

# Adding Default Paid Preparers

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The ftwilliam.com software will allow you to set up default Paid Preparers to select for use on the Forms 5330 and 720.

To add default reps, click on 'Edit IRS Reps' under the 'DRAFT-EDIT' column within the "Other Forms" box. Next, click on "Add New Rep" where you will enter the Rep's First and Last Name.

Then, select the new rep from the list and click on "Select Rep". Those Reps who have a PTIN listed will display in the Paid Preparer's drop-down list. You may also enter the Paid Preparer manually if you do not wish to create defaults.

Other Forms			
DRAFT-EDIT	STATUS	FINAL	DEL
<a href="#">Edit IRS Reps</a>			
<a href="#">Form 2848 I</a>	???	<a href="#">Form 2848</a>	
<a href="#">Form 8821 I</a>	???	<a href="#">Form 8821</a>	
<a href="#">Form 8822-B I</a>		<a href="#">Form 8822-B</a>	
<a href="#">Form 56 I</a>	???	<a href="#">Form 56</a>	
<a href="#">Form 8868 I</a>		<a href="#">Form 8868</a>	
<a href="#">Form 720 Checklist I</a>	???	<a href="#">Form 720</a>	
		<a href="#">Form 720-V</a>	

### *Edit IRS Representative*

IRS Representative