



2011 TOOLBOX CS, v.2011.1.1
User Bulletin 6869: Software Update

November 17, 2011

This user bulletin applies to all ToolBox CS[®] users, and describes changes made to this release of ToolBox CS.

CHANGES

Staff

With this release, an issue where the option to default a staff member could not be saved was addressed.

Forms

The following forms have been updated.

- Form W-9 – Request for Taxpayer ID Number and Certification
- Form W-12 – IRS Paid Preparer Tax Identification Number (PTIN)
- Form 2848 – Power of Attorney and Declaration of Representative
- Form 8821 – Tax Information Authorization
- Form TD F 90-22.1 – Report of Foreign Bank and Financial Accounts

SUPPORT

ToolBox CS help

For step-by-step procedures, refer to the ToolBox CS help topics. To learn how to use the help, choose Help > ToolBox CS Help Topics, click the Index button, enter **help**, and click “via help topics.”

Website

If you have questions or need assistance, you can visit our website at CS.ThomsonReuters.com 24 hours a day for access to our support knowledgebase and for the latest information on current issues and processing tips. To take advantage of this convenient means of accessing information, choose Help > On the Web > Product Support And Services.

Email subscriptions

We issue software update notices via email. If you want to receive these notices, you must have an email account and sign up for the email subscription service. To sign up for the email subscription service, visit the My Account section of our website at CS.ThomsonReuters.com. (Note that you must create a website account to sign up for email subscriptions.)

Product Support

To speak with a Product Support Representative, please call CS Support at (800) 968-0600, press **2** for Product Support, and then listen to the available options. Normal weekday support is available from 9:00 a.m. to 8:00 p.m. eastern time. For details on our support hours for all CS Professional Suite[®] applications, please visit the Support section of our website (accessible from within ToolBox CS by choosing Help > On the Web > Product Support And Services).