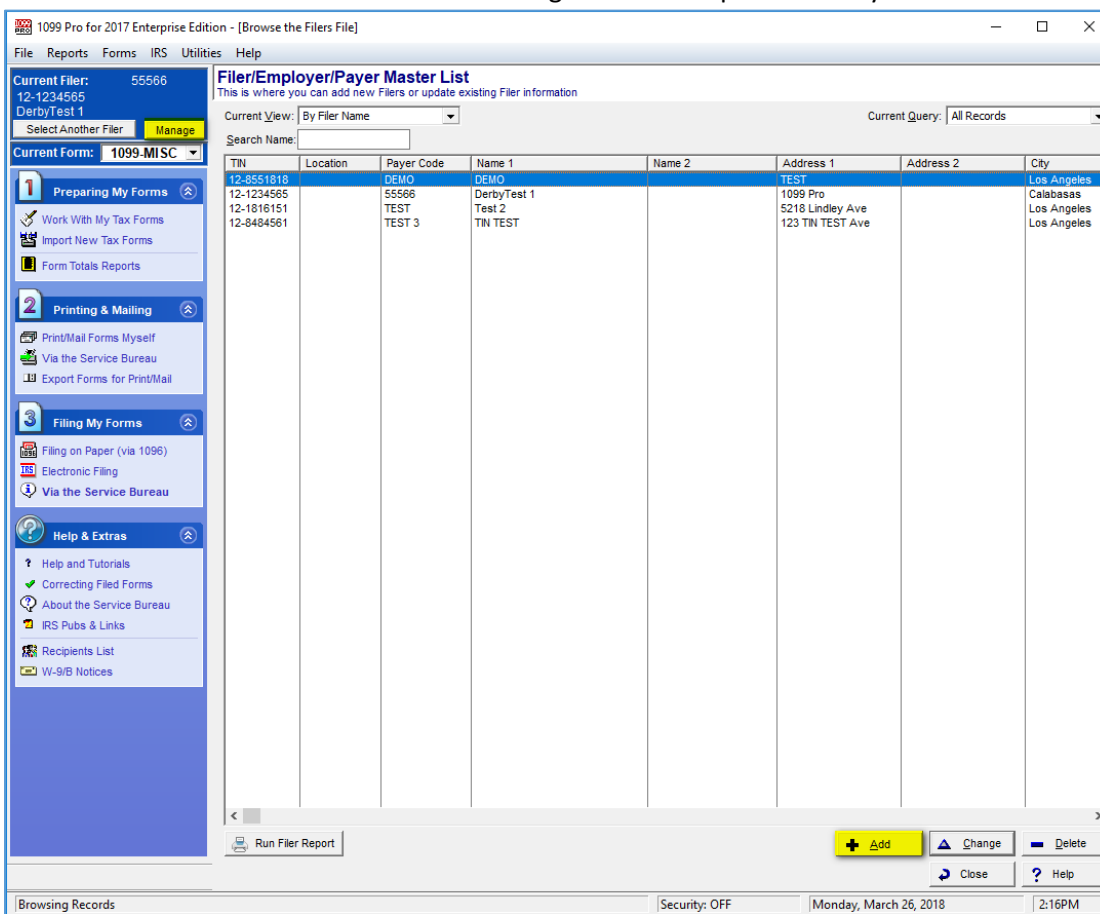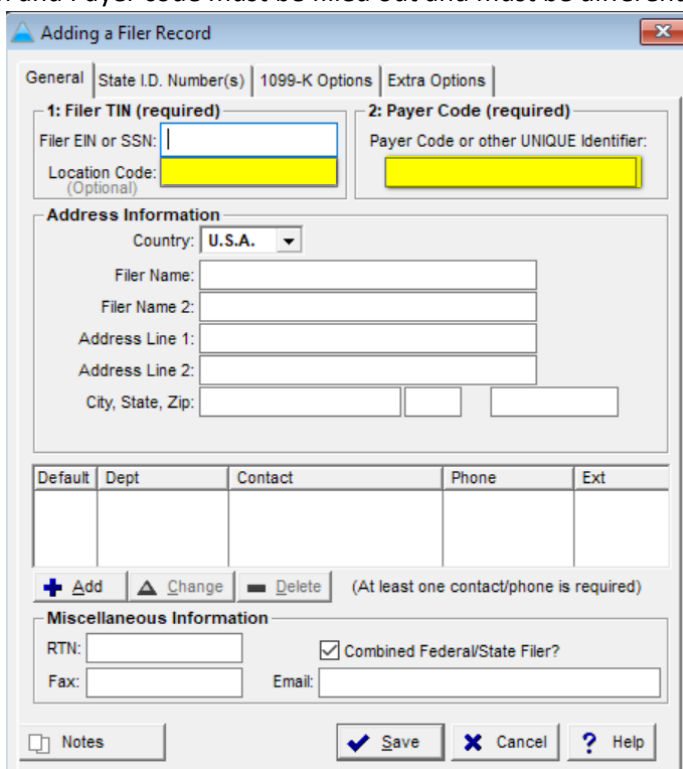## Step 1: Creating a Duplicate Filer

- Create a new filer with the same credentials as the original filer except for the Payer Code and the Location Code.
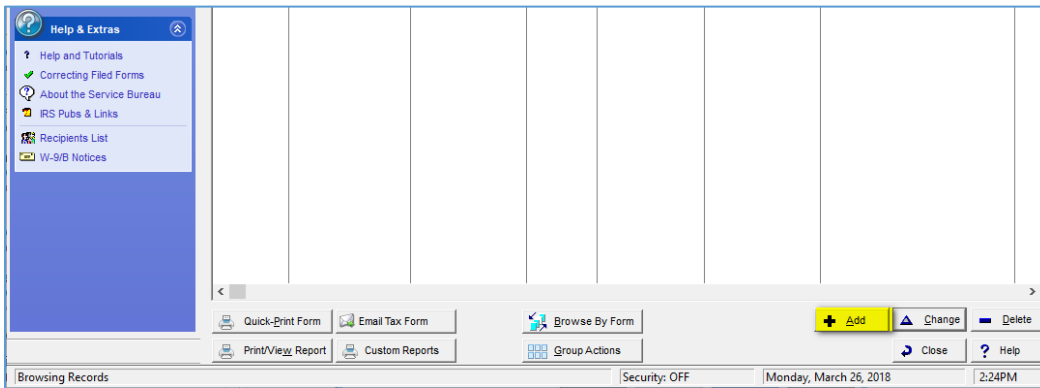

- Location and Payer code must be filled out and must be different from the original filers.
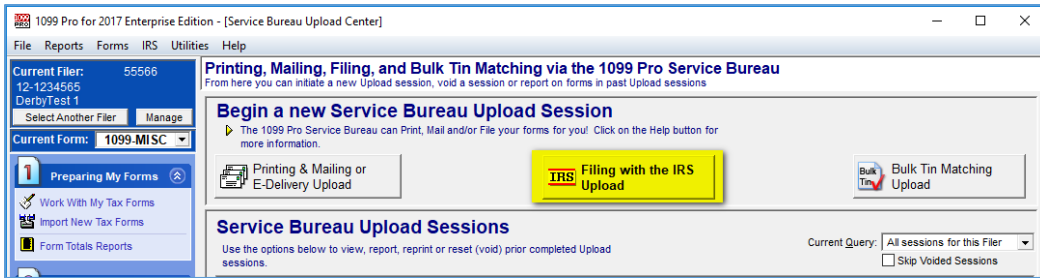

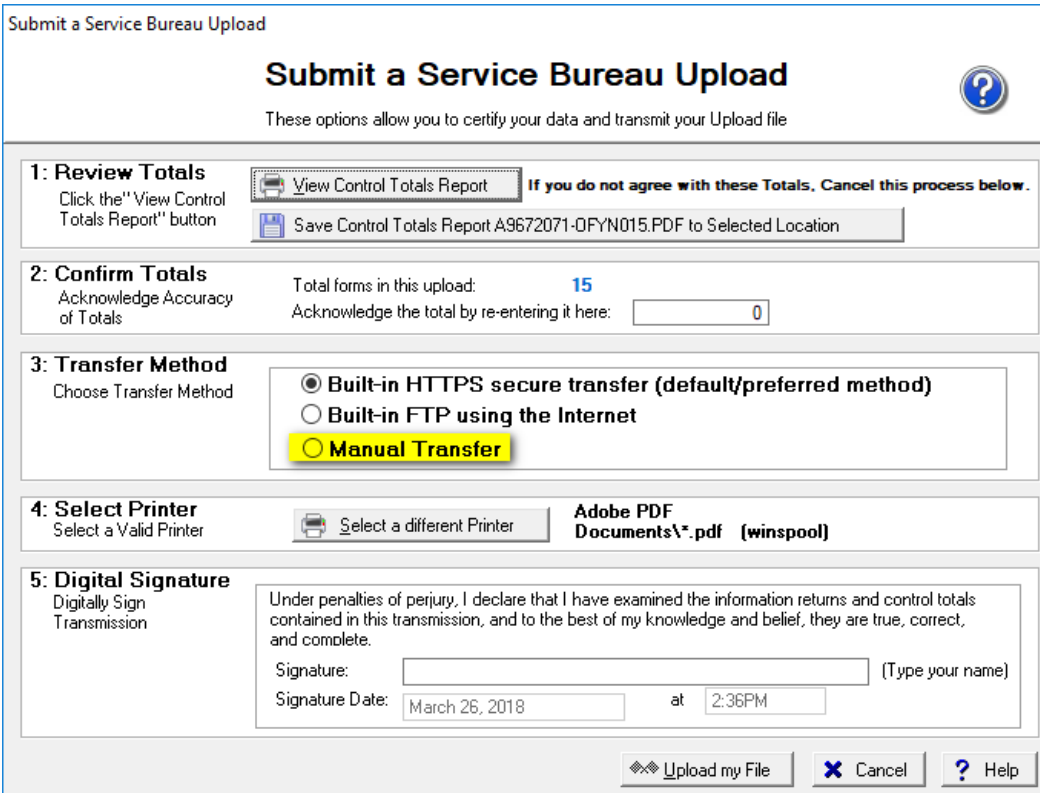## Step 2: Recreating Forms and Placing in a Filed Status

- Go to "Work with my Tax Forms" under the new filer -> Add. Fill this form out with the same information as the last form that was filed for this recipient.

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- Go to "Via the Service Bureau" -> "Filing with the IRS Upload" and file as original.

  o

- Select "Manual Transfer

  o

Step 3: Creating Your Corrections

- Finish the upload session. Ensure forms have a status of "SB Filing" or "SB Print/File".

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- Find the form in question, double click on it, and select "Create Correction". Save your changes when done and you're set!

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