

Clear Taxpayer Data

Version 6.4 (April 15, 2011)

Version 6.4 of the Clear Taxpayer Data program is a replacement of the Clear Taxpayer Data program version 6.3. It corrects an issue with the build of version 6.3 that prevented it from loading on Windows XP. It is recommended to upgrade to version 6.4

Version 6.3 (April 13, 2011)

Version 6.3 of the Clear Taxpayer Data program is a replacement of the Clear Taxpayer Data program version 6.2. It makes minor maintenance corrections on several older and slower PCs for reported issues found in version 6.2. It is recommended to upgrade to version 6.3

Version 6.2 (April 4, 2011)

Version 6.2 of the Clear Taxpayer Data program is a replacement for the **TPClear** and the **Clear Taxpayer Data version 6.0** programs.

Introduction

The Clear Taxpayer Data program is intended to remove all taxpayer data from a computer having TaxWise software installed or from disk drives containing tax return backups created by TaxWise software. This program replaces the TPClear utility program and version 6.0 of Clear Taxpayer Data that were provided for this purpose prior to Tax Year 2009 (filing season 2010). AARP Tax-Aide policy requires that taxpayer data be removed from computers and data storage devices at the end of each tax season, in some cases using this program. For detailed policy information regarding prescribed use of this program, please refer to the current version of the *AARP Tax-Aide Technology Management Guide* that is posted on the Manuals, Policy & Procedures tab of the AARP Tax-Aide ExtraNet.

Version 6.2 Update (April 4, 2011)

The CTPD program has been enhanced to include the following:

1. Ability to determine if you are using the latest program issue.
2. Ability to optionally download the latest program from web site (currently AARP ExtraNet) when current program is out of date.
3. Preservation of Employer Identification Number (EIN) table (Emp.dbf and Emp.cdx files in Database directory) to allow them to be optionally imported into next year TW database.
4. Preservation of xyzzy.elk lock file (UTSxx\Users\Admin) used in TW 2010.
5. Correction of foreground / background timing anomaly that resulted in Windows Blue Screen and operating system reboot.
6. Many minor program enhancements.
7. Commenting of source code.

Program on the Extranet

Clear Taxpayer Data can be downloaded from the AARP Tax-Aide ExtraNet, aarp.org/tavolunteers. It is under the "Security" heading in the Software section of the Technology Hardware tab.

All open TaxWise programs should be closed before running Clear Taxpayer Data. After downloading Clear Taxpayer Data, start the program. The first screen has a checkbox "**Preview Only**". This allows operators to try out the program without doing any deletions. Note that if this box is not checked real

non-recoverable deletions will occur. If all the data cannot be seen the display box can be made larger by dragging on the lower right corner. The Check Version button may be used to determine if you are using the latest version of this program. If not, it will permit you to download the latest version.

After all files associated with Taxpayer data have been cleared and if TaxWise 2008 – TaxWise 2010 were one or of the installations that were cleared, then the respective TaxWise 2008 – Taxwise 2010 application will be automatically started and closed. There is no need to log on; the TW program is automatically started and closed to recreate an empty TaxWise 2008 – Taxwise 2010 databases. The EIN (Emp.dbf and Emp.cdx) tables are preserved to allow subsequent carry forward of EIN data.

How it works

Deleting Tax Return data

Clear Taxpayer Data looks for TaxWise installations on the computer upon which it is running. TaxWise installations are recognized by having a folder of the form \UTSyy\ in the root of a local or removable drive. The software asks the operator if each of the TaxWise installations that it has found should have their taxpayer data deleted. Once the operator has given permission (a check in the appropriate checkbox), the selected TaxWise installations are processed.

First the TaxWise installation is analyzed, and then all TaxWise users are processed except for the Training user, which is left untouched. Each processed TaxWise user has all files containing taxpayer data deleted in a non-recoverable fashion. The TaxWise user setup data is saved. This saved data includes information such as tax form defaults, print file settings, registration and EFIN information, and information about the last user session.

The TaxWise database content is irrecoverably deleted since the database contains taxpayer information. When TaxWise is run after the Clear Taxpayer Data program has finished it will automatically recreate a new database containing no taxpayer data.

Deleting Backed-up returns

The software finds all the drives on the system and asks the operator which ones should be processed. It then examines all non-hidden, non-system folders on each drive attached to the system looking for TaxWise backup files. The list of files to be deleted is presented to the operator to allow the operator to make sure that no inappropriate deletions will take place. Once the operator has accepted the list, all backup files on that list are irrecoverably deleted.

Help is available. When you have questions about the information contained in this manual or need assistance in using these tools, please turn first to your AARP Tax-Aide district or state-level technology leaders for assistance. If you still have unanswered questions or problems after doing so, send an email asking your question or describing your problem to the National Technology Committee and the National Technology Office at TaxAideTech@aarp.org. Please cc your state Technology Specialist on your email. Alternatively, you may ask your questions in the T-VOG forum.

Technical data

The file extensions for the user setup file types that are saved under the TaxWise user folders are:
"pfl", "uhl", "000", "ini", "xml", "pfd", "prt", "pfu", "dat", "frm", "elk", "Emp.dbf", "Emp.cdx"

All other files are deleted.

The database and related folders that have their data cleared are:

ACK, CASHWISE, EMAIL, EXPORT, IMPORT, MAILBOX, PROFORMA, \PROFORMA\PROCESSED, SPOOLER, TRANSMIT, DATABASE\BACKUP, DATABASE\NOTES, DATABASE*.CDX, DATABASE*.DBF, DATABASE*.IX, DATABASE*.FPT, and some DATABASE*.DAT

The file names that are used when searching for backup files are:

"backup.001", "backup.lzh", "backup.opt", "backup.end"