

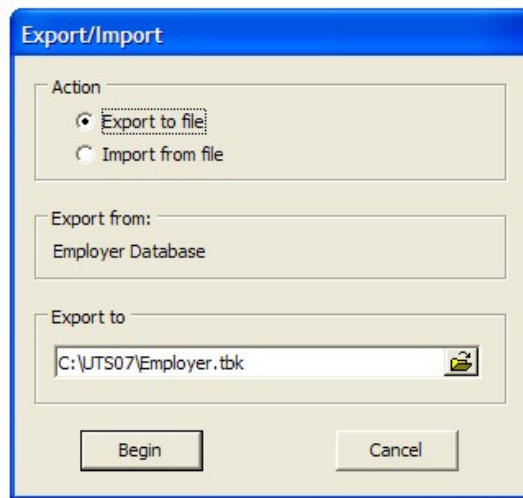
MERGING EIN FILES IN TAXWISE

The EIN data from several sites with different EFINS can easily be combined and used at all of the sites.

This can be done either with the Prior Year TaxWise software or it can be done with the new TaxWise software after it is installed. The procedure described here is for three sites, but the number of sites is not limited by TaxWise. CCH has confirmed that this procedure will be included in the TaxWise 2008 software and that it is unaffected by EFIN Authentication.

First you need to **Export** the database from Sites 2 and 3, and then **Import** each file into TaxWise on the Site 1 computer.

To Export the data on the each of the Site 2 and Site 3 computers, go to **Tools** on the main TaxWise screen and select **Import/Export Employer Data Base**.



Select **Export to file**, and then specify a file in the **Export to** box. This could be a folder on the computer or an External Storage Device, such as a flash drive.

Then you reverse the process to **IMPORT** the data from Sites 2 and 3 to TaxWise on the Site 1 computer.

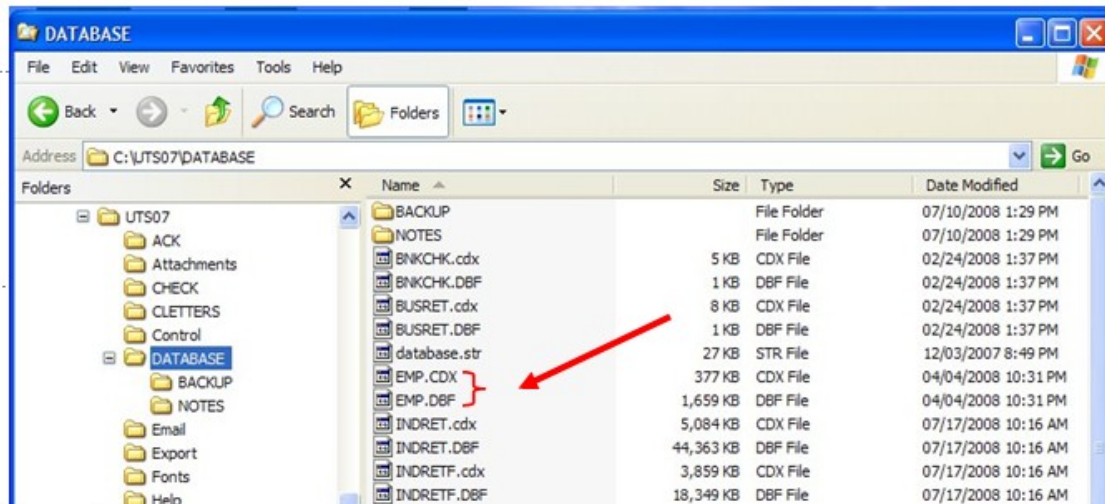
Now the Site 1 computer has an EIN database containing all of the Employer EIN data from the three sites.

To get this merged EIN database on the Site 2 and 3 computers, you can either **Export** the data from the Site 1 computer, then **Import** to the Site 2 and 3 computers, or simply copy and paste the EIN files from the Site 1 computer to the other site's computers.

To Copy and Paste the files from the Site 1 computer.

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Right click on **START**, then select **Explore**. Scroll to the **UTSxx** folder and click the **(+)**. Then scroll to the **Database** folder, click to open it. Copy the **EMP. CDX** and **EMP.DBF** files. These are the EIN database files.



Save these files to an External Storage Device, such as a flash drive and then paste them into the **TaxWise Database** folder on the other site's computers.

If you previously merged the EIN files in TaxWise 2007, accept the carry forward of EIN files when you install TaxWise 2008 and the files will be converted into the proper format for TaxWise 2008.

Or you can carry forward each site's EIN files from TaxWise 2007 into TaxWise 2008 for that site, and then do the merging with TaxWise 2008. You cannot Import EIN files from a different tax year.

Use caution using EIN database information when preparing returns. Many national employers and processing firms use the same EIN number with different processing center addresses. Be sure to instruct Tax Counselors to double check that the company name and address filled in by TaxWise matches the information on the documents provided by the Taxpayer.