

In this user guide, we will demonstrate how to designate the simulation **Tax Mode**.

You have the choice letting the system calculate either a flat tax or a full 1040 tax calculation. The Form 1040 is basing federal income tax calculations on the standard deductions, exemptions and phase-outs that are utilized in completing Form 1040. Flat Rate creates an effective rate that simulates the merging of Federal, State, Local and Social Security Taxes.

1. From the Navigation Bar select Clients and choose a **client** and select **Go To Client Overview** from the dropdown.

The screenshot shows the 'All Clients' page in the emX system. The navigation bar at the top includes 'Home', 'Clients', 'Connections', 'Analytics', 'Applications', 'More', 'Settings', 'Help', and 'Sign Out'. The 'Clients' menu item is circled in red. Below the navigation bar, there is a search bar and an 'Add Client' button. A table lists clients with columns for Name, Email, Phone, User Name, and Owner. The client 'Burke, Charles and Katherine' is selected, and a dropdown menu is open showing options: 'Go to Client Overview', 'Go to Connections', 'View Website', 'Reset Password', and 'Delete'. The 'Go to Client Overview' option is circled in red.

Name	Email	Phone	User Name	Owner
Affluent, Luke and Jen	luk2@nomail.com		LukeA406	Pou, Hannah
Buckingham, Charles and Kristine		(610) 555-1212		Pou, Hannah
Burke, Charles and Katherine	no@nomail.com		CharlesB111	Pou, Hannah
	no@nomail.com		Marissac2	Pou, Hannah
				Pou, Hannah
	wdeer@hoofs.com			Pou, Hannah
				Pou, Hannah

2. Click on **Facts**, then **Advanced**.

The screenshot shows the 'Charles and Katherine Burke' client overview page. The navigation bar at the top includes 'Home', 'Clients', 'Connections', 'Analytics', 'Applications', 'More', 'Settings', 'Help', and 'Sign Out'. The 'Clients' menu item is circled in red. Below the navigation bar, there is a search bar and an 'Add Client' button. The client 'Charles and Katherine Burke' is selected, and a dropdown menu is open showing options: 'OVERVIEW', 'FACTS', 'PLANS', 'REPORTS', and 'VAULT'. The 'FACTS' option is circled in red. Below the navigation bar, there is a 'Facts' section with a button labeled 'Advanced' circled in red and a 'Go to Presentation' button.

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- Click the **plus sign** next to Assumptions and select **Miscellaneous**.



- Click the **Tax Mode** dropdown to select how taxes are calculated. If *Flat Tax* is selected, enter the *Flat Tax Rate*. If Form 1040 is selected, enter the number of exemptions, income tax carry forwards, and any charitable gifting applicable to your client. Click **Save**.

The screenshot shows the "Miscellaneous Assumptions" form. The "Tax Mode" dropdown is circled in red and set to "Form 1040". Below it, the "Flat Tax Rate" and "Tax Exemptions" fields are empty. The form also includes a section for "Future Flat Tax Schedule" with a link to "Schedule Flat Tax Rate Changes for future years."

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5. To schedule flat tax rates for future years, click **Flat Tax Rate Changes**.

Future Flat Tax Schedule

You can schedule flat tax rates that will override the tax fields above in future years.

Schedule: [Flat Tax Rate Changes](#) for future years.

6. Enter the **Start Year** and **Flat Tax Rate** and click **Save**. The scheduled Future Flat Tax Rates will appear in the middle of the screen. The advisor may Clear Schedule or Add to Schedule.

Flat Tax Schedule

Use "Start Year" and "Flat Tax Rate" to specify a new flat tax rate and the year you want it to take effect.

Start Year: (2022)

Flat Tax Rate: