

NTTC Training Materials

Changes for Tax Year 2013

- **Content**
 - Expanded – *everything* that is in scope
 - 2013 IRS Forms
 - TaxWise Online screen shots
 - Instructor notes
 - *Process Based Training structure*
- **Format/Layout**
- **Structure**

Structure



Definitions



TaxWise



Intake/Interview



Quality Review



Practice



Tax Law



Summary with Taxpayer

Changes for Tax Year 2014

- Tax law, TaxWise and scope updates
- Identify **Core** versus **Comprehensive** topics

Core

- **Tax law and TaxWise information “every” volunteer must know to pass Advanced test and service “typical” Tax-Aide taxpayer**
- **Judgment call as taxpayers and volunteers are not the same across every site**
- **Goal – little or no material in this category that any Instructor would choose to ignore**

Comprehensive



- **All other in-scope tax law and associated TaxWise information**
- **Instructors will review and select those bits and pieces to add to the Core material to meet their situation**

Example 1: SSA-1099 Core?

FORM SSA-1099 - SOCIAL SECURITY BENEFIT STATEMENT

2014 PART OF YOUR SOCIAL SECURITY BENEFITS SHOWN IN BOX 5 MAY BE TAXABLE INCOME.
 SEE THE REVERSE FOR MORE INFORMATION.

Box 1. Name JOHN TAXPAYER		Box 2. Beneficiary's Social Security Number 000-00-0000
Box 3. Benefits Paid in 2014 \$12,500.00	Box 4. Benefits Repaid in 2014	Box 5. Net Benefits for 2014 (Box 3 minus Box 4) \$12,500.00
DESCRIPTION OF AMOUNT IN BOX 3		DESCRIPTION OF AMOUNT IN BOX 4
Paid by check or direct deposit \$9,941.00		
Medicare Part B premiums deducted from your benefits \$1,959.00		
Medicare Prescription Drug premiums (Part D) deducted from your benefits \$600.00		
Total Additions Benefits for 2014 \$12,500.00		Box 6. Voluntary Federal Income Tax \$.00
Box 7. Address		

Social Security and Railroad Tier 1 Benefits

Form :

Social security received this year
 Railroad tier 1 received this year
 Total before Medicare or Federal tax withheld
 Medicare Parts B, C, and D to Schedule A (only if you are not deducting this amount as self-employed health insurance)
 Federal tax withheld

	Taxpayer	Spouse
	0	0
	0	0
	0	0
	0	0
	0	0

Example 1: SSA-1099 Comprehensive?

FORM SSA-1099 - SOCIAL SECURITY BENEFIT STATEMENT

2014			<input type="checkbox"/> PART OF YOUR SOCIAL SECURITY BENEFITS SHOWN IN BOX 5 MAY BE TAXABLE INCOME. <input type="checkbox"/> SEE THE REVERSE FOR MORE INFORMATION.		
Box 1. Name JOHN TAXPAYER		Box 2. Beneficiary's Social Security Number 000-00-0000			
Box 3. Benefits Paid in 2014 \$12,500.00	Box 4. Benefits Repaid in 2014	Box 5. Net Benefits for 2014 (Box 3 minus Box 4) \$40,500.00			
DESCRIPTION OF AMOUNT IN BOX 3 Paid by check or direct deposit \$9,941.00 Medicare Part B premiums deducted from your benefits \$1,959.00 Medicare Prescription Drug premiums (Part D) deducted from your benefits \$600.00 Total Additions Benefits for 2014 \$12,500.00 Benefits for 2013 \$10,000.00 Benefits for 2012 \$10,000.00 Benefits for 2011 \$8,000.00			DESCRIPTION OF AMOUNT IN BOX 4 Box 6. Voluntary Federal Income Tax \$.00 Box 7. Address Box 8. Claim Number (use this number if you need to contact SSA) 000-00-0000A		

Form **SSA-1099-SM**

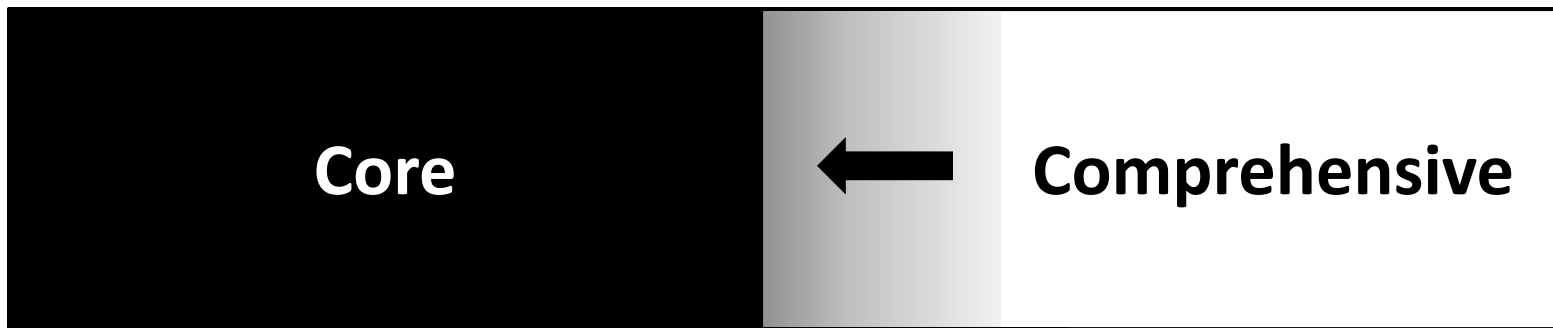
Example 2: Education Benefits

- **Core**
- **Two options:**
 - ✱ **American Opportunity Credit**
 - ✱ **Lifetime Learning Credit**
- **Qualifying expenses for each**
- **TaxWise forms for each**

Example 2: Education Benefits

- **Comprehensive:**
 - **Additional deduction options:**
 - ✱ **Schedule C**
 - ✱ **Schedule A**
 - **Scholarship options**
 - ✱ **Offset of expenses versus earned income**
 - **Reduce or eliminate additional tax on early distribution from retirement plan**

Fundamentals for Given Lesson/ Topic



Fundamentals – The Core materials plus the items from the Comprehensive materials an Instructor chooses to include for his/her students

Challenges

- **Ensure “core” volunteer (or QR person) recognizes situation that requires comprehensive knowledge**
- **Problems that support divisions**

Training Material Slides

Questions...



Accuracy & Quality

- **2013 return accuracy: 94%**
- **National Volume: Flat**
- **Overall Quality of TA Service: 88%**
- **How Well Volunteer Explained the return: 83%**

Actions to maintain or improve?

- ???

Accuracy: 94% ; Flat Volume; Factors ?

- Quality focus initiative?
- Policy & Procedures?
- Increase time with client?
- Training materials?
- TWO?
- Operational procedures?
- ????????????