

CLOSING A RETURN

TAX PREPARER

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

Review/Retransmit Status

Ready for Retransmit

Ready For Review



2. Save and Exit the return
3. 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

Ready for Retransmit

Ready For Review



Approved

2. Check the **Is Complete** box

Return Information

Type of Return

Federal Refund

Is Complete



Invoice Paid

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