

# Taxnet Pro™ – Transcript

## Retrieving Fillable Tax Forms

Welcome to this tutorial on how to retrieve fillable tax forms in Taxnet Pro.

Taxnet Pro contains federal, provincial, GST and HST forms. In this tutorial we will take a look at the different ways you can retrieve them.

When you know the tax form number, you can retrieve it very quickly. From the Home Page, locate the Pinpoint search section. Using one of the boxes, select Government Document Number from the drop-down list, enter the number into the search field next to it and then select Search.

Select the document you want from the results list. Information about the document appears in the main frame along with a link to the fillable PDF form at the top of the page. Select this link to download the document and then select the link at the bottom of the browser frame to open it. To navigate the form, click inside the first field and then use the tab key to navigate through the remaining fields. Use Shift+Tab to navigate backwards. Enter information as you go along.

To save the form select the disc icon located in the upper right corner; to print, select the print icon.

Let's see how we can find fillable forms from the Table of Contents. Select the Table of Contents link from the Menu bar. To find Federal forms, expand the *Federal Income Tax* heading and then *Income Tax Forms*. Similarly, you can retrieve GST/HST forms by expanding the GST/HST heading and then *GST/HST Forms*. As for provincial forms, expand Provincial Taxation and then Provincial & Territorial Tax Forms. Forms are organized by jurisdiction

And finally, you can use the Government Document search template which is accessible from the Search link on the Menu bar. Use the template to search for a form by its unique number or by keywords in its title. Select the form type you wish to retrieve from the Government Documents section of the template. There is a Forms sub-section providing you with options to choose Customs & Excise, GST/HST, Income Tax or Provincial/Territorial. I'll select Income Tax Forms. Scroll down the page to the Search Fields section. Enter keywords from the form title into the Title

field or the form number into the Document Number field and then select Search. This ends your tutorial on how to find fillable tax forms on Taxnet Pro.