Information about Expired Licenses for Accounting CS, Accounting CS Payroll, and Workpapers CS

When you renew your license for Accounting CS®, Accounting CS Payroll, or Workpapers CS™, we encourage you to do so in advance of your annual renewal date to avoid potential disruptions of service. To view your firm's license information, open the application and choose **Help > About**.

Standard license

The Standard license that we offer for Accounting CS, Accounting CS Payroll, and Workpapers CS entitles you to download and apply application enhancements and updates throughout the year until your annual renewal date. Please note that the Standard license does not have an expiration date, but restrictions apply if you choose not to renew the license by the renewal date.

After the renewal date for a Standard license: You may continue to use the version of the application that your firm has purchased,[1] but you are no longer entitled to receive application updates or to access technical support via phone or email.

Renewable licenses for certain payroll features

The Renewable license that we offer for each of the following payroll features in Accounting CS entitles you to use and to download enhancements/updates for these features throughout the year until your license expiration date:

- Accounting CS Payroll Compliance[2]

- Accounting CS Alternate Payroll Preparer Block

- 94x Unlimited Electronic Filing

After the expiration date for a Renewable license:

- A 60-day grace period begins immediately after the license expiration date, and the features will continue to work with full functionality through that period.

- After a Renewable license has expired and after the 60-day grace period has ended, you are no longer able to use the features associated with that license and will no longer have access to updates or technical support for those features via phone or email. However, you will still be able to access any existing client data that you have already entered or imported into the application, and you can use the File > Export command or the File > Print Reports command to report client data.

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[1] *You should not install a version of the application later than the last one for which you have a valid license. If you were to do so, you would no longer be able to add or import any new data or to edit existing data. However, it's possible to correct such a situation in either of two ways: (a) by renewing your license for another year; or (b) by downloading and applying the **trial** version of the license to access your existing data, to add or import data, to print reports, and to export data. The limitations of the trial license would apply. (To download trial licenses, open the application, choose Help > About and click the Trial Licenses button.)*

[2] *The Payroll Compliance service enables your firm to process W-2, W-2C, 940, 941, 941-X, 943, 943-X, 944, 944-X, 945, 945-X, 1099, 1099 Corrected, state payroll tax forms, and certain local payroll tax forms (AL, CO, KY, MI, MO, NJ, OH, PA, WV) using a streamlined batch payroll tax process (including electronic filing). In addition, it enables your firm to verify SSN/TIN and process EFTPS, new hires, and ACH credit payment files for states and certain localities.*

Renewing your application licenses

- As the renewal or expiration date for your application licenses approaches, our CS Customer Service team will send you an invoice and a reminder that your renewal time is approaching, along with information about renewal options available to you.

- As of 10 days prior to the expiration of your 60-day grace period, when you open Accounting CS you will see a notice that lists the application licenses that are expiring and the time remaining until the application restrictions take effect.

Renewal methods

- The fastest and easiest option to renew licenses is through our website at CS.ThomsonReuters.com. After logging in to the website, click **My Account** and then look for "Manage My Products (including Renewals)" under the My Products section. The Manage My Products page will list your firm's CS Professional Suite applications that are currently available to renew, along with current pricing information.

- If you have already received a renewal invoice, you can fill it out and fax it to us at 734.426.5946. Please mark the fax as "**Attention: Renewals**."

- During normal business hours, you can reach a CS Customer Service representative by phone at 800.968.0600 and follow the prompts.

Questions?

If you have any questions, please contact our Customer Service team at
CS.Service@ThomsonReuters.com or call **800.968.0600** and follow the prompts.