# Checking the IntelliForms™ Forms Release Schedule

When you need to know when IntelliForms will post new forms approved for paper filing, the Forms Release Schedule is the resource for you! Consult the Forms Release Schedule when:

- A form lists as "Unavailable" in IntelliForms
- A form in IntelliForms has a "Draft" or "Not Approved for Printing/Paper Filing" watermark
- A form is not listed in IntelliForms

Use the Forms Release Schedule to track new forms as they move through the approval pipeline:

- From agency release of the form
- To agency approval of the IntelliForms version of the form
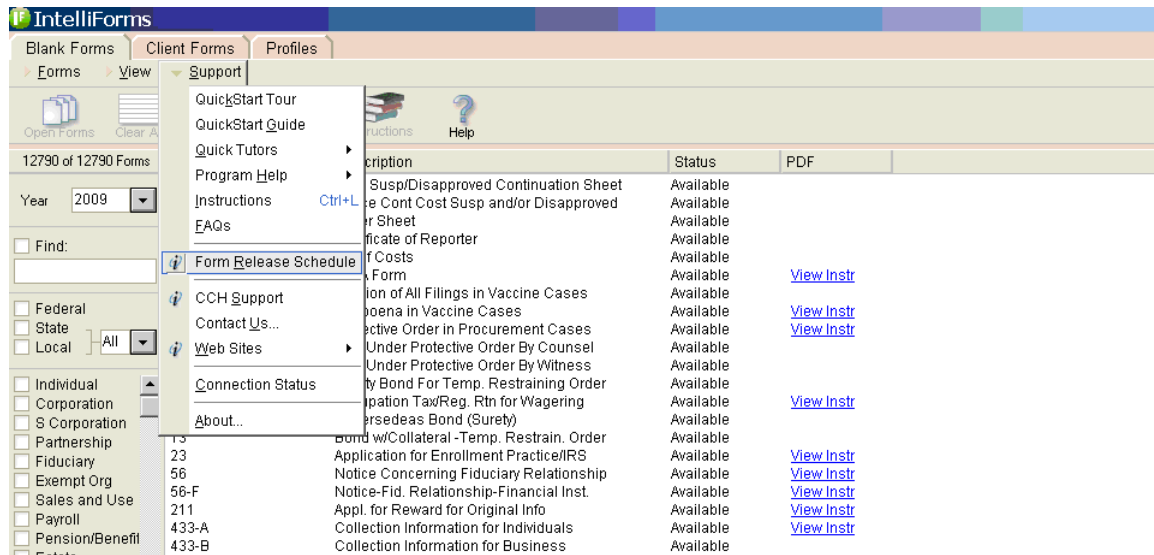- To the release of the approved form into IntelliForms

In the meantime, take advantage of terrific IntelliForms workflow management features, such as the flow of data from a draft form to a final form and advance access to new forms in the Online Library!

# Accessing the Forms Release Schedule

You can easily access the Forms Release Schedule from different locations to determine when a particular form is estimated to be available in IntelliForms:

1.  If you are currently in IntelliForms:
    *   Under any tab, click "Support" at the top, then select "Forms Release Schedule."



2.  If you are connected to the Internet:
    *   Simply paste https://support.atxinc.com/download/formdevelopmentstatus.aspx?brand=cch into your Internet browser.

For easy access in the future, bookmark the Forms Release Schedule as a favorite by clicking "Favorites" at the top of your Internet browser, and then "Add to Favorites." That way, the Forms Release Schedule can easily be accessed by selecting "Favorites."

# Navigating the Forms Release Schedule

The Forms Release Schedule view is divided between federal forms at the top and state forms at the bottom (where you select the state from the dropdown menu)

Sorting is done based on form number, and then by form name.

**Reading the "Current Status" column:**
- <u>"Not Available"</u> means the federal or state agency has not yet released its final version of the form.
- <u>"Draft"</u> means the federal or state agency has released its final version of the form, but the IntelliForms version is not yet approved for paper filing/printing and presents with a draft watermark.
- <u>"Approved"</u> means the form is now available in IntelliForms and is approved for printing/paper filing.

**Reading the "Estimated Approved" column:**
- <u>"Not Released from Tax Agency"</u> means the taxing agency has not released the new form.
- <u>"Final Pending from Tax Agency"</u> means the taxing agency has only released a draft version of the form.
- <u>A date</u> means the date the form is expected to be available in interactive format in IntelliForms.:
- <u>"Approved"</u> means the form is available in IntelliForms and is approved for printing/paper filing. Approved forms remain in the Forms Release Schedule for one week after the form has been released to IntelliForms.