

   - client code

   - number of returns to print.

2. In **Every Page Print Options**, select the applicable option(s) to suppress printing the following fields:
    - donor's name/Social Security number
    - date/time stamp
    - page numbers
    - return number and account number
    - version number
    - client code.
3. In **Other Print Options**, select the applicable option(s) to suppress/print the following fields:
    - detail schedule statement number
    - paid preparer information
    - override symbols on return
    - diagnostics
    - Organizer Override Summary Report
    - Form 709, Schedule A detail
    - Form 709, Schedule B detail
    - Form 709, Schedule D, Tax Computation
    - index of all federal forms in the return
    - print 709 summary
    - address labels.

Navigation:

Select **Organizer > General Information > Return and Print Options > Basic Options**.

Form 709: Current Year/Prior Year Comparison

Use this Organizer to generate a current year/prior year comparison.

Entering Comparison Information

1. Select the option to generate current year/prior year comparison. If already selected, this selected option flows from **General Information > Return and Print Options > Basic Options**.

2. Enter current year amounts for the following:

   - gifts subject only to gift tax
   - gifts of direct skips
   - gifts of indirect skips
   - total annual exclusions
   - marital deduction
   - charitable deduction
   - generation-skipping transfer taxes payable
   - amount of taxable gifts for prior periods
   - tax on total taxable gifts
   - tax on prior period gifts
   - unified credit available
   - unified credit used for the year
   - credit for foreign taxes
   - generation-skipping transfer taxes
   - gift and generation-skipping transfer taxes prepaid with an extension.

Navigation:

Select **Organizer > Comparison of Current to Prior Year**.

Form 709: Print Copy Type

Use this Organizer to view default data about the preparer, taxpayer, and government copies of forms that are included with the return. Specifically, the following forms, schedules, and worksheets print (when selected) with the preparer and taxpayer copies:

- diagnostics and overrides
- labels
- letters and filing instructions
- index of federal forms and schedules
- Form 709 summary
- current-year/prior-year comparison.

Viewing Print Copy Type

The information on this screen is for viewing purposes only. Changes to these print defaults can be made in the Tax Defaults.

The forms, schedules, and worksheets listed for each type of return copy are automatically included as indicated in the preparer, taxpayer, and government columns. If a box is checked > the form, schedule, or worksheet is automatically included when you print the return. None of forms, schedules, or worksheets listed will print with the government copy.

Navigation:

Select **Organizer > General Information > Return and Print Options > Print Copy Type**.

Form 709: Paid Preparer Information

Use this Organizer to enter data pertaining to the paid preparer.

Entering Paid Preparer's Information

1. Select the option, if desired, to suppress print of the paid preparer information.
2. Enter information and/or select applicable options pertaining to:
   - firm's name
   - firm's name and street address, including ZIP
   - EIN
   - firm's phone number.
3. Indicate if the paid preparer is self-employed.
4. Indicate if the IRS may discuss the return with the paid preparer.
5. Enter the paid preparer's name.
6. Enter the preparer's Social Security number or tax identification number.
7. Enter the signature date for the paid preparer.

Navigation:

Select **Organizer > General Information > Paid Preparer Information > Paid Preparer Information**.

Form 709: Alternative Signature Method

Use this Organizer to enter information for IRS Notice 2004-54: Alternative Method for Signing Returns.

Entering Alternative Signature Method Information

1. Select the option for authorization to print the paid preparer's name on the federal return.
2. Select the option for authorization to print the paid preparer's name on the state return.
3. Enter the paid preparer's name to print on the returns for federal and state(s). This overrides the paid preparer code.

Navigation:

Select **Organizer > General Information > Paid Preparer Information > Alternative Signature Method**.

Form 709: Tax Computation

Use this Organizer to enter information pertaining to Schedules A and B.

Any data entered in the Tax Computation Organizer overrides data in corresponding schedules.

Entering Tax Computation Information

Enter the following amounts (overrides) in the fields below:

- amount from Schedule A, Part 4, line 11 (override)
- amount from Schedule B, line 3 (override)
- tax computed on the amount on line 3 (override)
- tax computed on the amount on line 2 (override)
- maximum unified credit (override if nonresident alien not checked below)
- option selected to indicate if nonresident alien
- unified credit against tax (override)
- amount for 20% of the amount allowed as a specific exemption for gifts made after September 8, 1976, and before January 1, 1977 (override)
- amount for credit for foreign gift taxes
- amount for generation-skipping transfer taxes (override)
- amount for gift and generation-skipping transfer taxes prepaid with extension of time to file (override)
- amount for late filing penalty
- amount for late payment penalty.

Navigation:

Select **Organizer > Tax Computation**.

FORM 709: GIFT INFORMATION

- Allocation Summary
- Gift Information
- Gift Recipients
- Gift Input Reference
- Gift Splitting Reminders and/or Checklist before Spousal Transfer

Gifts Made by Spouse

- Gifts Made by Spouse
- Spousal Information Schedules A and D
- Values from Spouse's Schedule D
- Schedule D Spousal Notice of Allocation

Form 709: Allocation Summary

Use this Organizer to enter data in a columnar fashion in order to record the donee's name, mandatory allocation, and amount available for the annual exclusion.

Entering Allocation Summary Information

1. Enter the adjusted basis of the gift.
2. Enter the value at the date of gift.

3. For each recipient, enter the following:
    - donee name
    - amount or percentage of the adjusted basis (***mandatory***) (enter the percentage as a decimal)
    - amount or percentage of the value at the date of gift (***mandatory***) (enter the percentage as a decimal)
    - amount of the gift available for the annual exclusion.

Navigation:

Select **Organizer > Allocation Summary > Allocation Summary**.

SCHEDULES A-D

Schedule A

- Schedule A Options
- Spousal Information Schedules A and D

Schedule B

- Schedule B
- Schedule B Detail

Schedule C

- Schedule C Detail

Schedule D

- Schedule D
- Schedule D Detail
- Schedule D Notice of Allocation
- Schedule D Spousal Notice of Allocation
- Spousal Information Schedules A and D
- Values from Spouse's Schedule D

Form 709: Schedule A Options

Use this Organizer to suppress Schedule A detail, determine Schedule A sorting, and enter information for:

- Questions A and B
- Schedule A
- Schedule A, Part 4, line 4
- Schedule A, Part 4, line 7
- Schedule A, Part 4, line 12.

Entering Schedule A Options

1. Select the applicable option to suppress Schedule A detail.
2. Select the applicable option to suppress the automatic determination of item numbers for Schedule A, Part 4, lines 4, 7, and 12, and Schedule D, Part 2, §2652(a)(3) election.
3. Select a sorting option. You must select a sort option before item numbers can be assigned to gifts and annual exclusion calculated. If you select the option to sort Schedules A and B, you cannot select an option to sort Schedule A individually.
4. For Schedule A, Questions A and B, do the following:
    - Indicate if the value of any item listed on Schedule A reflects a valuation discount. If you select this option, enter an explanation.
    - Select the applicable option to elect under §529(c)(2)(B) to treat transfers made during this tax year to a qualified state tuition program as made over a 5-year period. If you select this option, enter a description.

5. For Schedule A, Part 4, do the following:

    - Indicate if the donor has made no gifts and is filing this return only to report gifts made by a spouse but which are being split with the donor.
    - If necessary, enter an override amount for the total value of the gift.
    - If necessary, enter an override amount for the amount of the donor's gifts attributable to the spouse.
    - If necessary, enter an override amount for the total annual exclusions for gifts listed on this returns Schedule A, Parts 1, 2, and 3.
    - If necessary, enter an override amount for the total annual exclusions for spouse's gifts on Schedule A, Part 4, line 2.
    - If necessary, enter an override amount for the amount of gifts of interests to spouse for which a marital deduction will be claimed.
    - If necessary, enter an override amount for charitable deductions, less exclusions.
    - If necessary, enter an override amount for generation-skipping transfer taxes payable with this Form 709.
    - Select the applicable option to elect under §2523(f)(6) not to treat as qualified terminable interest property any joint and survivor annuities that are reported on Schedule A and would otherwise be treated as qualified terminable interest property under §2523(f). This is an override.

6. For gifts to spouse for which a marital deduction will be claimed (Schedule A, Part 4, Line 4), enter the following:

    - short description of item numbers of gifts to spouse for which a marital deduction will be claimed (override)
    - long description of item numbers of gifts to spouse for which a marital deduction will be claimed (overrides both short description and automatic fields).

7. For charitable deductions, less exclusions (Schedule A, Part 4, Line 7), enter the following:

    - short description of item numbers of charitable deductions, less exclusions (override)
    - long description of charitable deductions, less exclusions (overrides both short description and automatic fields).

8. For elections under §2523(f)(6) (Schedule A, Part 4, Line 13), enter the following:
   - short description of item numbers of elections under §2523(f)(6) (override)
   - long description of elections under §2523(f)(6) (overrides both short description and automatic fields).

Navigation:

Select **Organizer > List of Gifts > Basic Data**.

Form 709: Spousal Information Schedules A and D

Use this Organizer to transfer data pertaining to Schedules A and D from the spouse's Form 709 to this return.

Click the Gift-splitting reminder's and/or checklist button to go to the review screen.

Entering Spousal Information Schedule A and D

Before the Transfer

The reminder for the taxpayer's (donor's) return, before a "spousal transfer" is done on this page.

1. Donor's return: Gifts should have been allocated to the gift recipient (Organizer > List of gifts > Gift information > Allocation button).
2. Donor's return: Verify that gifts have item numbers (Organizer > List of Gifts > Basic Data > Sort button).
3. Donor's return: Recompute and exit from the donor's return.

Spousal Transfer Steps for Gifts Split with Spouse

1. Verify that the taxpayer's (donor) return has been closed.
2. Enter the taxpayer's (donor's) locator number.
3. Recompute this return (spouse's return).
4. After recompute, the taxpayer's (donor) locator number will populate on this screen as a reminder that a transfer has been completed.

5. Wait while system imports data into this return (spouse's return). You may select the option not to transfer data to Schedule A.

6. The transfer will automatically allocate each gift's recipient(s).

7. You may resort the information under **Organizer > Gifts Made by Spouse > Basic Data**.

After the Spousal Transfer for the Spouse's Return

1. Spouse's return: Review the gifts after the spousal transfer (Organizer > Gifts Made by Spouse > Spouse Gift Info).

2. Spouse's return: Verify that each gift has been allocated.

3. Spouse's return: Assign item numbers to each gift (Organizer > Gifts Made by Spouse > Basic Data > Sort button).

4. Enter the spouse's account number if different than this return's account number.

> You must open the spouse's return at least once before you attempt the transfer. **Do not open** the return during the time of transfer.

Navigation:

Select **Organizer > Spousal Transfer (Gift split with Spouse) > Spousal Information**.

Form 709: Schedule B

Use this Organizer to enter data pertaining to suppression of Schedule B, total of specific exempt more than $30,000, and sorting options.

Entering Schedule B Information

1. Select the option to suppress Schedule B detail.

2. Enter the amount by which specific exemption exceeds $30,000. (override)

3. Select the option to either sort Schedules A and B or sort Schedule B only.

Navigation:

Select **Organizer > Prior Period Gifts > Basic Data**.

Form 709: Schedule B Detail

Use this Organizer to enter data about gifts made during a prior time period.

Entering Schedule B Detail Information

1. Enter the calendar year of the gift if it was made before 1971 or after 1981 or enter the calendar quarter.
2. Enter the Internal Revenue Office where prior return was filed.
3. Enter the amount of unified credit against the gift tax for periods after December 31, 1976.
4. Enter the amount of specific exemption for prior periods ending before January 1, 1977.
5. Enter the amount of taxable gifts.
6. Indicate if the gift was made after September 8, 1976, and before January 1, 1977.
7. Indicate if the gift was made before June 7, 1932.
8. Indicate if you are using the calendar year instead of the calendar quarter (without regard to Schedule B instructions). This will apply to all returns filed between 1971 and 1981.

Navigation:

Select **Organizer > Prior Period Gifts > Add new IRS Office Where Filed**.

Form 709: Schedule C Detail

Use this Organizer to enter deceased spousal unused exclusion amount information.

Entering DSUE Received from Last Deceased Spouse

1. Enter the name of the deceased spouse.
2. Enter the deceased spouse's date of death.

3. Indicate if a portability election has been made.

4. Enter the amount received from the spouse if a portability election has been made.

5. List all current and prior gifts if the DSUE amount is applied by the donor to lifetime gifts.

Entering DSUE Received from Predeceased Spouse(s)

1. Enter all predeceased spouse information:

   - Name of Spouses
   - Date of Death
   - DSUE amount received
   - *X* if a portability election is made.

2. After completing step 1, select the **Name of Spouse** field to go to the DSUE amount applied by the donor to the **Lifetime Gifts** Organizer to list current and prior gifts.

Navigation:

Select **DSUE Amount > Schedule C**.

Form 709: Schedule D Basic Information

Use this Organizer to enter data for Schedule D for item numbers, exemptions, and election item numbers overrides.

Entering Schedule D Basic Information

1. In the **Schedule D Option**, select the option to suppress the automatic determination of item numbers for Form 709, Schedule A, Part 4, lines 4, 7, and 12, and Schedule D, Part 2, §2652(a)(3) election.

2. Indicate if you are making a §2652(a)(3)(special QTIP) election override.

3. Enter the amount of total exemption used for periods before filing this return.

4. Enter the override amount of exemption allocated to transfers shown on Part 3.

5. Enter the override amount of exemption allocated to transfers not shown on Part 2 or Part 3.

6. Enter the amount of election item number in §2652(a)(3) in this field if you want to override the amount in the section below.

Navigation:

Select **Organizer > Generation-Skipping Computation > Basic Data**.

Form 709: Schedule D Detail

Use this Organizer to enter data to override amounts pertaining to:

- values from Schedule A, Part 2, Column H
- GST exemption allocated (applicable for Part 2 and Part 3)
- nontaxable portion of transfer
- ETIP and end of ETIP period
- annual exclusion not allowed on Schedule D, Part 1
- include on Schedule D, Part 2, line 6 and not on Schedule A.

Not all of these amounts are overrides.

Entering Schedule D Detail Information

1. Enter an override amount for the following fields:
   - Value from Schedule A, Part 2, Column H (Schedule D, Part 1, Column B)
   - GST exemption allocated for Part 2 or Part 3 (not an override). This must be entered in order for Schedule D, Part 2 or Part 3, to calculate.
   - Nontaxable portion of transfer (not an override).

2. Select the option to choose the following options:
   - ETIP and the end of ETIP period has not occurred yet
   - the annual exclusion not allowed on Schedule D, Part 1, that is, a trust not meeting the direct skip requirements
   - include the information on Schedule D, Part 2, line 6 and not on Schedule A.

Navigation:

Select **Organizer > Generation-Skipping Computation > Name of Gift > Sch D**.

Form 709: Schedule D Notice of Allocation

Use this Organizer to enter data pertaining to notice of allocation description, value (override) or trust assets at time of allocation, allocating exemption by a formula, and inclusion ratio.

Entering Schedule D Notice of Allocation Information

1. Indicate if the notice of allocation is not on Schedule A.
2. Enter the Schedule A, Part 1, item number.
3. Enter the Notice of allocation description.
4. Enter the Trust employer identification number.
5. Enter the override amount for the value of Schedule A or the value of trust assets at the time of allocation.
6. Enter the amount for GST exemption allocated to transfers not shown on Schedule D, Part 3.
7. Indicate if allocating exemption by a formula.
8. Enter the inclusion ratio.
9. Select the option to print the following text on the Notice of Allocation: *Note: The taxpayer allocates to this transfer the smallest amount of the taxpayer's GST exemption necessary to produce an inclusion ratio which is closest to or, if possible, equal to zero. This is a formula allocation which will change if values are changed on audit. Based on values as returned, the amount of GST exemption allocated to this transfer is*

shown above.

10. Select the option for a mandatory print of the Notice of Allocation.

Navigation:

Select **Organizer > Generation-Skipping Computation > Gift > Schedule D Notice of Allocation**.

Form 709: Schedule D Spousal Notice of Allocation

Use this Organizer to enter data pertaining to notice of allocation description, value (override) or trust assets at time of allocation, allocating exemption by a formula, and inclusion ratio.

Entering Schedule D Spousal Notice of Allocation Information

1. Enter the Schedule A, Part 1, item number.
2. Enter the notice of allocation description.
3. Enter the trust employer identification number.
4. Enter the override amount for the value of Schedule A, Part 1, or the value of trust assets at the time of allocation.
5. Enter the value of the trust assets at the time of allocation.
6. Enter the amount of the GST exemption allocated to transfers.
7. Enter the inclusion ratio.
8. Select the option to print the following text on the Notice of Allocation: *Note: Taxpayer allocates to this transfer the smallest amount of the taxpayer's GST exemption necessary to produce an inclusion ratio which is closest to or, if possible, equal to zero. This is a formula allocation which will change if values are changed on audit. Based on values as returned, the amount of GST exemption allocated to this transfer is shown above.*

Navigation:

Select **Organizer > Gift made by Spouse > Spouse Notice of Allocation**.

Form 709: Spousal Information Schedules A and D

Use this Organizer to transfer data pertaining to Schedules A and D from the spouse's Form 709 to this return.

Click the Gift-splitting reminder's and/or checklist button to go to the review screen.

Entering Spousal Information Schedule A and D

Before the Transfer

The reminder for the taxpayer's (donor's) return, before a "spousal transfer" is done on this page.

1. Donor's return: Gifts should have been allocated to the gift recipient (Organizer > List of gifts > Gift information > Allocation button).
2. Donor's return: Verify that gifts have item numbers (Organizer > List of Gifts > Basic Data > Sort button).
3. Donor's return: Recompute and exit from the donor's return.

Spousal Transfer Steps for Gifts Split with Spouse

1. Verify that the taxpayer's (donor) return has been closed.
2. Enter the taxpayer's (donor's) locator number.
3. Recompute this return (spouse's return).
4. After recompute, the taxpayer's (donor) locator number will populate on this screen as a reminder that a transfer has been completed.
5. Wait while system imports data into this return (spouse's return). You may select the option not to transfer data to Schedule A.
6. The transfer will automatically allocate each gift's recipient(s).
7. You may resort the information under **Organizer > Gifts Made by Spouse > Basic Data**.

After the Spousal Transfer for the Spouse's Return

1. Spouse's return: Review the gifts after the spousal transfer (Organizer > Gifts Made by Spouse > Spouse Gift Info).
2. Spouse's return: Verify that each gift has been allocated.
3. Spouse's return: Assign item numbers to each gift (Organizer > Gifts Made by Spouse > Basic Data > Sort button).
4. Enter the spouse's account number if different than this return's account number.

> You must open the spouse's return at least once before you attempt the transfer. **Do not open** the return during the time of transfer.

Navigation:

Select **Organizer > Spousal Transfer (Gift split with Spouse) > Spousal Information**.

Form 709: Values from Spouse Schedule D

Use this Organizer to enter or review override/automatic data in the spouse's Schedule D, Parts 1 and 3.

When data is transferred from the spouse's return into this return, entries in the override fields on this Organizer will be deleted. Entries made in the override fields will be used instead of data in the automatic fields.

Entering Spouse Schedule D Information

Enter override information for the following:

- item number
- value from Schedule D, Part 1, Column B of the spouse's 709
- nontaxable portion of transaction from Schedule D, Part 1, Column C of the spouse's 709
- spouse's GST exemption allocated on Schedule D, Part 3, Column C.

Navigation:

Select **Organizer > Spousal Transfer (Gift split with Spouse) > Value from Spouse's 709 > Spouse Schedule D**.

LETTERS AND FILING INSTRUCTIONS

- General Options
- Letters Options
- Filing Instruction Options

Letters and Filing Instructions: General Options

Use this Organizer to select the letters print option and verify the IRS Service Center location.

> All Gift Tax returns are filed with the Cincinnati, OH Service Center unless you have selected *APO/FPO* or *Foreign Address*. In those instances, file the return with the Philadelphia Service Center.

Selecting General Options

1. Select which letters you wish to print:
   - Transmittal Letter and Filing Instructions
   - Transmittal Letter Only - No Filing Instructions
   - Filing Instruction Only - No Transmittal Letter
   - Suppress All Letters (Default).
2. Verify the auto-selected Service Center. Note that a state postal code is required to enable letters and enable the automated Service Center selection.
3. Indicate if you are using a private delivery service.
4. If necessary, override the tax defaults set by your firm administrator for transmittal letters and filing instructions:
   - print the preparer's telephone number in the letter heading.

Navigation:

Select **Organizer > Letters and Filing Instructions > General Options**.

Letters and Filing Instructions: Letter Options

Use this Organizer to select options used in transmittal letters.

Selecting Letters Options

1. Select the link to launch the **Preparer Letters and Filing Instructions Options** module.
2. If necessary, override the preparer firm information:
   - company name
   - street address
   - city, state, and ZIP.
3. If necessary, override the addressee information:
   - addressee
   - company name
   - street address
   - city, state, and ZIP.
4. Select signature block options:
   - custom closing
   - signer's name
   - signer's title.
5. Select the option to suppress return types from being listed in the transmittal letter ("Returns Enclosed" list):
   - extensions
   - gift tax return.
6. Select the option to print *cc* and a list of names after *Enclosures* on the transmittal letter.
7. Enter the names of the persons to be copied on the letter. You can add up to 10 names.

Navigation:

Select **Organizer > Letters and Filing Instructions > Letter Options**.

Letters and Filing Instructions: Filing Instruction Options

Use this Organizer to select options used in filing instructions.

Selecting Filing Instruction Options

1. Select the link to launch the **Preparer Letters and Filing Instructions Options** module.
2. For federal filing instructions, if necessary, override the option set in Tax Defaults by your firm administrator:
    - print *as soon as possible* instead of override/original due date
    - override the due date of the return.

Navigation:

Select **Organizer > Letters and Filing Instructions > Filing Instruction Options**.

FORM 709: POWER OF ATTORNEY

- General Information
- Representatives
- Tax Defaults

Form 2848: Power of Attorney General Information

Use this Organizer to enter information for generating a power of attorney.

Entering Power of Attorney General Information

1. Enter the plan number, if applicable.
2. Select the following, as applicable:
    - Send notices and communications to the first representative
    - Send notices and communications to the second representative
    - Specific use not recorded on Centralized Authorization File
    - Specific not revoking a prior power of attorney.

Entering Tax Matters

Enter the following information:

- Description of matter
- Tax form number
- Years covered by the power of attorney (for more than three, the system prints the information on a detail statement).

Entering Additional Acts Authorized

1. Select the applicable options:
    - Disclosure to third parties
    - Substitute or add representatives (indicate if applicable for signing a return)
    - Agent
    - Representative (enter the reason)
    - Disease or injury
    - Continuous absence from the US
    - Specific permission granted by IRS.
2. Enter descriptions of other acts authorized.
3. Enter acts not authorized.

Navigation:

Select **Organizer > Power of Attorney > General Information**.

Form 2848: Power of Attorney Representative

Use this Organizer to enter information for representatives appointed for inclusion in the power of attorney.

Entering Power of Attorney Representative Information

1. Select **Add new** to add a new representative.
2. Enter the representative s name and address. You must enter a name to print Form 2848.
3. Enter the representative s telephone number and fax number.
4. Enter the representative s CAF number.
5. Enter the representative's PTIN.

6. Select a designation code.
7. Enter the representative's licensing jurisdiction or license/bar or enrollment number.
8. Indicate if this is a new address.
9. Indicate if this is a new telephone number or fax number.

Note:

If you enter more than three representatives, the system prints all representative information on a detail statement.

Navigation:

Select **Organizer > Power of Attorney > Representative > Add New Representative**.

Form 2848: Power of Attorney from Tax Defaults

Use this Organizer to view the information flowing from Tax Defaults.

Viewing Representative Information from Tax Defaults

1. Indicate *Yes* or *No* for the representatives you want to print.
2. The representative can be viewed by going to **Representatives**.

Navigation:

Select **Organizer > Power of Attorney > Representative from Tax Defaults**.

FORM 709: EXTENSION INFORMATION

- Form 4868
- Form 8892

Form 4868: Extension Information

Use this Organizer to select print options, to enter spouse information, to complete an application for extension (Form 4868) and to enter additional extension information.

Entering Extension Information

1. Select the applicable option to:
   - send extension correspondence to preparer
   - print *Automatic extension under Reg. 1.6081-4* on bottom of Form 4868.
2. If applicable, complete the section for a taxpayer who is out of the country. See below for information.
3. Enter the spouse' s first and last name and Social Security number.
4. Enter the override amount for individual taxes: total tax liability.
5. Enter the override amount for individual taxes: total payments.
6. Enter the fiscal year date beginning month and day.
7. Enter the fiscal year date ending month and day.
8. Enter the fiscal year date ending year.

Entering Information for Taxpayers Abroad

1. Select the option, if applicable, to print *Taxpayer Abroad* at the top of Form 4868.
2. Indicate if the taxpayer is abroad and is a US citizen or resident.

3. Select the option, if applicable, to print the following statement:

Statement Regarding Extension of Time to File
Pursuant to Regulation Section 1.6081-5(a)

On April 15, 2024, the taxpayer(s) who are United States citizen(s) or resident(s) were residing outside the United States and Puerto Rico. According, the taxpayer(s) are granted an automatic extension of time to June 15, 2024, in which to file their 2023 income tax return pursuant to Regulation Section 1.6081-5(a).

Navigation:

Select **Organizer > Extensions > 4868 Extension Information**.

Form 8892: Extension Information

Use this Organizer to select print and compute options to complete Form 8892.

Entering Form 8892 Information

1. Select the applicable print option for Form 8892. This is a mandatory entry:
   - print with computed amounts
   - print alpha-only information
   - print computed amounts with the entire return
   - print alpha-only information with the entire return
   - leave blank.
2. Indicate if the taxpayer filed Form 4868 and is required to file Form 8892-V (Payment Voucher)
3. Indicate if you wish to have Part III incormation printed when not required.
4. Indicate if you wish to uncheck the box **if you are applying for an automatic 6-month extension** in Part II.
5. Indicate if you wish to suppress the carry of the extension payment to Form 709, Page 1.

6. If necessary, enter override amounts for the following:
    - amount of gift tax paid
    - amount of GST tax paid.

Navigation:

Select **Organizer > Extensions > 8892 Extension Information**.

FORM 709: SUPPLEMENTAL INFORMATION

- Footnotes

Form 709: Footnotes

Use this Organizer to attach a footnote to a federal return, state return, or both, choose whether to suppress the footnote from pro forma data on next year's return, and enter footnote text.

Entering Footnotes

1. Enter the footnote number.
2. Select the return type to attach to the footnote.
3. Select the state to attach to the footnote.
4. Select the option, if applicable, to delete this footnote from next year's proforma. Selecting this prevents the footnote from rolling over to next year's return.
5. Enter the text of the footnote.

Navigation:

Select **Organizer > Supplemental Information > Return Footnotes > Footnote Detail > Add new footnote number**.

TAX DEFAULTS

- Extension Options
- General Information
- Power of Attorney
- Print Copy Type
- Print Options
- Tax Elections

Letters and Filing Instructions

- Format Options
- Optional Paragraphs

Tax Defaults: Extension Options

Use this Organizer to review representative detail information in Tax Defaults for extension options.

This information is presented for review only. All changes must be made through **Admin > Tax Defaults**.

Navigation:

Select **Organizer > General Information > Tax Defaults > Extension Options**.

Tax Defaults: General Information

Use this Organizer to review tax defaults for the 709 return, including compute options, every page information, firm/preparer ID, and paid preparer information.

This information is presented for review only. All changes must be made through **Admin > Tax Defaults**.

Navigation:

Select **Organizer > General Information > Tax Defaults > General Information**.

Tax Defaults: Power of Attorney

Use this Organizer to review representative detail information in tax defaults for Form 2848: Power of Attorney.

This information is presented for review only. All changes must be made through **Admin > Tax Defaults**.

Navigation:

Select **Organizer > General Information > Tax Defaults > Power of Attorney**.

Tax Defaults: Print Copy Type

Use this Organizer to review tax defaults for the 709 return, including forms and schedules not required by the IRS and miscellaneous forms, schedules and worksheets.

This information is presented for review only. All changes must be made through **Admin > Tax Defaults**.

Navigation:

Select **Organizer > General Information > Tax Defaults > Print Copy Type**.

Tax Defaults: Print Options

Use this Organizer to review tax defaults for printing the 709 return.

This information is presented for review only. All changes must be made through **Admin > Tax Defaults**.

Navigation:

Select **Organizer > General Information > Tax Defaults > Print Options**.

Tax Defaults: Tax Elections

Use this Organizer to review tax defaults for federal tax elections for the 709 return.

This information is presented for review only. All changes must be made through **Admin > Tax Defaults**.

Navigation:

Select **Organizer > General Information > Tax Defaults > Federal Tax Elections > Tax Elections**.

Tax Defaults: Format Options

Use this Organizer to review tax defaults for the 709 return, including changes to the standard letterhead, headings, returns enclosed salutation, and signature block.

This information is presented for review only. All changes must be made through **Admin > Tax Defaults**.

Navigation:

Select **Organizer > General Information > Tax Defaults > Letters and Filing Instructions > Format Options**.

Tax Defaults: Optional Paragraphs

Use this Organizer to review tax defaults for the 709 return, including letter options and type of transmittal letter.

This information is presented for review only. All changes must be made through **Admin > Tax Defaults**.

Navigation:

Select **Organizer > General Information > Tax Defaults > Letters and Filing Instructions > Optional Paragraphs**.

CONNECTICUT

- Basic Information
- Computation of Taxable Gifts
- Extension Information
- List of Gifts
- Prior Year Gifts
- Probate Courts

Connecticut: Basic Information

Tax Forms and Schedules * Print Conditions

Use this Organizer to select residency status and enter other basic information for the Connecticut gift tax return.

Entering Basic Information

1. Select the residency status of the donor. This is a ***mandatory*** selection.
2. Indicate if this is an amended return.
3. Enter the mailing address, including the firm name, if applicable.
4. Indicate if the spouse is a US citizen. If the spouse is not a US citizen, indicate if the property was transferred to the spouse.
5. Enter the taxpayer's telephone number.
6. Select the applicable option to compute the interest on tax due.
7. Select the applicable option to compute the penalty on late payment.
8. Enter the date that the return is to be filed.
9. For Schedule CT-709 Farmland, if necessary, enter an override for the gift tax due if the farmland was valued at fair market value.

Navigation:

Select **Organizer > States > Connecticut > Basic Information**.

Connecticut: Extension Information

Tax Forms and Schedules * Print Conditions

Use this Organizer to select options for the Connecticut return extension.

Entering Extension Information

1. Indicate if you have requested a federal extension using federal Form 8892.
2. Select the option for printing Form CT-709 EXT: Application for Extension of Time to File Gift Tax Return.
3. Enter an explanation for the Connecticut extension.
4. Enter an amount for the gift tax liability.

Navigation:

Select **Organizer > States > Connecticut > Extension Information**.

Connecticut: Computation of Taxable Gifts

Tax Forms and Schedules * Print Conditions

Use this Organizer to enter information used to compute the value of taxable gifts.

Entering Computation of Taxable Gifts

1. Enter the total number of donees for the donor and the donor spouse, if different from the federal return.
2. If necessary, enter an override amount for gifts to the spouse for which a marital deduction was claimed, and list the item numbers of the gifts.
3. If necessary, enter an override amount for exclusions attributable to gifts to the spouse.

4. If necessary, enter an override amount for charitable deductions, less exclusions, and list the item numbers of the charitable deductions.
5. List the item numbers of gifts for which §2523(f) was elected.
6. List the item numbers for annuities elected under §2523(f)(6) not to be treated as Qualified Terminal Interest Property.

Navigation:

Select **Organizer > States > Connecticut > Computation of Taxable Gifts**.

Connecticut: List of Gifts

Tax Forms and Schedules * Print Conditions

Use this Organizer to enter information about the fair market value of gifts listed on the return.

The item number and gift description will automatically flow from the federal Organizer **List of Gifts**. If applicable, the special valuation, 2523 election, and the fair market value of farmland must be entered.

Entering List of Gifts

1. For each gift made by the taxpayer, enter the item number and description of the gift.
2. If applicable, enter an *X* to indicate the election of §2523.
3. If applicable, enter an *X* to claim special valuation on the gift of farmland.
4. If applicable, enter an amount for the fair market value of the farmland.
5. If applicable, enter an amount for additional tax due.
6. For each gift made by the spouse, enter the item number and description of the gift.
7. If applicable, enter an *X* to indicate the election of §2523.
8. If applicable, enter an *X* to claim special valuation on the gift of farmland.
9. If applicable, enter an amount for the fair market value of the farmland.
10. If applicable, enter an amount for additional tax due.

Navigation:

Select **Organizer > States > Connecticut > List of Gifts**.

Connecticut: Prior Year Gifts

Tax Forms and Schedules * Print Conditions

Use this Organizer to list the amount of taxable state gifts and amount of state gift tax paid for the current calendar year.

Entering Prior Year Gifts

1. Add a new prior year gift.
2. Enter the calendar year.
3. Enter the amount of taxable Connecticut gifts for the listed calendar year.
4. Enter the amount of Connecticut gift tax paid for the listed calendar year.

Navigation:

Select **Organizer > States > Connecticut > [prior year gift name] > Prior Year Gifts**.

Connecticut: Probate Courts

Click here for a printable list of the probate courts in Connecticut.

FORM 709: STATES ONLY - ITEM NUMBERS

Use this Organizer to enter the item numbers of gifts being split with a spouse.

Entering States Only Item Numbers

1. Enter a short description for the item numbers of gifts split with a spouse (override).
2. Enter a long description for the item numbers of gifts split with a spouse. This overrides the short description and any automatic fields.
3. The data in the following fields flows in automatically:
    - item numbers of gifts split with spouse (short description)
    - item numbers of gifts split with spouse (long description).
4. Enter the gifts of the spouse to be included from the spouse's tax return (override).
5. Indicate if any gifts are also subject to the generation-skipping transfer tax (override).

Navigation:

Select **Organizer > States > States Only - Item Numbers**.

709: GENERAL

Annual Exclusion

Why is the annual exclusion not calculating, and item numbers not being assigned to the gifts?

This occurs because the gifts have not been sorted.

1. Go to **Organizer > List of Gifts (or Gifts made by spouse) > Basic Data**.
2. Check the box **Sort Schedule A and Schedule B**.
3. Perform a full recompute of the return.
4. This box will uncheck itself after sorting.

General

Why are the gifts not flowing to Form 709, Page 2?

Please check the following items to have the gifts entered flow to Form 709, Page 2:

1. Go to **Organizer > List of Gifts > *Gift* > Gift Information**, and select a **Type of gift**.
2. Click **Allocation of Gift Amount to donee (Mandatory)**, and enter the amount or percentage for each Donee.
3. On the **Gift Information** Organizer, the item number and the annual exclusion is automatically calculated if you select a sorting feature on **Organizer > List of Gifts > Basic Data**. If you do not select a sorting feature, then you must enter the Part 1, Part 2, or Part 3 item number and the annual exclusion.

> The gift detail will not print if a sorting feature is not selected.

Generation-Skipping Tax

How do I get automatic calculation of the Generation-Skipping Tax exemption allocated on Form 709, Page 5, Schedule C, Part 3?

No, this amount must be entered in the Organizer under **Generation-Skipping Computation > Gift Description > Sch. C**, on the field for **GST exemption allocated**.

Gift Transfer

How do I transfer Gifts to Spouses?

Use the **Spousal Transfer > Spousal Information** Organizer to transfer gifts made by one spouse to another. All gifts transferred using the Spousal Transfer will appear in **Organizer > Gifts made by Spouse**. All gifts selected as third party to be split with the spouse in the spouse's locator will transfer to this return. After sorting, the item number and the annual exclusion is automatically calculated.

Print

How do I change the print order of the gift participant or gifts?

The gifts and participants print in the order entered in the Organizer.

How do I print Whitepaper Detail for Form 709, Schedule A, Part 1 and 2?

The whitepaper detail for Form 709, Schedule A, Part 1 and 2 prints according to the Form 709, Schedule A, Part 1 instructions.

The order of the whitepaper detail will be:

- Donee's name
- Relationship and Donee's SSN
- Donee's address
- Short description of gift
- Long description of gift (optional entry on the **List of Gifts** Organizer)

709: STATES

State Information

How do I find the latest release information on states?

You can now access release information for our state products right from the RS browser. Just click the **State Availability** button to access this information. The following information is available:

- Release version for each state
- States that may contain watermarks
- E-filing status
- Date e-file is/was available (if applicable)
- Status of forms