

**RBA's PA Earned Income Tax Application Software**  
**eFiling – Tax Preparer Web Based Tax Return Filing System**  
**The Most Comprehensive System Available Today**

**This stand-alone application allows you to interface with other back office software.  
You are not required to purchase the RBA EIT back office system.**

- **Preparer Organizations register with the TCD.**
  - The Tax Preparer system is a part of the eFiling Individual Tax Return module.
  - Preparer Organizations submit their registration with basic demographic information.
  - After submitting their request, each Preparer Organization registration must be approved by the TCD before the registration becomes active.
  - The TCD can monitor any registration along with all work in progress at any time.
  - Any registration can be deactivated whenever necessary.
  - After the registration is approved, no hands on interaction is required by the TCD.
  
- **The Preparer Organization has full capabilities to manage their account.**
  - Once active, the Preparer Organization administrative account can change its username and password, and maintain its demographic information.
  - The administrative account also has the ability to create and maintain their individual Tax Preparers.
    - Any number of Tax Preparers can be created for any Organization.
    - Tax Preparers can be deactivated at any time by the Organization.
    - The Preparer Organization administrator has the ability to monitor any Preparer at any time, including all work in progress.
  - No intervention by the TCD is necessary for the Preparer Organization to manage their Tax Preparers.
  
- **Tax Preparers accounts in the Tax Preparer system.**
  - Each Tax Preparer is assigned a username and password by their Preparer Organization administrator.
  - Tax Preparers have the option to change their usernames and passwords, maintain notes about their accounts and manage their Tax Returns.
  - All Tax Returns created by any Tax Preparer are associated only to that Tax Preparer.
  
- **Tax Returns**
  - The Tax Returns are created using the RBA eFiling system.
  - Preparers can create Individual Tax Returns without the need for the Tax Payers PIN.
  - Any number of Tax Returns can be in progress at any time by any Tax Preparer.
  - Once the basic name and address information has been entered into a Tax Return, the return can be saved at any time, and retrieved on demand.
  - Tax Returns remain available to the Tax Preparer until they are submitted to the TCD.
  - Once submitted, Tax Returns can be printed for the Tax Preparer and Tax Payer's records.
  
- **The TCD use of Tax Preparer software is supported by the fully staffed RBA Client Support Center.**

