

Understanding Document eSort Bookmarks: Identifying Documents

Listed below are the tax documents that Document eSort will identify. Document eSort organizes bookmarked documents in a consistent manner. See the Bookmark Hierarchy diagram to learn how Document eSort organizes bookmarks.

Document eSort will identify and bookmark the following documents:

- 1041 K-1
- 1042S
- 1065 K-1
- 1098
- 1098C
- 1098E
- 1098T
- 1099-MISC
- 1099A
- 1099B
- 1099C
- 1099CAP
- 1099DIV
- 1099G
- 1099H
- 1099INT
- 1099LNT
- 1099OID
- 1099PATR
- 1099Q
- 1099R
- 1099S
- 1099SA
- 1120S K-1
- 5498
- 5498ESA
- 5498SA
- SSA1099
- W-2
- W-2C
- W-2G
- Brokerage documents limited to the official federal tax 1099 summary document and supplementary attachments will be identified and bookmarked. Monthly, quarterly, and yearly statements and transaction details will be placed in miscellaneous.
- Organizer Forms will be bookmarked with a number (example: #1, #2, #3) in the order that they were submitted for processing and placed in the Organizer section.
- If Document eSort cannot read the text on a document because it is a Handwritten Note or if the document image quality is poor, then the document will be bookmarked with a number (example: #1, #2, #3) in the order that it was submitted for processing and placed in the Handwritten Notes; Poor Quality class of documents.
- Blank Pages and Back Pages will be bookmarked with a number (example: #1, #2, #3) in the order that they were submitted for processing and placed in the Back Pages section.
- Note: If two documents are photocopied onto the same page and then scanned and submitted for processing, Document eSort will not be able to identify both tax documents. It will identify one of the tax documents on the page and bookmark it. If Document eSort cannot identify either of the tax documents, then the documents will be bookmarked as one item and placed into the Miscellaneous classification.

Understanding Document eSort Bookmarks: Documents Classified as Miscellaneous

If Document eSort reads a scanned document, but it does not match a tax classification, then it will be placed in the Miscellaneous category and given a number in the order that the scanned document was submitted for processing (Misc. #1, #2, #3). Listed below are examples of the types of documents that Document eSort places in the miscellaneous category.

Document eSort will classify the following examples of documents as Miscellaneous:

- Credit Card Statements
- Checks and Check Registers
- Spreadsheets
- ESOP Statements
- QuickBooks Reports
- Bank Statements
- Investment Statements
- Retirement Statements
- Estimated Tax Payments – State
- Insurance Documents
- Invoices and Bills
- Receipts
- Note: Tax Returns and Estimated Tax Payments – Federal will be classified and bookmarked under Tax Returns.
- Note: If two documents are photocopied onto the same page and then scanned and submitted for processing, Document eSort will not be able to identify both tax documents. It will identify one of the tax documents on the page and bookmark it. If Document eSort cannot identify either of the tax documents, then the documents will be bookmarked as one item and placed into the Miscellaneous classification.
- Understanding the difference between the Miscellaneous and Handwritten Notes; Poor Quality Classifications: If Document eSort can read and identify the text on a scanned document, but the document does not match a tax document class, then the document will be placed in the Miscellaneous class. If Document eSort cannot read the text on a document because it is handwritten or if the image quality is poor, then the document will be placed in the Handwritten Notes; Poor Quality classification.
- Note: If a document is photocopied and compressed (reduced) while making the copy, and then scanned and submitted for processing, Document eSort will classify the document as Miscellaneous. We always recommend scanning documents directly. If it is necessary to photocopy a document before scanning, then we recommend making the copies at full size.

Bookmark Changes for 2008 Tax Season

1. **WAGES:** W2C added to Wages.
2. **CONSOLIDATED 1099'S:** The Brokerage Statements class has been renamed CONSOLIDATED 1099'S. The subclasses remain unchanged with each Brokerage and Brokerage statement page bookmarked separately.
3. **STOCK TRADES, UNDISTRIBUTED LTCG,** and **REAL ESTATE TRANSACTION** classes are moved above up the bookmark hierarchy above the RETIREMENT class.
4. **REAL ESTATE TRANSACTION:** SALE OF REAL ESTATE classification is renamed to REAL ESTATE TRANSACTION.
5. **RETIREMENT:** Railroad Retirement is broken out as a separate sub-class within the RETIREMENT classification.
6. **OTHER INCOME:** Cooperative Income, Gambling, and Other Income have been added as subclasses. 1099-G GOV'T PAY has been renamed to 1099-G Government Payment.
7. **MISC:** subclass Other has been added to the MISC classification.
8. **TAX RETURNS:** new classification for Federal returns.
9. **BACK PAGES:** Blank Pages and Back Pages have been broken out as separate sub-classes.
10. **HANDWRITTEN NOTES; POOR QUALITY:** new classification contains images that Document eSort was not able to read due to handwritten text or poor quality of the scanned image. Handwritten notes are moved to the last bookmark in the hierarchy.