## **CPA**

## Practice **Advisor**

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consistent user interface. You may periodically update the IRS forms with information from the checklist responses (if you have purchased the plan document package). In addition, information for each IRS representative is kept in a central location so that it is not necessary to enter this information each time a new form is prepared. Once an IRS representative has been added to the central location, you may import all of that representative's information by clicking on a drop-down box on the appropriate form. All forms will be automatically updated any time information about the IRS representative is updated in the central location. Also, when you update a field that common to other forms (such as EIN), the corresponding field for the other IRS forms is updated as well.

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