

# TaxProvision App - User Guide

## Introduction

Welcome to the TaxProvision App User Guide. TaxProvision is an easy-to-use application designed for individuals and businesses to file tax provisions at different time periods in the United States. The app supports both federal and state tax provisions, helping you comply with regulatory requirements.

## Key Features

1. **Multi-period Tax Filing**: File tax provisions for different time periods, including quarterly and annual filings.
2. **Federal and State Tax Support**: The app supports both federal and state tax provisions.
3. **User-friendly Interface**: Simple and intuitive interface for easy navigation and filing.
4. **Tax Calculations**: Automatic calculations for federal and state tax provisions.
5. **Document Upload**: Attach supporting documents while filing provisions.
6. **Real-time Status Tracking**: Track the status of your filed provisions in real time.
7. **Audit Trail**: Keep a record of all your tax filings for audit purposes.

## How to Get Started

1. **Sign Up**: Create an account using your email and set a secure password.
2. **Set Up Your Profile**: Fill in personal or business information, including your federal and state tax details.
3. **Select Filing Period**: Choose the time period for which you want to file a provision (e.g., quarterly or annually).
4. **Enter Tax Data**: Input the necessary tax data, including income, deductions, and credits. The app will auto-calculate your provision amount.
5. **Submit Filing**: Review your data and submit the filing. Attach any necessary supporting documents.

6. **\*\*Track Status\*\***: You can track the progress of your filed provision in the dashboard.

## **Filing Federal Tax Provisions**

To file a federal tax provision, select 'Federal' from the filing options. Enter your federal income, deductions, and credits. The app will automatically calculate your federal tax provision based on the IRS guidelines. After submitting, you can track the status from the 'My Provisions' section.

## **Filing State Tax Provisions**

The state tax provision filing process is similar to the federal process. Select your state from the list of supported states, enter the required tax information, and submit your filing. The app will automatically apply the state tax rules to calculate your provision.

## **Document Upload**

You can upload supporting documents, such as W-2s, 1099 forms, or other relevant tax documents, to complete your tax provision filing. Make sure the documents are in PDF format and do not exceed the file size limit.

## **Tracking Your Filings**

Once you've filed your tax provisions, you can track their progress in the 'My Provisions' section. The real-time status updates will help you know when your filings are processed or if additional information is needed.

## **Support**

If you encounter any issues while using the app, our support team is here to help. You can reach out through the 'Help' section in the app or contact us via email at [support@taxprovision.com](mailto:support@taxprovision.com).