

# CLOSING A RETURN

## TAX PREPARER

1. Check the **Ready for Review** box

### Review/Retransmit Status

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Ready for Retransmit

Ready For Review



2. Set the appropriate Return Tag(s): **Ready for Review-Basic** OR **Ready for Review-Advanced**

### Return Tag(s)

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Incomplete (See Note)

Ready for Review-Basic

Ready for Review-Advanced

Paper - Complete (See Note)

Efile - Complete (Transmit)

Diagnostic-Admin (See Note)

Rejected Return (See Note)

Waiting for 8879

3. Save and Exit the return
4. Write your ID number in the **PREPARER ID** field (processing envelope)

## QUALITY REVIEWER

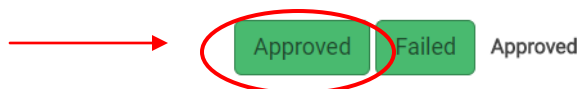
1. Approve the return by clicking the **Approve** box

### Review/Retransmit Status

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Ready for Retransmit

Ready For Review



2. Set the appropriate Return Tag(s): **Paper-Complete** OR **Efile-Complete**
3. Check the **Is Complete** box

### Return Information

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Type of Return

Federal Refund

Is Complete

Invoice Paid



4. Save and Exit the return
5. Write your ID number in the **REVIEWER ID** field (brown envelope)