



# Rhode Island Department of Revenue Division of Taxation

## Information about Division's "Seminar for Tax Preparers"

*The following information is for tax preparers who plan to attend the Division's online "Seminar for Tax Preparers" on Tuesday, November 16, 2021, from 9:00 a.m. to 11:30 a.m. Eastern time*

For a number of years, we held the "Seminar for Tax Preparers" in person, at two Community College of Rhode Island campuses.

Last year, however, we had to hold it online – as a precaution amid the coronavirus (COVID-19) pandemic. For the same reason, this year's seminar will also be held online. It will take place on Tuesday, November 16, 2021, from 9:00 a.m. to 11:30 a.m. Eastern time.

The seminar is intended only for tax preparers and is focused on the coming filing season.

Do you have questions that you would like us to address during the seminar? Email us those questions in advance, using the following email address: [Tax.Outreach@tax.ri.gov](mailto:Tax.Outreach@tax.ri.gov). (Please do not include any client-specific information.) During the seminar, we will answer as many of those questions as possible.

- ✓ The [Tax.Outreach@tax.ri.gov](mailto:Tax.Outreach@tax.ri.gov) email address is only for questions that preparers hope will be answered during the November 16 seminar. Please do not use it for any other purpose.

Although this year's seminar will be online, we nonetheless will offer preparers our usual comprehensive presentation, with several speakers and an advance look at what's new for the tax-filing season and for the new tax year.

### Preparation

The Division will offer the seminar using the Zoom webinar platform. (Some of you may be familiar with using Zoom already; some of you may not.) Please keep the following points in mind:

- If possible, use a computer to connect to the meeting, because the presentation may be difficult to read on a smaller device.
- In advance of the seminar, please disable any pop-up blockers on your web browser, and please make sure that you are using the latest version of your web browser.



- Make sure that you have a good Internet connection. A hard-wired connection, if available, is better than Wi-Fi. In addition, please consider using a headset or earphones so that you can hear better.
- Close other applications running on your computer for the duration of the seminar.
- If you have previously downloaded Zoom, make sure you are using the latest version.

### **First-time users**

If you have never used Zoom before, it's a good idea to get familiar with it in advance. Please view the "How to join a Zoom meeting" article and video by using the following link: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>.

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app by using the following link: <https://zoom.us/download>. Otherwise, you will be prompted to download and install Zoom when you click a "join" link.

If you are not familiar with using Zoom, it is a good idea to join a test meeting in advance, via the following link: <https://zoom.us/test>. This is very helpful for testing out your computer well in advance to see how the whole process will work.

### **Registration**

You will soon receive an email from us that contains a link to use in order to register in advance for the seminar. Registration will be offered on a first-come, first-served basis. (Attendance for this seminar is limited to 500 people. It is unlikely that we will reach the 500-person limit, but wanted to let you know about the limit just in case.)

Once you have registered, you will receive another email. It will confirm your registration and include a link to use to join the seminar on November 16. Please save that email, so that it is readily available to you on the morning of the seminar.

- ✓ The link in that email is specific to you. For security reasons, please use that link to access the seminar and please do not share that link with others or post it on social media.



On the day of the seminar, please open that email that you have set aside. When you click on that link to join the seminar, follow the on-screen instructions to get into the seminar via Zoom. (If you are asked for your name and email address, please enter the name and email address that you used when you registered.)

For security reasons, you may be held in an online "waiting room" or online "lobby" that morning until you can be admitted. For that reason, please consider clicking on the link in that email up to 30 minutes before the 9:00 a.m. start of the seminar.

Put another way, it is best not to wait until 9:00 a.m. on the day of the seminar to click on the link. Please click on the link up to 30 minutes in advance of the seminar's 9:00 a.m. start time. (If we use an online "waiting room" or online "lobby" and you are not immediately admitted to the seminar, please be patient; we will be admitting attendees as fast as we are able.)

### **Questions and polling**

When the seminar begins, you will be a seminar attendee, in view-only and listen-only mode. For security reasons, only the Division's speakers will be able to speak at the seminar.

If you have questions that you would like us to address during the seminar, please email them in advance to: [Tax.Outreach@tax.ri.gov](mailto:Tax.Outreach@tax.ri.gov). (Tax preparers may also have the opportunity to raise questions during the seminar itself. If so, please do not include any client-specific information in your question.)

We may offer one or more polling questions during the seminar. If polling questions are offered, please take part in them. When a polling question pops up on your screen, read the responses and choose an answer. Once you have chosen an answer, use your computer mouse to move the cursor to the button next to your answer, click on your mouse to select your answer, then submit your answer.

### **Continuing education**

We plan to provide a certificate of completion to everyone who attends our online seminar from 9:00 a.m. to 11:30 a.m. on November 16, 2021, and who takes part in the polling questions (if offered). It is therefore important to disable any pop-up blockers on your web browser. You will qualify for the certificate if you attend the entire seminar from 9:00 a.m. to 11:30 a.m. on November 16, 2021, and take part in all of the polling questions at that time (if they are offered).

Our position regarding certificates of completion has not changed: For this seminar, we expect to offer a certificate showing three (3.0) hours of continuing education. However, whether the organization that oversees your professional license or designation will accept those hours is between you and that organization. We hope to send your certificate, via postal mail or email, by the end of December 2021.



(It is possible that, at some point after the seminar is completed, an archived version of the seminar may be made available for later viewing. This has yet to be determined. If we do offer an archived version, we will email you to let you know. A certificate of completion will be available only for taking part in the "live" online seminar on November 16, not for viewing any archived version.)

## Other points

- As noted above, the seminar is for tax preparers only, and is geared toward the upcoming filing season.
- Those who seek an update on refund status should use the following link: <https://www.ri.gov/taxation/refund/>.
- To contact various areas of the Division directly: <http://www.tax.ri.gov/contact/>.

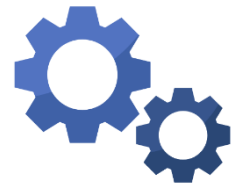
## Slides

During the seminar, our speakers may refer to slides that contain the basics of the seminar. We intend to post a copy of those slides on our website within five business days after the seminar is over. When the slides are posted, we will email you a link to them.

## Technical matters

As noted above, once you register for the seminar, you will receive another email that includes a link to gain access to the seminar itself. That email also should include phone numbers you may use to access the seminar via phone in case you be unable to access the seminar online via computer or other such device.

Remember: The seminar is offered on the Zoom platform. Should you have any technical issues connecting to the seminar, please see the Zoom Help Center, which has tutorials and other helpful information: <https://support.zoom.us/hc/en-us>.



- ✓ When the seminar begins on November 16, 2021, we will be focused on the webinar itself and will unfortunately be unable to offer technical assistance regarding the Zoom platform and a preparer's ability or inability to connect to the seminar via Zoom. For best results, please read the "Preparation" and "First-time users" sections of this guide and follow the tips provided. Also, please keep this guide handy the morning of the seminar.

Thank you for your interest in the seminar.

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This guide was published on October 26, 2021.