

Restoring a Tax Return to "In Progress" Status From Review, Complete or Approved

SSN	FIRST	LAST	PHONE	PREPARER	STATUS	STATE STATUS
XXX-XX-4567	JANE	TAXPAYER	(512) 555-1212	IRS	In Progress	

There may be occasions when a tax return must be restored to **In Progress** status after it has been marked **Ready for Review**, **Approved**, or **Complete**. These occasions might include:

- You begin a quality review but the taxpayer must leave before it is complete.
- A tax preparer has mistakenly checked the **Complete** box although the return has not been quality reviewed or approved.
- A tax return previously marked **Approved** and **Complete** *but not transmitted* will undergo revisions or other changes that require a return to **In Progress** status.

To restore a return that has been marked **Ready for Review**:

1. Open the tax return in TaxSlayer and navigate to the submission screen.
2. Uncheck **Ready for Review** and then **Save and Exit**.
3. From the Client Search page in TaxSlayer, verify that the status of the return is now **In Progress**.

To restore a return that has been marked **Complete (but has not been Approved)**:

4. Open the tax return in TaxSlayer and navigate to the submission screen.
5. Uncheck **Is Complete** and then **Save and Exit**.
6. Open the return again and navigate to the submission screen.
7. Uncheck **Ready for Review** and then **Save and Exit**.
8. From the Client Search page in TaxSlayer, verify that the status of the return is now **In Progress**.

To restore an **Approved and Complete** tax return:

1. Open the tax return in TaxSlayer and navigate to the submission screen.
2. Uncheck **Is Complete** and then **Save and Exit**.

3. Open the return again and navigate to the submission screen.
4. Check **Ready for Review** and then **Save and Exit**.
5. Open the return again and navigate to the submission screen.
6. Uncheck **Ready for Review** and then **Save and Exit**.
7. From the Client Search page in TaxSlayer, verify that the status of the return is now **In Progress**.