





Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
* TaxSlayer Tips  Since TS is being modified, it is a work in progress. Expect changes.  After TS entries, the remainder of the QuickGuide is alphabetical, starting with form numbers.					<p>1. TaxSlayer <b>springboard</b> = <a href="https://vita.taxslayerpro.com/">https://vita.taxslayerpro.com/</a> TaxSlayer <b>production</b> = <a href="https://vita.taxslayerpro.com/ProAvalon/Login/">https://vita.taxslayerpro.com/ProAvalon/Login/</a> TaxSlayer <b>training</b> = <a href="https://vita.taxslayerpro.com/IRSTraining TRAINPROWEB">https://vita.taxslayerpro.com/IRSTraining TRAINPROWEB</a>)</p> <p>2. A PowerPoint list of <b>TaxSlayer Changes</b> since last season can be found on OneSupport under Tax Training in the TaxSlayer folder (&amp; NC OneDrive) A pdf list of changes can be found in a Brainshark <b>attachment</b> at the bottom of the Left Navigation bar within TaxSlayer. Also, on NC OneDrive.</p> <p>3. Changes in a form/wkt/screen are <b>not saved until you click Continue or Save</b> at the bottom of the page! On the State section in <b>PL 2016</b>, click Continue on page after page until you see the <b>spinning</b> "calculating" wheel for refunds at the top. <b>Beginning 2017, the Continue or Save buttons should both save information entered on state screens.</b></p> <p>4. <b>To move quickly from one return to another</b>, click on the taxpayer name at the top right &amp; choose <b>Your Office</b>. This takes you to the Welcome page where you can do a Client Search. Returns can be found quickly by typing a few letters in the taxpayer name (first or last) with <b>Client Search</b>.</p> <p>5. When you choose Summary/Print on the left side and see the 1040, you can click on any <b>blue</b> amount to take you to the <b>source of the amount</b> (most of the time). Does not work for everything (like scholarship income). Nothing similar can be done for state returns.</p> <p>6. <b>Most of a tax return begins with the Federal Section (or the 1040 summary page)</b>. The Federal Section is now on the Left Navigation Bar, along with the "Enter the Form" search box, Basic Info, Federal section, Health Insurance, State Section, Summary/Print, e-File, 2016 (or 2017) Amended Returns</p> <p>7. <b>To find a form or place to enter data in TS, you can use the "Enter the Form" search box in the upper left Type form numbers or a few letters of the topic (such as "EX" for tax-exempt interest) in the search box and click on the desired form. A list of search terms can now be found in pub 4012 Tab O pages O-6 through O-12</b></p> <p>8. When unsure where/how in TaxSlayer to enter something, check "<i>Where to Enter</i>" here in the <b>QuickGuide for TaxSlayer</b>.</p> <p>9. <b>Direct deposit</b> info is not given until the e-File process has been started.</p> <p>10. <b>To see state or federal forms</b> (other than the 1040), choose Summary/Print on the left, Preview the Return, and Print Your 2016 (or 2017) Tax Return. This will give you a <b>pdf of the return</b>.</p> <p>11. <b>State estimated payments</b> are under Federal / Payments &amp; Estimates / State.</p>	
* TaxSlayer Tips (continued)					<p>12. When returning to the State section, we have to go through a number of steps: Click (1)State section, (2)Edit, (3)Enter Myself. Then if only the county was entered before, we also have to click (4)Continue for the county selected, and (5)YES to add something on the Congratulations page.</p> <p>13. TS Simplified Method worksheet in TaxSlayer can now be used -- <b>along with a printout</b> from the <b>Annuity/Pension Exclusion Calculator</b> at <a href="http://cotaxaide.org/tools/Annuity%20Calculator.html">http://cotaxaide.org/tools/Annuity%20Calculator.html</a> The printout provides needed ages and amount recovered in prior years.</p> <p>14. <b>TS State Income Tax Refund worksheet may not be complete (not sure for 2017).</b> <b>Use the Taxable Refund and Recovery Calculator at <a href="http://cotaxaide.org/tools/Refund%20Calculator.html">http://cotaxaide.org/tools/Refund%20Calculator.html</a>.</b></p> <p>15. A Prior Year Comparison will <b>not</b> be available for returning clients (new 2018-01-04).</p> <p>16. A 2017 TaxSlayer Online User Guide on the Left Navigation Bar or by clicking the taxpayer name at the top right and choosing Helpful Tools.</p> <p>17. A "Basic Calculator" can also be found by clicking the taxpayer name at the top right and choosing Helpful Tools.</p> <p>18. <b>As of 10-15-17, "workarounds" may be needed for problems with TaxSlayer and are included in the QuickGuide Highlights and Notes when needed.</b> <b>Workarounds may be needed for (1)Taxable refunds on 1040 line 10, (2)1040A or 1040EZ in e-file, (3)state withholding on a 1099-INT and 1099-DIV, (4)Amended Returns checkboxes on the NC D-400 Sch AM, (5)Dependents not living with the taxpayer, (6)Health Section for nondependent (listed on return for EIC), (7)foreign tax on NC returns, (8)the addition of QCD's on NC income and as a deduction if itemizing.</b></p> <p>19. A <b>Quick File (QF)</b> is a navigation tool in TaxSlayer – after the files are selected for the Quick File. <b>NOT RECOMMENDED</b>. It allows the preparer and/or QR to go directly from one form to another, skipping all the extra navigation pages. When a return is saved, the QF is rearranged to 1040 order. Two drawbacks to the current QF is that we can't set the order of files or choose to go to one particular file in the set. We have to go through the whole set of QF forms to get to the last form.</p> <p>20. A TaxSlayer <b>profile</b> simply creates a Quick File for that one return. <b>NOT RECOMMENDED</b>.</p> <p>21. In TaxSlayer (or other Chrome or Edge windows), press F11 to toggle <b>Full Screen</b> and normal screen.</p>	
TaxSlayer blog					<a href="https://vita.blog.taxslayerpro.com/">https://vita.blog.taxslayerpro.com/</a>	
TaxSlayer Chrome settings					<p>1. In Chrome, open Settings and at the bottom click <b>Advanced</b>. Under <b>Privacy and security</b>, select <b>Content settings</b>. Then select <b>PDF documents</b>. Make sure the <b>Download PDF files</b> is turned off. This allows TaxSlayer pdf's to open and not be saved to the computer.</p> <p>2. <b>Advanced Settings&gt;Privacy&gt;Content&gt;Pop-ups</b> should show <b>Blocked</b>. Then beside <b>Allow</b> click <b>Add</b> and type <b><a href="https://vita.taxslayerpro.com/">https://vita.taxslayerpro.com/</a></b> This allows TaxSlayer videos to work when using Chrome.</p>	

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<b>TaxSlayer Hotline</b>	<b>800-421-6346 for Tax-Aide volunteers. 800-829-8482 TaxSlayer phone number to call during tax season to clarify tax law when site references are not clear Mon-Fri 7AM-7PM. Email support@vita.taxslayerpro.com. Provide SIDN and EFIN.</b>					
TaxSlayer Usernames and Passwords in <b>Practice Lab</b>	Usernames in the Practice Lab should include something (such as TRAIN) as part of the username because the same username cannot be used in production. A username can only be used once nationally -- so usernames need something unique (like the EFIN) incorporated (e.g., 895002BILLJTRAIN!). Passwords must be 15-30 characters in length with at least 1 upper case letter, 1 lower case letter, 1 number, and 1 special character. SIDN is not required when creating an account. Passwords can be changed by clicking Forgot Password on the login screen. After answering a security question, the password can be changed. Helps instructors if everyone at a site uses the same password and security question. Instructors must login to individual accounts to see practice returns.					
TaxSlayer Usernames and Passwords in <b>Production</b>	In NC, we will use the 6 character EFIN of the site plus First Name and First letter of the last name. Usernames are restricted to 30 characters. Passwords must contain a minimum of 8 characters, with at least 1 uppercase letter, at least 1 lowercase letter, at least 1 number, and at least 1 special character.					
56		out of scope			Notice Concerning Fiduciary Relationship. out of scope.	
90-22.1					Now FinCen F114. out of scope. Report of Foreign Bank and Financial Accounts	
114		out of scope			FinCen F114 out of scope. Report of Foreign Bank and Financial Accounts (old 90-22.1)	
982 Expired	98	Not entered in TaxSlayer	EXT-5.1 (NTTC)		In scope only if taxpayer is applying the qualified principal residence indebtedness exclusion (line 1e on form). Not in scope if taxpayer is in bankruptcy or selects the insolvency exclusion. See Cancellation of Debt Expired unless Congress makes changes after 1-27-2017	
1040					According to the AARP Tax-Aide Scope document, the following lines are out of scope: 7 for all ministers and for other members of the clergy who present issues such as: parsonage/housing allowance, 8-9 if accrued savings bond interest, Interest on bonds bought or sold between interest dates other than for savings bonds, Dependent child under the age of 18 (age 24 if a full-time student), who has unearned income of more than \$2,100, 10 if refund is not for the prior year when it is not clearly fully taxable or fully nontaxable, 14, 15 if additional tax due to excess IRA contributions, Roth IRA distributions that are taxable or partially taxable, IRA rollovers that do not meet the tax free requirements, 16 if General Rule was used, 18, 21 if rental Income when "Not for Profit" or items linked to this line are out of scope or Cancellation of debt income other than nonbusiness credit card debt forgiveness or main home mortgage forgiveness (State Coordinator approval required for latter), 24 unless military, 25 unless HSA, 26 unless military, 28, 29, 35, 44 if boxes a-c (F 8814, F 972, section 962), 45, 48 if >300 (600 MFJ), 54 for boxes a & b, 58 if box b for f8919, 60a, 60b if taxpayers claimed credit and their home is destroyed, condemned or disposed of under threat of condemnation, 62 unless HSA, 66b unless military, 72, 73, 79,	
1040A and 1040EZ in print set and e-file			11 A-3		When a full 1040 is not required, TaxSlayer will use the 1040A or 1040EZ in the Summary/Print page pdf and in the e-file. The NTTC solution for this is on p 11 in the NTTC Modified Pub 4012. <b>If you want to force a long Form 1040 for both printing and e-file purposes, add \$1 to Other Income captioned "IN ORDER TO EFILE" or "TO FORCE FORM 1040"</b> . This insures a full 1040 in both the print set and the e-file.	
1040ES/-ES	104	Payments & Estimates>	K-18		See Estimated. (Note this is not the ACH 1040/ES for direct debit.)	
1040NR		out of scope without cert	B-12		in scope only with Foreign Student certification. <b>Not accessible in Practice Lab. In production, From the Main Menu of TaxSlayer Pro select: Tax Returns. Enter the Taxpayer's SSN or ITIN - Select 'YES' to create a new return. From the Filing Status Menu, select Form 1040NR Program.(TS0 Knowledgebase)</b>	
1040X		2016 Amended Return>	M-1	17	out of scope if original return was out of scope or taxpayers who may qualify for an exception to the three year time limit for filing an amended return. See Amended return.	
1045		out of scope			out of scope Application For Tentative Refund	
1066		out of scope			out of scope Quarterly Notice to Resident Interest Holder of REMIC Taxable Income or Net Loss Allocation	

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1095-A		Health Insurance>(form shows after say YES to Marketplace ins)	H-24		Health Insurance Marketplace Statement If taxpayer does not have the 1095-A, we can call HealthCare.gov (800-318-2596) and get access to one to print for the taxpayer. The taxpayer first gives their agent permission. Then the agent will (hopefully) give us the info over the phone. May involve long wait times. For those who itemize, the amount of Mkt insurance deductible on Sch A for 2017 is the premium paid (1095-A Col A minus Col C) minus any PTC shown on 1040 line 69 or plus the excess PTC on 1040 line 49. This is a rare exception to the IRS rule that deductions can only be made for expenses actually paid during the tax year. In this rare case, a taxpayer cannot deduct a premium paid in 2017 when the taxpayer will be reimbursed with PTC on line 69. And they can deduct the amount that must be paid for excess PTC on line 49. (NTTC ACA slide 169) If the taxpayer appears to be eligible for PTC but columns B and C are blank, look up the SLCSPP and enter it in col B. (H-24 in pub 4012)	46.61
1098	1098 MORT	Deductions>Itemized>Mortgage Int	F-6,7		Mortgage interest deduction <u>and the real estate tax</u> on the home if paid by the mortgage company. When real estate tax entered here, do <b>not</b> enter again anywhere else. The <b>last</b> entry made for Real Estate Taxes (on the 1098 or under Taxes You Paid) will overwrite whatever was already entered.	
1098-C		out of scope			out of scope Contributions of Motor Vehicles, Boats, Airplanes	
1098-E	1098	Deductions>Adjustments>Student Loan Int	E-8		Not eligible if MFS. For you, your spouse, or a person who was your <u>dependent</u> <b>when you took out the loan</b> . Can <u>not</u> be paid to a relative. Credit decimal (or %) credit rate is given on f8880, depending on income & filing status. MAGI < \$80,000 (\$160,000 MFJ) Max \$2500.	33
1098-MA		out of scope			out of scope Mortgage Assistance Payments	
1098-T	1098 or 886	Deductions>Credits>Education Credits  Income>Other Income>Other Compensation>Scholarships and Grants	J-6	224	Enter the "taxable" amt of scholarships under Income>Other Income>Other Compensation>Scholarships and Grants. Any taxable amt of a scholarship is reported on the student's tax return as earned income (pub 17 p 145). The 1098-T is required for all education credits unless (1)Nonresident alien students, (2)Students whose tuition and related expenses are entirely waived or paid entirely with scholarships or grants, or (3)Students for whom the institution does not maintain a separate financial account and whose qualified tuition and related expenses are covered by a formal billing arrangement with the student's employer or a government agency, such as the Department of Veterans Affairs or the Department of Defense. If scholarship or grant was unrestricted, student can choose to make it taxable and take the adjustment or credit. Pell grants (just as other scholarships) are tax free to the extent used for qualified education expenses. For degree, diploma, or certificate candidates, the taxable amt = scholarship - qualified educational expenses (tuition, fees, books, supplies & equip required of all students in the course). For non degree, diploma, or certificate candidates, the entire amt is taxable. Ask student if scholarship amt is just for 2017 and if more expenses not on form. 1098's are usually incomplete. Ask questions to determine qualified expenses. Boxes 4 & 6 (adjustments) out of scope. See Education Credits on credits for education expenses. See guide document Education Benefits - What to Do in TaxSlayer. T&F <b>Adjustment expired unless Congress makes changes after 12-22-2017</b>	
1099-A		expired			Acquisition or Abandonment of Secured Property. In scope for main home	

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1099-B	10 CAP	Income>Capital Gain>Capital Gains	D-23/32		Boxes 7-13 are out of scope. If there is ordinary income associated with the sale of a bond, the return is out of scope. Wash sales in scope if reported on brokerage or mutual fund statement. If inherited from someone who died in 2010, out of scope unless the taxpayer knows the basis and the correct holding period (p D-15 in 4012). Also out of scope if basis determined by a method other than the FMV of property on date of decedent's death, unless the taxpayer provides basis on a doc from estate or 8939. Look at box 6 of the 1099-B to see if the sales commission was included in the sale price. If not, include sales commissions and fees that are not reflected in Form 1099-B Box 1d as a negative adjustment (labeled as "Form 1099-B with Basis in Box 3 is incorrect"). If the basis was reported incorrectly to the IRS, correct the error by entering an adjustment. If the basis was not reported to the IRS, enter the correct basis and make no adjustment. Adjustment codes are given on p D-39/D-40 in pub 4012. A bond that matured or was sold with no gain or loss is entered on the Capital Gains Transaction entry screen with the same amount for sales price and for cost basis. Without carry forward of capital gain losses from prior year, enter on Income>Capital Gain>Other Capital Gains Data. Check the broker statement carefully for "Management" or "Investment fees" which can be deducted on Schedule A Line 23 via Deductions>Itemized>Miscellaneous>Investment Fees.	13
* 1099-B broker subtotals and mailing	10 CAP	Income>Capital Gain>Capital Gains	D-25		When there are a lot of transactions, broker statement subtotals can be used, enter the payer name in Description of Property. In Adjustments choose "M - Reporting Multiple Transactions on a Single Row" with zero in dollar amount. Divide the transactions <u>for each broker</u> into four categories: <b>(A)</b> Short term transactions with basis reported to the IRS, <b>(B)</b> Short term transactions with basis not reported to the IRS, <b>(D)</b> Long term transactions with basis reported to the IRS, <b>(E)</b> Long term transactions with basis not reported to the IRS. When there are <u>different sale dates</u> , just pick one of the sale dates and use it. <b>Beginning with 2016 efiled returns</b> , "no need to send in Form 8453 with paper copies of documents to IRS.... If taxpayer mailing paper return, attach them (K-6 in NTTC Modified Pub 4012).	
1099-B Sale of Property Received as a Gift:	10 CAP	Income>Capital Gain>Capital Gains	D-27 NTTC		The taxpayer is responsible for providing the basis and acquisition date. Property inherited in 2010 may have a carryover basis (the decedent's basis, not fair market value on the date of death) if the estate filed an estate tax return and made the carryover election. In that case, the taxpayer should present Form 8939 with the information. In all other cases, the basis will be the fair market value on the date of death.	13
1099-B Step-up in basis for stock inherited from spouse	CAP	Income>Capital Gain>Capital Gains			The "step-up in basis rule" says that when you receive a capital gain asset from a decedent your tax basis in that property is not what the deceased paid for it. Instead it is normally "the fair market value of the property at the date of the decedent's death." Internal Revenue Code Section 1014a. (Note that the step-up in basis rules are different and can be even more advantageous to the surviving spouse in the 9 states that follow community property rules – check with your tax advisor. But Pennsylvania is not one of those states).	13
1099-C	-C or CANC	Income>Other Income>Cancellati on of Debt	D-63		In scope only for •Nonbusiness credit card debt cancellation including interest in box 3 and •Main home mortgage debt cancellation <u>IF</u> specific training is provided, with at least two certified counselors comfortable with entries). Interest in box 3 will be in scope beginning 2016. Because only non-business credit card debt forgiveness is in scope, any interest (box 3) would be non-business therefore 100% of debt forgiven is taxable. See Cancellation of Debt	

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1099-DIV	D	Income>Interest and Dividends>Interest or Div	D-11		Boxes 2c, 2d, 8, 9 are out of scope. Also out if Box FATCA filing requirement or alternative minimum tax generated F 6251. <b>Box 6</b> foreign tax automatically carries to the federal form <b>Box 10</b> Tax exempt dividend interest must be entered on a completely different TaxSlayer entry form labeled Tax Exempt Interest. Since any federally tax-exempt interest income from any state obligations, other than this state, Puerto Rico, Guam, or U.S. Virgin Islands is taxable in this state, there's a place to click on the Tax Exempt Interest screen and enter the amount & choose the state. <b>Box 11</b> Specified Private Activity Bond Interest goes on form 6251. This is interest income that is tax-exempt for regular tax purposes but is taxable for alternative minimum tax (AMT) purposes. If AMT is triggered, out of scope. <b>Box 14</b> state withholding is entered in Payments & Estimates>Other State Withholdings. Example on page D-14.	9
1099-G State Tax Refund	G or 9-	Income>State and Local Refunds	D-12		see State refund	
1099-G Unemployment Comp	UN or 10	Income>Unemployment Compensation	D-3,13		Fully taxable since 2013. Boxes 7-9 are out of scope. See Instructions For Recipient for box 2 on 1099-G for amounts which may appear in the blank box beside box 9. Amounts in this blank box are interest and are in scope. Not considered earned income. Skip phone number (not required).	
1099-H		out of scope			out of scope Health Coverage Tax Credit	
1099-INT	INT	Income>Interest and Dividends>Interest or Dividend	D-6/9		out of scope if (1)taxpayer is a nominee or any adjustment is needed to the amount reported, or (2)box FATCA filing requirement, (3)if alternate minimum tax generated F 6251, or (4)anything in box 10, 11, 12, or 13. <b>Box 3</b> US Savings Bond interest is not taxable by the state, so there's a place to click on the Interest screen (under box 6) to enter the amount & choose the state. <b>Box 6</b> foreign tax automatically carries to the federal form <b>Box 8</b> Tax exempt interest must be entered on a completely different TaxSlayer entry form labeled Tax Exempt Interest. Since any federally tax-exempt interest income from any state obligations, other than this state, Puerto Rico, Guam, or U.S. Virgin Islands is <u>taxable in this state</u> , there's a place to click on the Tax Exempt Interest screen and enter the amount & choose the state. <b>Box 9</b> Specified Private Activity Bond Interest goes on form 6251. This is interest income that is tax-exempt for regular tax purposes but is taxable for alternative minimum tax (AMT) purposes. If AMT is triggered, out of scope. <b>Box 17</b> state withholding is entered in Payments & Estimates>Other State Withholdings. Example on page D-14. For K-1 tax-exempt interest (form 1120s box 16 code A) taxable by the state, enter under State>Additions.	8
1099-K	SC (for Sch C)	Income>Profit or Loss (Sch C)>Gross Receipts	D-13 D-18		In scope <u>except</u> for an adjustment amount reported on form or for the sale of goods or rental income (such as Airbnb). If taxpayer receives a Form 1099-K for self-employment income (such as driving for Uber), make sure the total shown on the 1099-K is included on Schedule C Line 1. If any of the total was also reported on a 1099-MISC, then enter the amount not included on a 1099-MISC in the first field on the Schedule C – Income entry screen.	

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1099-LTC	885	Deductions>Adjustments>Medical Savings Accounts (8853) (LTC info goes at the bottom of the 8853)	D-53 NTTC		In-scope. Generally, box 1 is excludable income, but reduces the amount of eligible medical expenses reported on Sch A from the same nursing home. If Box 3 per diem is checked on the 1099-LTC, then add Form 8853 and follow instructions for form 8853 to complete the form. Per diem payments (up to \$360/day for 2017) on the 1099-LTC will be tax-free after the number of per diem days is entered on the 8853. <b>If all benefits are in box 2 of the 1099-LTC and the terminally ill box is checked on the 1099-LTC, check the terminally ill box on the 8853 and skip the remaining questions.</b> <b>Need step-by-step instructions here.</b>	
* 1099-MISC, <b>All Boxes</b>	MIS	Income>Form 1099-MISC and link to Sch C or E or line 21	D-15		The guidance from IRS SPEC regarding income reported on a Form 1099- MISC is to: 1) Add a Form 1099-MISC in TaxSlayer for each 1099-MISC form received by the taxpayer, and 2) Enter the amount in the TaxSlayer line for each form that directs the income to the correct Schedule or line on the Form 1040 even if that is not the box on the paper Form 1099-MISC.	21
* 1099-MISC, Box 1	MIS	Income>Form 1099-MISC and link to Sch E	D-31		When 1099 is completed, click NEW Sch E to link the 1099 to the Sch E. Out of scope if any depreciation or expenses. To stay in scope, property taxes must go on Sch A and not Sch C. Rental income from box 1 of a 1099-MISC is linked to line 3 of Sch E.	21
* 1099-MISC, Box 2 for gas/oil royalties	MIS	Income>Form 1099-MISC and link to Sch E	D-53		If gas/oil royalties, when 1099 is completed, click NEW Sch E to link the 1099 to the Sch E. Percent of ownership required. For gas well lease, allow expenses if provided, otherwise 15% depletion percentage. (pending scope change 7-20-17).	21
* 1099-MISC, Box 2 for artists	MIS	Income>Form 1099-MISC and link to Sch C	D-15 NTTC		If payment to artist, move entry from box 2 to box 7 nonemployee income, so it will flow to Sch C. Here SPEC guidance says <u>not</u> to Key What You See. (AARP slides Lesson 27 slide 2 "notes").	21
* 1099-MISC, Box 3	MIS	Income>Form 1099-MISC Flows to line 21	D-15,53		Flows to 1040 line 21. If a 1099-MISC incorrectly has business income in box 3 instead of box 7, enter it in box 7 so it will flow to Sch C. Here SPEC guidance says not to Key What You See. (AARP slides Lesson 27 slide 2 "notes" and slide 12 ).	21
1099-MISC, Box 6 or 7 for Medicaid Waiver payment	MIS	Income>Form 1099-MISC	D-62 NTTC		If Medicaid waiver payment in box 6, move entry from box 6 to box 7, so it will flow to Sch C. Here SPEC guidance says <u>not</u> to Key What You See. (AARP slides Lesson 27 slide 2 "notes" and slide 12 ). On Sch C, enter the Medicaid waiver payment as an expense labeled "Notice 2014-7".	21
* 1099-MISC, Boxes 5-6 and 8-15	MIS	out of scope			out of scope for boxes 5-6 (except Medicaid waiver payment in box 6) and 8-15 and Box FATCA filing requirement.	21
* 1099-MISC, Box 7	MIS	Income>Form 1099-MISC and link to Sch C	D-14		When 1099 is completed, click NEW Sch C to link the 1099 to the Sch C. See next row for exceptions.	12
* 1099-MISC, Box 7 (not on Sch C) for sporadic activity or hobby.		Income>Other Income>Other Inc. Not Reported Elsewhere	D-15 D-17 NTTC		Applies to earnings of the newspaper carrier, <18 years of age (D-3 in 4012) and to income from a sporadic activity (such as jury duty) or a hobby (which is out of scope). No Sch C. Should flow to 1040 line 21. In TS, move entry from box 7 to box 3 Other income, so it will flow to 1040 line 21. Here SPEC guidance says not to Key What You See. (Slide 15 from NTTC webinar Dec 23).	21
1099-OID	INT	Income>Interest	D-7		Enter box 1 as regular taxable interest. Enter box 8 in the TaxSlayer box 3 as Treasury obligations for fed return and exempt for state. out of scope if •Box FATCA filing requirement •5 Market discount •6 Acquisition premium •10 Bond premium •Adjustment needed or no form received	
1099-PATR		out of scope			out of scope. (since 2013) Taxable Distributions Received From Cooperatives	

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1099-Q			D-53 NTTC O-6		If the entire distribution is less than or equal to qualified education expenses (tuition & fees, books, supplies, and equipment) and, if the beneficiary is at least a half-time student, room and board, then the distribution is neither taxable nor reportable. If the distribution is greater than qualified education expenses (plus room and board for half-time student), the return is out of scope. Also out of scope if funds were not used for qualified education expenses. Note that qualified education expenses applied to reduce the taxable portion of a distribution cannot be used again for other education benefits, such as an education credit. (D-44 replaced)	
1099-QA			O-7		If the entire distribution is less than qualified disability expenses, the distribution is neither taxable nor reportable. If the distribution is greater than qualified expenses, the return is out of scope. (D-44 replacement)	
* 1099-R  (continued on next 2 rows)	-R	Income>IRA-Pension Distributions >1099-R	D-34... D-38.1 D-38.2 NTTC	83 130	Omit % from company address.? See rows below or <b><u>Codes Cheat Sheet</u></b> or <b>NTTC Modified Pub 4012 D-41/42</b> to see more details on codes. If an IRA and Box 2 is 0 or blank and Box 5 > 0, the amount in box 5 is tax free. If not an IRA and Box 5 > 0, ask taxpayer if \$ taken out for IRA contribution or health insurance. If IRA contribution, enter on Deductions>Adjustments>IRA Deduction. If health ins, note for Sch A deduction. If health or long-term ins for retired public safety officer, subtract the amt (up to \$3000) from the taxable amount on line 2a of 1099-R. Any amt > \$3000 goes on Sch A. <u>Out of scope for General Rule.</u> See <b>Simplified Method</b> if taxable amt not shown in Box 2 of 1099-R and employee contributions in Box 9. Note that if the primary annuitant dies <u>while still employed</u> , the secondary annuitant becomes primary and the annuity is no longer considered joint.	15,16
* 1099-R Codes Part 1 (continued on next row)	-R	Income>IRA-Pension Distributions >1099-R	D-34... D-38.1 D-38.2 NTTC		<b>Codes 5, 8, 9, A, E, K, N, P &amp; R are out of scope.</b> <b>Code 1</b> is an early distribution which must be reported for either a penalty or an exemption. If any part was rolled over, then subtract the amount from box 2 and check the rollover box just above the state info <b>Code 2</b> applies if the taxpayer is under 59 ½ but the payer knows an exception to the additional tax applies. If the IRA/SEP/SIMPLE box IS NOT checked, no further action needed. If the IRA/SEP/SIMPLE box IS checked, additional reporting may be required in Part II of Form 8606, & return is out of scope. <b>Code 3</b> is a disability pension and counts as earned income for EIC for those age 25-64 or with dependents. Preparers check the disability question below line 10 on the 1099-R. For those under 65 eligible for the elderly and disabled credit, we must go to Deductions / Credits / Credit for the Elderly or Disabled (Schedule R) and check the appropriate boxes. (See Elderly or disabled credit in QuickGuide or G-11 in pub 4012 for details) For those with the (1)taxable amount not shown in Box 2 of 1099-R and (2)employee contributions in Box 9 and (3)the taxpayer is at or above MRA (minimum retirement age) for the former employer, then the Annuity/Pension Exclusion Calculator is needed. The calculator gives common MRAs. <b>If the taxpayer is below the MRA (minimum retirement age, the full amount in box 1 is taxable.</b> <b>Code 4</b> is for a survivor's benefit or an inherited IRA. Handle same as code 7. If the original pensioner was using the Simplified Method, continue to use it for the survivor. <b>Code 6</b> is not taxable but must be reported. Leave box 2a blank. If itemize, subtract the amount of code 6 income TaxSlayer uses for the state sales tax deduction. Enter the amount as a negative number at the bottom of the "Schedule A - Taxes You Paid" under "Amount to Adjust the Calculated MAGI by". <b>Continued on next row.</b>	15,16


Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
* 1099-R Codes Part 2 (continued from row above)	-R	Income>IRA-Pension Distributions >1099-R	D-34... D-38.1 D-38.2 NTTC		<p><b>Code D</b> is out of scope if the taxpayer has AGI over a threshold amount (\$200,000 for a single taxpayer or HoH, \$250,000 MFJ or QW, \$125,000 MFS). If the AGI is less than the threshold amount, the return is in scope, and no further action is needed.</p> <p><b>Code J</b> is out of scope if the taxpayer has any exception on form 5329. If the account has existed for less than five years or there were any conversions from a traditional IRA or qualified retirement plan in the last five years, additional taxes apply so the return is out of scope. Otherwise, enter the distribution on Form 1099-R entry screen and select "ROTH Distributions After Conversion." Go to entry screen for Form 8606 and scroll to "Distributions from Roth IRAs." Enter the taxpayer's basis (the amount contributed to or transferred to the Roth, less previous distributions from the Roth, if any). If the distribution is greater than the basis, the excess is taxable, a 10% penalty applies, and the return is out of scope. If not, the distribution is not taxable. Enter zero in Box 2 of the 1099-R.</p> <p><b>Code Q</b> is in scope and not taxable. Box 2a should be blank.</p> <p><b>Code T</b> is out of scope unless it is in error and it is a qualified distribution. See page D-40.</p> <p><b>Code U</b> is in scope and treated exactly like code 7.</p> <p><b>Code W</b> is not taxable but must be reported.</p>	15,16
* 1099-R from OPM Office of Personnel Management	-R	Income>IRA-Pension Distributions >1099-R	D-38.2 NTTC		On a 1099R from OPM, any number in Box 5 is ALWAYS health insurance premiums and needs to be entered on Schedule A as a medical deduction if the client is itemizing.	15,16
1099-S	CAP	Income>Capital Gain and Losses>Sale of Main Home Worksheet or Capital Gains and Loss Items	D-26,28	119	<p><b>Incomplete. Need someone to help develop a more detailed entry here.</b></p> <p>If a 1099-S is received by seller the sale of the home must be reported on tax return.</p> <p>In scope except for: •Sales of business property, F 4797 •Installment sales income, F 6252 •Like-kind exchanges, F 8824</p> <p><b>"Since basis is not reported to the IRS, using code E is nice but not essential. For now, let's add the selling expenses to basis and enter the total." Sue Alza 11-04-2016</b></p>	
1099-SA	HSA	out of scope without extra certification Deductions>Adjustment>Health Savings	E-3		out of scope without HSA certification for preparer and Quality Reviewer. Always out of scope if Archer MSA or Medicare Advantage MSA See HSA.	
1116		Income>Interest & Div>1099-DIV >Interest or Div> or Deductions> Credits>Foreign	D-11 G-2	155	Foreign Tax Paid in Scope Only For: •Simplified Limitation Election (SLE) if \$300 (\$600 if MFJ) or less. Caution: If foreign tax entered on 1099-Div, then do not enter again anywhere else. Foreign tax on a K-1 does not flow to the 1040, so it must be entered in Deductions>Credits>Foreign Tax.	
1127		out of scope	K-16		out of scope Extension of Time for Payment of Tax Due to Undue Hardship	
1310	131	Miscellaneous Forms>Claim a Refund ...	K-12 K-12.1 NTTC	O-4,8 D-12.1 NTTC	in scope. Statement of Person Claiming Refund Due a Deceased Taxpayer "If representative is not court-appointed and is claiming the refund, file Form 1310 with the return" (NTTC slide presentation 07 Filing Basics slide 13 notes).	



Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
2106	21 or UNRE	Deductions>Itemized>Job-Related Travel Expenses (Form 2106)	F-9	189...	<p>Form 2106 can be used to claim expenses allowed in Pub 4491 and in Pub 4012 to be deducted on Schedule A -- if there is no employer reimbursement and standard mileage rate is used.</p> <p>Otherwise in scope only for those with military certification helping military families.</p> <p>Form 2106-EZ is in scope. TaxSlayer doesn't include a Form 2106-EZ, so SPEC has agreed that we can use 2106 – but only if the expenses meet the following restrictions for Form 2106-EZ.</p> <ul style="list-style-type: none"> <li>• You are an employee deducting ordinary and necessary expenses attributable to your job. An ordinary expense is one that is common and accepted in your field of trade, business, or profession. A necessary expense is one that is helpful and appropriate for your business. An expense doesn't have to be required to be considered necessary.</li> <li>• You don't get reimbursed by your employer for any expenses (amounts your employer included in box 1 of your Form W-2 aren't considered reimbursements for this purpose).</li> <li>• If you are claiming vehicle expense, you are using the standard mileage rate. You can use the standard mileage rate only if: (a) you owned the vehicle and used the standard mileage rate for the first year you placed the vehicle in service, or (b) you leased the vehicle and used the standard mileage rate for the portion of the lease period after 1997.</li> </ul> <p>So, no reimbursement for any travel expenses or the return is OOS.</p> <p>Taxpayers are not required to claim employee business travel deductions (on Schedule A), but if you get reimbursed for any of them, you must omit them all (because the 2016-EZ would not be allowed).</p> <p>Taxpayers are not required to use the 2016 (or 2106-EZ) for non-travel employee expenses, so non-travel employee expenses could be included or omitted on an expense-by-expense basis. Include expenses that were not reimbursed in any way, exclude those that had any reimbursement. Be sure the taxpayer has records as to which is which--not prorating the reimbursements between two expenses.</p>	
2120		Personal Information>Dependents>Other (not in Practice Lab)	O-7	35	in scope. Multiple Support Declaration	
2210	22	Continue through the warning without adding Form 2210			out of scope •Except to zero out entire penalty. Underpayment of Estimated Tax by Individuals, Estates, and Trusts,	
*2441	24	Deductions>Credits>Child Care	G-5/8	219	Step 1 and Step 2 required. Step 1 has the total amt paid to day care. Step 2 lists how much was paid for each dependent. Step 3 is for rare occasions where expenses are not for a dependent. See child/dependent care for more details.	49
2555		Income>Less Common Income >Foreign Earned IncomeExclusion (Form 2555)	D-54 G-4	224 232	in scope for international only	
2848		Not entered in TaxSlayer	K-13	13,21	In scope if brought in by taxpayer for paper return. "Tax-Aide volunteers should not complete form 2848 on behalf of clients. It is up to the individual taxpayer to complete the form 2848 and bring it to the site for handling with the return" (K-12.1 in NTTC pub 4012). According to AARP training slide presentation 41, slide 4, "Transmittal of the 8453 & attachments for certain forms is not required: ... Form 2848 – Power of Attorney ("POA") For paper returns, "a copy of the POA must be attached to the Form 1040" (K-12.1 in pub 4012).	
3468		out of scope			out of scope. Investment Credit	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
3520		out of scope			out of scope. Foreign Trusts>Foreign Gifts	
3800		out of scope			out of scope. General Business Credit	
3903		out of scope without military certification	E-1		in scope for those with military certification helping military families	
3922					<b>Nothing to enter in TaxSlayer.</b> Form shows that the taxpayer purchased stock and the exercise price was less than 100 percent of the value of the stock on the date shown in box 1 or was not fixed or determinable on that date. Taxpayer should keep this form and use it to figure the gain or loss when the stock is sold.	
4136		out of scope			out of scope. Credit for Federal Tax Paid on Fuels	
4137	4137	Other Taxes>Tax on Unreported Tip Income	D-5 H-1	56	in scope. Social Security and Medicare Tax On Unreported Tip Income Enter unreported tips on the TS W-2 below line 10. Flows to line 7 of the 1040. If <\$20/month unreported tips, also enter on Other Taxes>Tax on Unreported Tip Income (Form 4137) to avoid extra Social Security and Medicare tax on 1040 line 58.	
4562		out of scope	D-19,51		out of scope. Depreciation and Amortization	
1684		out of scope			out of scope. Casualties and Thefts	
4797		out of scope			out of scope. Sales of Business Property	
4852		Income>Wages check box "This is a substitute"	D-4 O-7		in scope. Substitute for F W-2, Wage and Tax Statement, or F 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	
4868	48 APP	Miscellaneous Forms>Application for Extension	M-7	10	in scope. Application for Automatic Extension of Time To File U.S. Individual Income Tax Return	
4952	495	out of scope			out of scope. Investment Interest Expense Deduction	
4972		out of scope			out of scope. Tax on Lump-Sum Distributions	
* 5329	532	Other Taxes>Tax on Early Distribution	H-1,2,3	83...	Only Parts I and IX of form 5329 to remove a penalty are in scope for Tax-Aide preparers with Advanced certification. Part VII - Tax on Excess Contributions to HSA is in scope for those with HSA certification. If an exception to the additional tax on early distributions applies, Form 5329, Part I, line 2 must be filled in with the code and the amount not subject to additional tax. Examples are total and permanent disability (2), med expenses > 10% AGI (05), higher ed (08), up to \$10,000 for purchase of first home (09), etc. If you are filing a return only because you owe additional tax on a qualified plan, including an individual retirement arrangement (IRA), or other tax-favored account, you can file Form 5329 by itself. <b>See H-2 for complete list of exception codes.</b> <ul style="list-style-type: none"> <li>• <b>Note that the exemptions are based on expenses for the tax household, not an individual.</b></li> <li>• <b>For codes 05, 07 and 08, the distributions do not have to be specifically for the stated expenses, but the distribution and the expenses must occur in same tax year. If there's more than one exception applies, use code 12.</b> (H-2 in the NTTC p4012)</li> </ul> <b>For failure to take the RMD</b> (Required Minimum Distribution for IRAs), always request a waiver. The addition to tax on the return is out of scope. Taxpayer must take correcting distribution, resulting in a double up of taxable distributions in the future year. Search for 5329 and complete Part IX - check the box to claim a waiver. Provide a brief explanation, such as "Trustee failed to distribute on a timely basis; the missed distribution has since been distributed; taxpayer requests waiver of the addition to tax."	
5405	540	Other Taxes>First-Time Homebuyer Repayment	D-29 H-1	207	In scope <u>except</u> for Taxpayers who claimed credit and their home is destroyed, condemned or disposed of under threat of condemnation. See First-time home buyer credit repayment for those with the 2008 credit.	



Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
5498	54	Deductions>Adjustments>IRA Deduction			Form 5498 reports total annual contributions to an IRA account. Also reports amounts that rolled over or transferred from other types of retirement accounts into this IRA. When a deduction is claimed for IRA contributions, amounts on the Form 5498 should be referenced.	
5498-SA	54	Deductions>Adjustments>	E-3		In scope for HSA certification only. out of scope for •Archer MSA •Medicare Advantage MSA F 5695 Yes <input type="checkbox"/> Residential Energy Credit. Need entry here	
*5695			EXT-7	251	In-scope parts expired unless Congress makes retroactive changes in 2018	53
6251	6251	Other Taxes>Alternative Minimum Tax (Form 6251)>Interest from specified private activity bonds	H-1 O-6,11		In scope for entry of interest from Private Activity Bonds (PAB) in TaxSlayer. out of scope if AMT applies to taxpayer. Alternative Minimum Tax	
6252		out of scope			out of scope. Installment Sales Income	
8275		out of scope			out of scope. Disclosure Statement	
8275 R		out of scope			out of scope. Regulation Disclosure Statement	
8283	828	Deductions>Itemized>Gifts to Charity>Noncash Donations (more than 500) in scope if <\$5,001 total	F-8 AARP scope under \$5001	167-169	Go to form 8283. (If use 8283, do not enter anything in the other "Non-Cash Contributions".) Form 8283 required if total of noncash contributions > \$500. out of scope for: •Total non-cash contributions in excess of \$5,000 •Donation of motor vehicle, capital gain property, or assets used in business. •Section A, Part II and Section B. •Appreciated property such as securities and artwork. (Ignore where 4012 says out of scope.) If the value of any item > \$500, tax paper is required to have records of date acquired, how acquired, donor's cost, & Fair Market Value (FMV). See guide document Noncash Gifts to Charity in TaxSlayer.	
8332		Personal Info>Dependents>Other (not in Practice Lab)	G-13 K-6,13	29 237	In scope. Release/Revocation of Release of Claim to Exemption for Child by Custodial Parent According to AARP training slide presentation 41, slide 4, "Transmittal of the 8453 & attachments for certain forms is not required: Form 8332 – Release of Claim to Exemption for Child of Divorced or Separated Parents" Include the form with a paper return. With the 8332, the Non-Custodial Parent can claim Dependency exemption, Child tax credit, Education credits, Premium Tax Credit, and Medical expenses that he or she paid. The Custodial Parent can claim Head of household filing status, Dependent care credit, and Earned income credit.	
8379	837	Miscellaneous Forms>Injured Spouse Form	P-3	14	In scope. Injured Spouse Allocation. "Form 8379 is filed by one spouse (the injured spouse) on a jointly filed tax return when the <b>joint overpayment</b> was (or is expected to be) applied (offset) to a past-due obligation of the other spouse. By filing Form 8379, the injured spouse may be able to get back his or her share of the joint refund." <b><u>If there's refund, there's no injured spouse. Do not complete form 8379 until the return is completed and shows a refund.</u></b>	
8396		out of scope			out of scope. Mortgage Interest Credit	
8453			K-6		in scope. U.S. Individual Income Tax Transmittal for an IRS e-file Return According to AARP training slide presentation 41, slide 4, "Transmittal of the 8453 & attachments for certain forms is <b>not</b> required: Form 8332 – Release of Claim to Exemption for Child of Divorced or Separated Parents Form 2848 – Power of Attorney ("POA") Form 8949 substitute (brokerage list of transaction details rather than transcribing all to TaxSlayer)". <b>According to p K-6 in the NTtC pub 4012, "DO NOT mail Form 8453 or any taxpayer documents anywhere".</b>	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
8582		out of scope			out of scope. Passive Activity Loss Limitations	
* 8606	8606	Deductions> Adjustments> Nondeductible IRAs	D-35 (NTTC) E-1 E-7	122 126 128 129	Part I in scope. Part II for IRA to Roth conversion in scope (new 2017) <b>An 8606 usually indicates that the taxable amount on an IRA 1099-R is not correct and must be adjusted – because the taxable amount on the 1099-R is not correct.</b> When the taxpayer (or spouse) receives a distribution from an IRA and was not allowed a full deduction for contributions in prior years (usually evidenced by an 8606 in the prior year's return), then form 8606 must be completed. (1)The "basis" is taken from the prior year 8606 line 14. (2)The taxpayer must provide the "total value" of the IRA's at the end of the tax year. (3)The amount of the distribution comes from the 1099-R.  <b>After form 8606 is completed, print the form to pdf (while on the Adjustments page) and find the taxable amount of the IRA on line 15. Go to the 1099-R for the IRA in TaxSlayer and enter this taxable amount on line 2a.</b> <b>Jeff Bogart has created an IRA 8606 Worksheet to make this easier for preparers : <a href="http://cotaxaide.org/tools/IRA%20Worksheet.html">http://cotaxaide.org/tools/IRA%20Worksheet.html</a></b>	15 16
8615		out of scope	A-2	57 211 212	out of scope. Tax for Certain Children Who Have unearned Income of More Than \$2,100. Known as the Kiddie Tax. Note that taxable scholarship amounts (on Income>Other Income>Other Compensation>Scholarships and Grants) are considered earned for determining if the child must file a tax return. However, IF the child is required to file a return, then the taxable scholarship is considered unearned -- & may trigger the out-of-scope Kiddie Tax	
8621		out of scope			out of scope. Information Return By A Shareholder of a Passive Foreign Investment Company or Qualified Electing Fund	
8689		out of scope				
8801		out of scope			out of scope. Credit for Prior Year Minimum Tax	
8805		out of scope			out of scope. Foreign Partner's Information Statement of Section 1446 With Holding Tax	
8812		automatically	G-12		in scope. Additional Child Tax Credit	
8814		out of scope	H-9		out of scope. Parent's Election to Report Child's Interest and Dividends	
8815		out of scope			out of scope. Exclusion of Interest From Series EE and I U.S. Savings Bonds Issued After 1989	
8821		out of scope			out of scope. Tax Information Authorization	
8829		out of scope			out of scope. Expenses for Business Use of Your Home	
8833		out of scope			out of scope Treaty-Based Return Positive Disclosure Under Section 6114 or 7701 (b)	
8834		out of scope			out of scope Plug-In Electric Vehicle Credit	
8839		out of scope			out of scope. Qualified Adoption Expenses	
8848		out of scope			out of scope. Qualified Adoption Expenses	
8853	885	Deductions> Adjustments> Medical Savings Accounts (8853) (LTC info goes at the bottom of the 8853)	D-53 NTTC	49,92	in scope only for sections C. Archer MSAs and Long-Term Care Insurance Contracts. Generally, box 1 is excludable income, but reduces the amount of eligible medical expenses reported on Sch A from the same nursing home. If Box 3 per diem is checked on the 1099-LTC, then add Form 8853 and follow instructions for form 8853 to complete the form. Per diem payments (up to \$340/day) on the 1099-LTC will be tax-free after the number of per diem days is entered on the 8853. <b>If all benefits are in box 2 of the 1099-LTC and the terminally ill box is checked on the 1099-LTC, check the terminally ill box on the 8853 and skip the remaining questions (other than number of days).</b>	
8857		out of scope			out of scope Request For Innocent Spouse Relief	
8862		Deductions> Credits> Earned Income (8862)	I-6		in scope. Information to Claim Earned Income After Disallowance	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
8863	886 or TUI	Deductions>Credits>Education Credits	J-7		see Education Credits	
8865		out of scope			out of scope.	
8879		Printed	K-21		Must be signed by taxpayer and spouse if joint return upon completion of return and prior to e-filing.	
8880	8880	Deductions>Credits>Retirement Savings	G-1,10	251	AGI < \$31,000, <46,500 HOH, <62,000 MFJ); born before 1-2-2000; <b>Not a dependent or full-time student; Not military pensions.</b> Contributions made by April 17, 2018 count for 2017. Roth contributions get credit, too, so enter them on the 8880. Traditional IRA contributions are entered on the IRA Deduction page in TaxSlayer and are carried automatically to the 8880 (though they don't show in TaxSlayer until printed). A W-2 entry in box 12 or an "X" in the Retirement box or an entry in box 14 is an indicator that the taxpayer may be eligible for this credit. W-2 box 12 entries of D, E, F, G, H, S, AA, or BB are voluntary retirement contributions which automatically flow to the 8880 in TaxSlayer. Voluntary employee contributions (whether taxed or not) are eligible for the retirement savings credit. Employer contributions and mandatory employee contributions (as in some school systems) are not eligible for the credit. When one spouse works and contributes to a retirement account and the other is retired and receives either a pension or a distribution from a retirement account, TaxSlayer correctly applies the Forms 1099-R as a distribution from a retirement account and subtracts the distribution from the contribution amounts. Distributions from military and other qualified plans to which the taxpayer made non-voluntary contributions, should be entered as a <u>negative</u> amount <u>for the recipient</u> in the designated box of the Retirement Savings Contributions Credits input screen. (G-10 in NTTC Pub 4012) If MFJ, be sure the correct recipient is identified.	
8885		out of scope			out of scope. Health Coverage Tax Credit	
8886		out of scope			out of scope. Reportable Transaction Disclosure Statement	
8888		in e-File process	K-3,4		in scope. Allocation of Refund (Including Savings Bond Purchases). Now requires the preparer to verify the confirmation entry by entering the bank info twice (new 12-15-17). Now in Practice Lab.	
8889	8889 HSA	out of scope without cert  Deductions>Adjustments>Health Savings Accounts	E-1,4,5		out of scope without HSA certification for preparer and Quality Reviewer. Those with certification should follow pub 4012. Health savings accounts are indicated by (1)a W-2 with a W in box 12, (2)a 1099-SA with an X in box 5, or (3) a 5498-SA which shows HSA contributions. Taxpayer records of contributions can be accepted if they do not have the form. Note that W-2 code W amounts are employer contributions. Max contributions for those enrolled all year are \$3400 (\$4400 if age >54) or family \$6750 (\$7750 if age >54) (p4 in i8889). If both spouses have separate HSAs and either spouse has family coverage for each month, divide the amount on line 5 (usually the limits below) equally between you and your spouse, unless you both agree on a different allocation (such as allocating nothing to one spouse). Enter your allocable share on line 6. See the instructions for form 8889 line 6 for other situations.	
8903		out of scope			out of scope. Domestic Production Activities Deduction	
8908		out of scope			out of scope Energy Efficient Home Credit	
8910		out of scope			out of scope Alternate Motor Vehicle Credit	
8911		out of scope			out of scope Alternative Fuel Vehicle Refueling Property Credit	
8917 Expired?	886 or TUI	Deductions>Adjustment>Tuition & Fees	EXT-6		In scope. Tuition and Fees Deduction. See also Education credits.	
8919		out of scope			out of scope. Uncollected Social Security and Medicare Tax on Wages	
8936		out of scope			out of scope Qualified Plug-in Electric Drive Motor Vehicle Credit	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
8938		out of scope			out of scope. Statement of Specified Foreign Assets	
8948		out of scope			out of scope. Preparer Explanation For Not Filing Electronically •Not applicable to Tax-Aide as we are not paid preparers	
8949	CAP	Income>Capital Gain and Losses	D-22,31		Mostly automatic. Adjustment codes N,Q,X,R,S,C are out of scope. Wash sales in scope if reported on brokerage or mutual fund statement	
8958	8958	Miscellaneous Forms>MFS Allocation Record for Community Property States			in scope for MFS returns as limited by Regional or State Coordinator. Allocation of Tax Amounts Between Certain Individuals in Community Property States.	
8959		out of scope			out of scope Additional Medicare Tax	
8960		out of scope			out of scope. Net Investment Income Tax – Individuals, Estates, and Trusts	
8962		Health Insurance	H-27		Premium Tax Credit (PTC). See ACA. Note that the MAGI (modified AGI) for each <b>dependent who has a filing requirement</b> is entered. Do <u>not</u> enter MAGI for those who could have been claimed as dependents but were not.	
8965		Health Insurance	Tab N		Health Coverage Exemptions. See ACA.	
9452		out of scope			out of scope. Filing Assistance Program	
9465	9465	Miscellaneous Forms>Installment Agreement	K-16,17	15	In scope. Installment Agreement Request Form 9465 can be included in TaxSlayer with the return if the taxpayer will not pay amount owed within 120 days of the due date. Alternatively, the taxpayer can arrange payment options (with lower fees) through <a href="http://irs.gov">irs.gov</a> . The taxpayer should be aware of fees involved with payment plans.	
13844		out of scope			out of scope. Application For Reduced User Fee Installment Agreement Taxpayers could be given a paper copy to fill out and mail in.	
AARP Age and Income Limits					According to p 10 of the AARP Foundation Tax-Aide TrainingGuideManual, "The AARP Foundation Tax-Aide program provides free, high quality tax services to low to moderate income taxpayers with special attention on those 50 and older – but there are no age or income thresholds. Returns and attached schedules are completed based on the tax law scope of the program as defined in the AARP Tax-Aide Scope Document and counselor training."	
AARP Foundation					<a href="http://volunteers.aarp.org">http://volunteers.aarp.org</a>	
AARP TaxAide					<a href="http://www.aarp.org/applications/VMISLocator/searchTaxAideLocations.action">http://www.aarp.org/applications/VMISLocator/searchTaxAideLocations.action</a>	
AARP Expense Reimbursement					For details and guidelines, see the expense guide documents in the NC folder on the NC OneDrive.	
AARP OneSupport					Log in to the AARP Portal ( <a href="https://volunteers.aarp.org/">https://volunteers.aarp.org/</a> ). Click on OneSupport Help Center.	
AARP OneSupport help					Log in to the AARP Portal ( <a href="https://volunteers.aarp.org/">https://volunteers.aarp.org/</a> ). Click on OneSupport Help Center. Click on <b>Submit a Request</b> at the top.	
AARP Personal Computer Registration Requirements					See "H9 Computer Security Scans" in Password Protected Documents. (1)Update all apps. (2)Register. (3)Upload the screen shots of the antivirus scan. <a href="https://www.taxaideaarp.org/secure_scan/home.htm">https://www.taxaideaarp.org/secure_scan/home.htm</a> Use Secunia Personal Software Inspector (PSI) to make sure all apps are up to date. <a href="http://learn.flexerasoftware.com/SVM-EVAL-Personal-Software-Inspector">http://learn.flexerasoftware.com/SVM-EVAL-Personal-Software-Inspector</a> registration website: <a href="http://www.taxaideaarp.org/main/secure_scan/home.htm">http://www.taxaideaarp.org/main/secure_scan/home.htm</a> Note that this site will not be active until December 15th each year. List your email address, your name and Tax-Aide state and position (e.g., TCS), the computer(s) that passed the security scans – can be more than one page.	


Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
ACA		Health Insurance	Tab H		<p>Follow the <b><u>ACA Reporting Flowchart</u></b> and <b><u>ACA Specialist Affordability Test</u></b> on the NC OneDrive.</p> <p>See also the AARP ACA Tool on the OneDrive.</p> <p>For those who itemize, the amount of Mkt insurance deductible on Sch A for 2017 is the premium less the amount of premium tax credit (whether the PTC was received as APTC or as a credit on the return). On form 8962, this is the Column A total minus line 24.</p> <p>Those without coverage or an exemption would have a Shared Responsibility Payment on 1040 line 61. Those who received too much subsidy will have a repayment on line 46.</p> <p>For questions on <b><u>exemptions</u></b>, see pages H-14.1 and H-14.2 in the NTTC pub 4012 and i8965.</p>	46 61
ACA Affordability Calculator					Use when checking affordability, especially for households with employer-offered insurance. On the Affordability Worksheet where asked for monthly costs, enter in the columns provided the annual premium for only the <b><u>first</u></b> option that applies to that person.	
ACA Affordability Calculator link					<a href="http://cotaxaide.org/tools/ACA%20Affordability%20Calculator.html">http://cotaxaide.org/tools/ACA%20Affordability%20Calculator.html</a>	
ACA Exemptions		Health Insurance	H-5/ 10		See <b><u>ACA Exemptions</u></b> guide document, Pub 5157 , 5157a, instructions for form 8965, etc. The ACA Exemptions guide document helps to determine if someone is eligible for a common exemption. With the amounts of premium tax credits available, those with no employer available coverage (and no one on government sponsored insurance, like Medicare) appear to be unlikely to ever qualify for an "unaffordable" exemption unless their household income is <138% or > 400% FPL. If >400%, check at <a href="http://healthcare.gov">healthcare.gov</a> .	46 61
ACA Government-Sponsored Insurance			H-5		If anyone in the household has MEC through a government program (Medicare, Medicaid, CHIP, VA, TRICARE, etc.), then they are included in MCA Wkt entry for BRONZE premiums, but they are not included in the Second-Lowest Cost SILVER premiums (used in calculating possible subsidies). Other government-sponsored insurance includes Health coverage provided to Peace Corps volunteers, Department of Defense Nonappropriated Fund Health Benefits Program, Refugee Medical Assistance, and Coverage through a Basic Health Program (BHP) standard health plan.	
ACA Navigator					Rosa at 704-792-2242 for Rowan and Cabarrus counties	
ACA Short Gap Exemption		Health Insurance (code B)	H-14		The short gap exemption is given when a person goes no more than 2 and only <b><u>2 consecutive</u></b> months without insurance or a different exemption -- even if it falls between 2 calendar years.	
ACH 1040/ES		in e-File process	K-17,18		Direct Debit for Balance Due or Estimated Tax Payment	
Addresses for IRS			P-5	289	1. IRS not enclosing check: Dept of the Treasury, Internal Revenue Service, Kansas City, MO 64999-0002. 2. IRS enclosing check: Internal Revenue Service, P.O. Box 931000, Louisville, KY 40293-1000. 3. IRS amended return: If responding to a notice from the IRS, send the federal amended return to the address shown in the notice. Otherwise, Department of the Treasury, Internal Revenue Service Center, Kansas City, MO 64999-0052 .	
Adoption Credit		out of scope		248	out of scope (2 & 28-5 in 4491). Up to \$12,650 for both nonspecial and special needs adoptions. Fully refundable. f8839.	71
Advanced Premium Tax Credit		Health Insurance	H-24,29		see 8962 and ACA and Medical deductions These are government subsidies for health insurance.	
Advocate			EXT-2	268 270	Taxpayer Advocate Service is an independent organization within IRS. 877-777-4778 to locate -- or <a href="http://www.irs.gov/advocate">www.irs.gov/advocate</a>	
Affordable Care Act			H-4...		See ACA	46.61

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Age			F-1, I-5	A-1 I-2	For deductions, you are considered 65 on the day before 65th birthday. For example, if your 65th birthday is on January 1, 2018, you are considered 65 for 2017. (A-1 in pub 4012). For EIC, taxpayers turning 25 on January 1st are considered to be 25 as of December 31st. Taxpayers reaching the age of 65 on January 1st are still considered 64 as of December 31st for EIC. (I-2 in NTTC 4012) For Social Security, "Persons born on January 1 of any year should refer to the normal retirement age for the previous year." ( <a href="https://www.ssa.gov/oact/progdata/nra.html">https://www.ssa.gov/oact/progdata/nra.html</a> )	
Alerts from IRS for Volunteer Programs			back cover		<a href="https://www.irs.gov/individuals/quality-and-tax-alerts-for-irs-volunteer-programs">https://www.irs.gov/individuals/quality-and-tax-alerts-for-irs-volunteer-programs</a>	
* Alimony paid	ALIM	Deductions> Adjustments> Alimony	E-1,6 B-12 NTTC	135...	<b>MUST</b> have recipient's SSN. Check (especially on Government W-2 or 1099R) to see that the amount of alimony paid is not already deducted from taxable income. <b>If SSN can't be gotten</b> , change the return to a <b>paper return</b> , use SSN 111-00-1111, write "unknown" above SSN, and paper file with explanation why SSN not entered. (Confirmed in the TaxSlayer Online User Guide)	31
* Alimony received	ALIM	Income>Alimony Received	D-1	135...		11
Alternative minimum tax		out of scope				45
Amended Return		2017 Amended Return	M-1	17 	In scope only if the 1040X is for the current year or one of the 3 years immediately prior and the original return was prepared at that same site or re-created based on the return submitted to the IRS. Amended returns can <b>not</b> be efiled, and direct deposit/debit is not available. In general Taxpayers are told not to submit amended returns until after they have received their refunds (or in the case of Payment Due, after their checks clear the banks). See <b>Amended Returns in TaxSlayer</b> . For an amended return, form 1040X is the voucher if a balance is due. The taxpayer should simply enclose a check with it — <b>and not use the printed voucher (which is inaccurate)</b> .	
Amended Return					<a href="https://www.irs.gov/filing/individuals/amended-returns-form-1040-x-/wheres-my-amended-return-1">https://www.irs.gov/filing/individuals/amended-returns-form-1040-x-/wheres-my-amended-return-1</a>	
American Opportunity Credit	1098 TUI	Deductions> Credits>Education	Tab J	224...	see Education Credits	50 68
* Annuity-Pension Calculator for printout with ages and amount excluded in prior years	-R	1099-R line 2a or RRB-1099-R line 7a	D-34,37	79... 	To be completed only when (1) "Taxable amount" in box 2 of 1099-R is not given <b>and</b> (2) employee contributions are given in line 9b of the 1099-R, <b>and</b> (3) the taxpayer is at or above minimum retirement age for the former employer. With improvements in the TaxSlayer Simplified Method, it is now recommended that we use the TaxSlayer Simplified Method worksheet along with a printout of the Annuity/Pension Exclusion Calculator or the SimplifiedMethodCalculator. If one is not available, we need to get one by running the Annuity/Pension Exclusion Calculator. With the calculator, be sure to click "Show TS input" and print. The printout will show the exclusion for all future years. The calculator printout will provide the age (or combined ages for joint annuities) and the amount recovered in prior years – items needed in the TaxSlayer worksheet. For Simplified Method calculations when a taxpayer with a joint annuity dies before annuity payments are started, the annuity is no longer considered joint -- and the surviving annuitant becomes the only annuitant for the calculations.	
Annuity Calculator					<a href="https://cotaxaide.org/tools/Annuity%20Calculator.html">https://cotaxaide.org/tools/Annuity%20Calculator.html</a>	
Annuity-Pension Calculator print					After clicking "Click here to Calculate", be sure to print the calculator results to be used in future years! Then the calculator will not be needed again for the client. In Internet Explorer, Page Setup needs to be set with the box checked to print background colors and images.	




Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Back taxes paid for state	STAT or ADD	Federal> Deductions> Itemized>Taxes You Paid> Additional State and Local Income	O-12		(1) amount owed made with the 2016 tax return, (2) <b>payments of <u>back taxes</u></b> , and (3) 4th quarter estimated payment for 2016 made in January 2017 all go here.	
Bad debt		out of scope			out of scope. Not trained for this.	
Balance Due (if cannot pay on time)		Miscellaneous Forms>Installment Agreement (Form 9465)	K-14/17	15	Can request a Full Pay Within 60 or 120 day Agreement. Penalty & interest still charged, but there's no fee. Can pay balance with credit card (with fee). Can file Online Payment Agreement (OPA) for a fee to pay installments (with penalty & interest still charged). The IRS Installment agreement fees are being changed. Adding a Form 9465 to the return will cost the taxpayer \$225 (\$107 with direct debit). The fees can be reduced to \$43 (or \$31) for low income taxpayers. The IRS Online Payment Agreement is significantly less (\$149 or \$31 with direct debit. OK to help the taxpayer set up on-line payment agreement at irs.gov. Enter "Online Payment Agreement" or "OPA" in the "Search" box.	
Basic Information			B-12		See Names in TaxSlayer, Deceased taxpayer, Dependents/Exemptions, Head of Household, Disability, Married or unmarried, Paper returns, Single, Widow/widower. Since support is not an issue for EIC, those living in the household need to be entered, even if not dependent exemptions (unless ACA SRP offsets EIC).	
Bitcoin		out of scope			Transactions in virtual currencies (such as Bitcoin) are out of scope (p11-2 in pub 4491)	
Blind		Basic Info> Personal Info		141	<20/200 with glasses/contacts or field of vision < 20 degrees <u>in the better eye</u> .	
Blog for TS updates			5		<a href="https://vitablog.taxslayerpro.com/">https://vitablog.taxslayerpro.com/</a>	
Bogart Calculators					<a href="http://cotaxaide.org/tools/index.html">http://cotaxaide.org/tools/index.html</a>	
Bonds Sale	CAP				A bond that matured or was sold with no gain or loss is entered on the Capital Gain Worksheet with [the same amount for sales price and for cost basis. If the sale of a bond is reported on a brokerage statement with a gain or loss but no ordinary income, enter it on the Capital Gain Worksheet as reported.	
Brokerage investment or mgt fees	MIS	Deductions>Itemized>Miscellaneous >Investment Fees	D-25		Investment fees are deductible and may tip balance in favor of itemizing.	
Business codes			N-32		<a href="http://www.census.gov/cgi-bin/sssd/naics/naicsrch">http://www.census.gov/cgi-bin/sssd/naics/naicsrch</a>	
Business income/expense	C	Income>Profit or Loss	D-13		If there's a 1099-MISC, then <u>start with the 1099-MISC</u> and link to the Sch C. See Sch C	12
Calculator					Click the <u>taxpayer name</u> in the upper left. Choose <u>Helpful Tools</u> . Choose <u>Basic Calculator</u> .	
Canadian			B-18 D-45 NTTC		Canadians have a # for their old age pension that looks like a SSN. Do not use this # on US tax return. Ask if they have a US SSN (p 2 in 4491). For Canadian address, enter <u>entire</u> address on foreign street address line. Social Security benefits paid by Canada & Germany are entered the same as U.S. Social Security on Wkt 1 ( <b>p 5 pub 915</b> ). In Germany, it's called the German Pension Insurance. TP must provide funds conversion (usually converted by bank when deposits made) or go to <a href="http://www.bankofcanada.ca">www.bankofcanada.ca</a> .	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
* Cancellation of debt (credit card)	CAN	Income>Other Income>Cancellation of Debt	D-63	90	Now part of Advanced certification. Cancellation of nonbusiness indebtedness or cancellation of debt (the amount in box 2 of Form 1099-C or an amount less than \$600 provided in other documentation) must be reported as ordinary income on Income>Other Income>Cancellation of Debt. Flows to 1040 line 21. No additional supporting forms or schedules are required for reporting income from canceled credit card debt. Interest in box 3 became in scope beginning 2016. Because only non-business credit card debt forgiveness is in scope, any interest (box 3) would be non-business therefore 100% of debt forgiven is taxable. If taxpayer was insolvent immediately before the cancellation of debt ("Yes" on step 4 on D-63) but chooses to pay tax on the cancelled debt rather than go to a paid preparer, enter the amount on Line 21 as Other Income>Cancelled Debt.	21
Cancellation of Debt (principal residence)					<b>Expired 12-31-2016</b>	21
Capital gain distribution	INT or Div	Income>Interest and Dividends>Interest or Dividend>Dividend	D-11		Capital gain distribution is owner's portion of capital gains that were realized when mutual fund sold assets. If re-invested, the basis of the new shares is equal to capital gain distribution.	
Capital gains and losses	CAP	Income>Capital Gain>Capital Gains	D-23/32		See 1099-B	13
Capital gains and losses on K-1	K	Income>Other Income>K-1 Earnings>Sch K-1	D-47,49			13
Capital loss carryover	CAP	Income>Capital Gains>Other Cap Gains Data	D-22,31		Find carryover losses at the bottom of the Capital Loss Carryover Worksheet (lines 8 and 13) in last year's return. Enter as positive numbers in Other Capital Gains Data (including Capital Loss Carryover).	
Carryforward					<p><u>TY2017 - Extended Carryforward</u> from a Tax Year 2016 return prepared at ANY <u>still active</u> Tax-Aide site.</p> <p><u>TY2018 and future years - Normal Carryforward</u> from prior-year returns prepared at the SAME Tax-Aide site</p> <p>AARP Tax-Aide is pursuing Extended carryforward from active Tax-Aide sites for future years.</p> <p>Preparers will be able to choose which information is carried forward from 2016, including Dependent(s) and items from W-2s, 1099-Rs, Sch Bs, Sch Cs, Sch Ds, Sch Es, 2441 Care Providers, State Refund Worksheet Details. Tax-Aide recommends not carrying forward any taxpayer Direct Deposit or Direct Debit information. For more info, go to OneSupport / Tax Training / TaxSlayer.</p> <p><b>AARP Foundation Tax-Aide will NOT participate in the <u>global carryforward program</u> during the 2018 filing season.</b></p> <ul style="list-style-type: none"> <li>• <b>Counselor must select Deny answer on the E-File page and enter a Counselor-chosen five-digit PIN and the current date (two of each if joint return).</b></li> <li>• No discussion with the taxpayer is required or encouraged. Selecting the Grant permission answer is not an option.</li> </ul>	
Casualty & theft		out of scope	F-3		out of scope	
Certain business expenses		out of scope			out of scope (except for those with military certification helping military families)	24

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Certification & Testing for Tax-Aide					Note that volunteers get only two chances to pass the online tests. See the guide document <b><u>Tests, Test Training Materials, &amp; Suggestions</u></b>	
Certification tests					<a href="https://www.linklearncertification.com/d/">https://www.linklearncertification.com/d/</a>	
Charities eligible for donations	CHA	Deductions>Itemized>Gifts to Charity		163	<a href="https://www.irs.gov/EOSelectCheck">IRS.gov/EOSelectCheck</a>	
Charities eligible for donations	CHA	Deductions>Itemized>Gifts to Charity			1-877-829-5500	
Charitable contributions carryover		out of scope			out of scope	
Charity gifts by cash or check	CHA	Deductions>Itemized>Gifts to Charity>Cash	F-8	169	Must have receipt, bank record, or credit card record. A check that you mail to a charity is considered delivered on the date you mail it. Gifts to the following are <b>not</b> deductible: political; country club/fraternal lodge; raffle, bingo, or lottery tickets; tuition; value of time/services; gifts to lobby groups; civic leagues, social clubs; labor unions.	
Charity gifts <u>not</u> by cash or check	CHA	Deductions>Itemized>Gifts to Charity>Noncash	F-8	170	out of scope for: •Total non-cash contributions in excess of \$5,000 •Donation of motor vehicle <u>valued over \$500 even if taxpayer receives a Form 1098-C as confirmation of the donation</u> (new 2017 in scope manual), capital gain property, or assets used in business. •Section A, Part II and Section B. •Appreciated property such as securities and artwork. Fair market value = the price paid in consignment or thrift shops. If at least \$250, must have the organization's written acknowledgment stating whether the taxpayer received any goods/services in return and a description & good faith estimate of items. If >\$500, must use form 8283. See 8283. See Noncash Gifts to Charity in TaxSlayer.	
Child support pay			D-1,E-6	134-137	"neither deductible by the payer nor includible in income by the recipient."	
Child tax credit		<u>auto calculated</u>	G-12	223	Dependent; <b>age &lt; 17</b> . Lived with taxpayer > half year (counting temporary absences like school -- with exceptions for noncustodial divorced parents, G-13); Child not provide > half own support. US citizen or national or resident; Son, daughter, adopted child, foster child, brother, sister, half brother/sister, stepbrother/sister, or descendant of any of them.	52
Child tax credit, additional		<u>auto calculated</u> in form 8812	G-12	224	Refundable; Taxable earned income > \$3000 or 3 or more children.	67

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
* Child/dependent care credit	2441	Deductions>Credits>Child Care Credit	G-5,G-6	213	Child <u>less than age 13</u> or any age disabled (Note that a child who shows to be 13 at the end of the tax year may have been less than 13 the first part of the year). Must live with taxpayer > half year. Must be while taxpayer (and spouse) works, looks for work, attends school, or is disabled; Must have earned income; Cannot be paid to anyone who could be claimed as a dependent or to your child under age 19. Only custodial parent can claim this credit. <u>Other conditions listed on G-5 in pub 4012 and pub 17.</u> <b>In step 1, enter info about the provider and the full amount paid the provider.</b> In <b>step 2</b> , enter the full amount paid for each dependent, <u>including</u> any amount from a W-2 box 10. In <b>step 3</b> , enter the info and Qualifying Expenses paid for any Qualified Persons, not listed Step 2. On <b>page 2</b> of 2441, be sure to enter the correct income amount for any months the taxpayer or spouse were a student (or disabled) and did not work. TS will automatically carry any dependent care benefits from a W-2 to the 2441. The amount of the employment-related expenses that may be taken into account is limited to \$3,000 if there is one qualifying individual and \$6,000 if there are two or more qualifying individuals. The limits are for the number of qualifying individuals, not the amounts spent for each. If there are no expenses for one of the qualified dependents, then check the box in the 2441 process for that dependent ("Qualifying Person had no expenses.").	49
Child's investment income			A-2		Child can have \$2,100 investment (i.e., unearned) income without paying at parents' rate on fed return. out of scope if dependent child under the age of 18 (age 24 if a full-time student) has investment income > \$2,100 (Tax-Aide Scope). Note that taxable scholarships are considered earned income to determine if required to file. If required to file, then considered unearned.	8,9
Chrome settings for TaxSlayer					1. In Chrome, open Settings and at the bottom click <b>Advanced</b> . Under <b>Privacy and security</b> , select <b>Content</b> settings. Then select <b>PDF documents</b> . Make sure the Download PDF files is turned off. This allows TaxSlayer pdf's to open and not be saved to the computer. 2. Advanced Settings>Privacy>Content>Pop-ups should show Blocked. Then beside Allow click Add and type <a href="https://vita.taxslayerpro.com/">https://vita.taxslayerpro.com/</a> This allows TaxSlayer videos to work when using Chrome.	
Commissions & fees for stock sales	CAP	Income>Capital Gain>Capital Gain			Include sales commissions and fees that are not reflected in Form 1099-B Box 2a by choosing Code E.	
Contributions	CHA	Deductions>Itemized>Gifts to Charity	F-8	163	<b>If</b> noncash contributions > \$500, enter <b>all noncash</b> contributions on 8283. See 8283. The following are not deductible: political; country club/fraternal lodge; raffle, bingo, or lottery tickets; tuition; value of time/services; gifts to lobby groups; civic leagues, social clubs; labor unions.	
County		State>Basic Info			Use drop-down menu & choose the county from the list. <b>If itemize</b> , enter local sales tax for that county on the Sales Tax Wkt attached to Sch A.)	
CPO3A	FIR	Other Taxes>First-Time Homebuyer	D-29		The CPO3A notice is for taxpayers who collected a first time home buyer credit in 2008 only. See First-time home buyer credit repayment.	60b
Credit card debt	CAN	Income>Less Common>Cancellation of Debt	D-63		Now included in Advanced training. Interest in box 3 became in scope beginning 2016. Because only non-business credit card debt forgiveness is in scope, any interest (box 3) would be non-business therefore 100% of debt forgiven is taxable.	
CSA 1099-R	-R	Income>IRA-Pension	D-35,37		See 1099-R.	
Debit balance due		in e-File process	K-1		See also Balance due.	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
* Deceased taxpayer or taxpayer who died	PER	Basic Information> Personal Information	B-15 K-12	26 82	<p>If taxpayer or spouse died in 2018, proceed with e-file. On taxpayer's copy of Form 8879, notate the capacity of the signer, usually "As Surviving Spouse." (K-12) It's possible that the IRS might reject the return if their database (from the Social Security Administration) has not yet been updated. If so, you may need to paper file the returns or delay the filing. (NTTC Tips 2017-03-02)</p> <p>If a state return is to be signed by an Executor or Administrator, there's a box to be checked in the State Basic Information section.</p> <p>Form 2848, Power of Attorney and Declaration of Representative is no longer valid because the taxpayer is deceased and therefore, the estate executor or representative must bring in an appropriate documentation . A surviving spouse can sign the return for the deceased spouse and enter "Filing as surviving spouse" in the area where the return is signed.</p> <p>If filing a paper return, write "Deceased," the decedent's name, and the date of death across the top of the tax return. (K-12 in pub 4012)</p> <p>If a SSN that has been "locked" by the Social Security Administration because the individual is deceased, the return must be paper filed.</p> <p>For Simplified Method calculations when a taxpayer with a joint annuity dies <u>before</u> annuity payments are started, the annuity is no longer considered joint -- and the surviving annuitant becomes the only annuitant for the calculations.</p>	
Deceased dependent		Basic Information > Dependents	B-18		If a dependent was born or died during the tax year, enter "12" as the months in home on the Main Info Sheet (pub 4012 p B-18).	
Deductions, itemized		Deductions> Itemized	F-3/13		See Charity, Medical, Taxes, etc.	
Deductions, itemized vs standard		Deductions> Compare Deductions			Gives standard deduction and the amt of itemized deductions entered to this point.	
Dependent Qualification		Basic Information> Depe	Tab C		A fairly simple web tool that can help to determine exemptions, head of household, etc. <a href="https://cotaxaide.org/tools/Dependent%20Qualification%20Calculator.html">https://cotaxaide.org/tools/Dependent%20Qualification%20Calculator.html</a>	6
Dependent care			G-5/8		See row for Child/dependent care credit	
Dependents Requirements for filing			A-2	7	If a taxpayer is claimed on someone else's return, be sure to "Check here if the Taxpayer can be claimed as a dependent on someone else's return <u>and</u> in Basic Info>Personal Info. See A-2 in pub 4012 to determine if dependent is required to file.	
Dependent child with investment income			A-2		out of scope if under the age of 18 (age 24 if a full-time student) & has investment income > than \$2,100.	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
* Dependents/ exemptions		Basic Information >Dependents	Tab C		<p>Except for qualifying child, income &lt; \$4050. Can be a non-relative living 12 mo in the household (C-3, item 2 for qualifying relative) or relative not living with you (list on C-3 step 2). Dependents do <u>not</u> have to be listed by age in TS. See guide document <b><u>Exemptions for Dependents Chart</u></b> or IRS Interactive Tax Assistant. The <b><u>Dependent Qualification Calculator</u></b> is a fairly simple web tool that can help determine exemptions, head of household, etc.</p> <p><a href="https://cotaxaide.org/tools/Dependent%20Qualification%20Calculator.html">https://cotaxaide.org/tools/Dependent%20Qualification%20Calculator.html</a></p> <p>"Relatives with a relationship not listed in TaxSlayer should be entered with a relationship that has the same tax treatment. For example, a great grandchild as a grandchild, a brother-in-law as a brother marked not eligible for EIC." (B-18 in NTTC pub 4012)</p> <p>"A proposed rule on which taxpayers may choose to rely states that an individual is not a dependent of a person if that person is not required to file an income tax return and either does not file or files solely to claim a refund of estimated or withheld taxes." (C-1 in NTTC pub 4012)</p> <p>The NTTC has confirmed with IRS that "Counselors do not need to list the could-be dependent on the return nor claim an exemption for them". The taxpayer would not be responsible for the ACA SRP for an unclaimed dependent. However, since support is not an issue for EIC, the could-be dependent could still qualify the taxpayer for EIC. If this is the case, list this child in the Basic Information section and check the box that says "Check if this qualifying child is NOT YOUR DEPENDENT."</p>	6
* Dependents not living with the taxpayer		Basic Information >Dependents	C-6		For example a sibling or parent not living in the home, use "other reasons" in the drop down menu for months lived in home.	
Dependents, Unclaimed		Basic Information >Dependents	Tab C	H-6	Nondependent (listed on return for EIC) — mark as having full coverage all year so no SRP computes for them. List this child in the Basic Information section and check the box that says "Check if this qualifying child is NOT YOUR DEPENDENT." An unclaimed dependent cannot claim their own exemption deduction, but they are allowed credits for education (AOC or LLC) and retirement savings.	
Depletion allowance for gas/oil reserves		out of scope	D-20		out of scope	
Diary		Notes			Use " <b>Notes</b> " for all important notes in TaxSlayer.	
Direct debit		in e-File process	K-2		Note that IRS does not have direct debit for paper returns. Taxpayers can use the <u>free</u> IRS Direct Pay at <a href="https://www.irs.gov/payments/direct-pay">https://www.irs.gov/payments/direct-pay</a>	76
Direct Pay at IRS			K-14		Note that IRS does not have direct debit for paper returns. Taxpayers can use the <u>free</u> IRS Direct Pay at <a href="https://www.irs.gov/payments/direct-pay">https://www.irs.gov/payments/direct-pay</a>	76
Direct deposit		in e-File process	K-2		8888 now in Practice Lab. You may split your refund in up to 3 accounts, paper check and purchase up to 3 savings bonds.	76


Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
* Disability	-R ELD	Basic Information >Dependents and 1099-R checkbox and Deductions> Credits>Credit for the Elderly or Disabled (Schedule R)	C-1 G-14	220...	Credit not automatic for those age 65 (or older) or those disabled. No disability credit without taxable disability benefits. Permanently and totally disabled if (1)cannot engage in any substantial gainful activity because of a physical or mental condition and (2)a doctor determines the condition has lasted or can be expected to last continually for at least a year or can lead to death (C-1). If Box 7 on a 1099-R is code 3 (disability), then check the disability question below line 10 (above the State/Local information). This makes the amount go to 1040 line 7. For those who received "taxable disability benefits" and are eligible for the elderly and disabled credit due to income and age or disability, we must go to Deductions>Credits>Credit for the Elderly or Disabled (Schedule R) and enter the appropriate information. For those age 65 (or older), we must also go to Deductions>Credits>Credit for the Elderly or Disabled (Schedule R) and enter the appropriate information. For those with the (1)taxable amount not shown in Box 2 of 1099-R and (2)employee contributions in Box 9 and (3)the taxpayer is at or above MRA (minimum retirement age) for the former employer, then the Annuity/Pension Exclusion Calculator is needed. The calculator gives common MRAs. If the taxpayer is below the MRA (minimum retirement age, the full amount in box 1 is taxable. See Minimum retirement age.	
Dividend income	D	Income>Interest and Dividends> Interest or Div	D-11			9
Dividend income from insurance policies			D-1		Dividends on an insurance contract (other than a modified endowment contract) are a partial return of the premiums paid. Do not include them in income until they are more than the total of all net premiums you paid for the contract. Report any taxable distributions on insurance policies on Form 1040, line 21.	9
Domestic production activities ded		out of scope			out of scope f8903 (17-2 in 4491)	35
Due date for tax			NEW-1		Tuesday, April 17, 2018	
Due diligence			K-8		Generally, as an IRS tax law-certified volunteer, you can rely in good faith on information from a taxpayer without requiring documentation as verification. However, part of due diligence requires asking a taxpayer to clarify information that may appear to be inconsistent or incomplete. When reviewing information for its accuracy, you need to ask yourself if the information is unusual or questionable.	
Early Distribution from Retirement		Other Taxes>Tax on Early Distribution (5329)	H-1,2,3	83	See 5329	
Early withdrawal penalty for interest and dividends	EARL	Income>Interest and Dividends> Interest or Div	D-8		After entered on 1099, shows on 1040 line 30.	
Earned income for EIC -- examples			I-1		Taxable wages, salaries, and tips; Union strike benefits; Taxable long-term disability benefits received prior to minimum retirement age; Net earnings from self-employment; Gross income of a statutory employee; Household employee income; Nontaxable combat pay election; Non-Employee compensation	






Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
* Earned income credit <u>with</u> a "qualifying" child		e-File process if needed	Tab I	230...	Max \$3,400 with 1 qualifying child, \$5,616 with 2, \$6,318 with >2. TP, spouse, and QC <b>must all have valid SSN (not ITINs)</b> ; US citizen or resident alien; <b>Cannot file MFS; TP investment income &lt;\$3451; Taxpayer (&amp; spouse) cannot be qualifying child of another taxpayer (whether claimed or not); AGI &lt;\$39,617 (\$45,207 MFJ) with one child or &lt;\$45,007 (\$50,597 MFJ) with two or &lt;\$48,340 (\$53,930 MFJ) with &gt; two; Not file form 2555; Child &lt;19 or full-time student &lt;24 or totally disabled and Child younger than taxpayer or spouse (unless disabled); OK not dependent; Son, daughter, stepchild, adopted child, eligible foster child, brother, sister, half brother, half sister, stepbrother, stepsister, or descendant of any; Lived with the Taxpayer (or spouse if MFJ) &gt; half year; Child not married or married &amp; dependent of taxpayer; Child cannot be used as qualifying child of more than one taxpayer. <b>Support is not an issue.</b> Those living in the household need to be entered on the <u>Dependent/Qualifying Person</u> forms even if not dependent exemptions. In the Basic Information section check the box that says "Check if this qualifying child is NOT YOUR DEPENDENT." Taxable long-term disability benefits prior to min age retirement counts as earned income.</b>	66a
* Earned income credit <u>without</u> a "qualifying" child		e-File process if needed	Tab I	230...	Max \$510. Age 25-64 (either spouse if MFJ); Valid SSN (not ITIN); US citizen or resident alien; Cannot file MFS; Investment income < \$3451; Taxpayer (& spouse) not eligible if <b>can</b> or <b>could</b> be dependent or qualifying child of another; (Could have a nonqualifying child); AGI < \$15,010 (\$20,600 MFJ); Main home of Taxpayer ( <u>and</u> spouse if MFJ) in US > half year; Not file form 2555.	66a
Education Benefits Calculator link					<a href="https://cotaxaide.org/tools/Education%20Calculator.html">https://cotaxaide.org/tools/Education%20Calculator.html</a>	
Education Benefits Calculator tips					When using the calculator, it is important to (1)complete everything else in the return before considering education expenses, (2) <b>use the calculator before entering any scholarship or education expenses info in TaxSlayer</b> , (3)read the Instructions tab and the other instructions in other tabs, (4)complete the tabs for Taxpayer Info, Funding Sources, Expense Info, and Optimizer. <b>On the Expense Info tab, reasonable "Living Expenses" must be entered.</b> In my experience, reasonable living expenses are always more than the maximum Pell grant. All info entered in the Optimizer tab comes directly from TaxSlayer (before any scholarship or education expense is entered), so the first box for "TS Schol & Grants" should be blank unless the calculator is being used a second time for a second student in the taxpayer's household.	
Education credits general info	886 or TUI	Deductions> Credits> Education Credits	Tab J	224...	<b>See flow chart and guide document <u>Education Benefits - What to Do in TaxSlayer</u>.</b> For taxpayer or dep. Ed in 2017 or first 3 months of 2018. <b>Not file MFS.</b> AOC credit first 4 postsecondary years and limited to 4 tax years, pursuing degree (or certificate or diploma) from an eligible ed institution (see row below), enrolled at least half time for one academic period. No felony drug conviction for AOC (OK for Lifetime). Note that the last of the 4 postsecondary years could include the final spring semester of a 4-year college degree and work toward a graduate degree during the summer and/or fall of that 4th year. <b>AOC better if eligible. (100% first 2000, 25% next 2000).</b> Up to 40% AOC refundable (limit \$1,000). AOC includes books, supplies, & equip purchased anywhere. Lifetime includes books, supplies, & equip only if required to be paid to institution. Computers only if required for enrollment or attendance. Fees for sports, games, hobbies, or noncredit courses are not qualified expenses unless they are part of the student's degree program. Room & board, insurance, medical, transportation, or personal expenses are never qualified expenses – even if required as a condition of enrollment or attendance. Payment by third party considered paid by taxpayer. MAGI<\$66,000 (\$132,000 MFJ) for Life; MAGI<\$90,000 (\$180,000 MFJ) for American Opportunity Credit. <b>As of 12-17-17, TS requires the name and address (but not EIN) of the educational institution for the Lifetime Learning credit.</b>	50






Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Education credits with a <u>restricted</u> scholarships	886 or TUI	Deductions> Credits> Education Credits	Tab J	224...	<p><b>Restricted scholarships</b> are limited in what they can be applied to. Usually they are limited to required tuition and fees (qualified educational expenses). However, they could be limited to a mixture of qualified and nonqualified expenses (like tuition and room &amp; board). In either case, <b>the student does not get a choice in how the scholarship money is spent.</b></p> <p>For eligible degree candidates with restricted scholarships, there are 3 possibilities for education benefits. <b>(1)If the scholarship is greater than the qualified expenses, the difference between the two is taxable.</b> With a 3000 scholarship and 2000 in qualified expenses, 1000 is entered for taxable scholarship on the student's return, and nothing is entered on the 8863 for education credits.</p> <p><b>(2)If the scholarship is less than the qualified expenses, the difference between the two goes on the 8863 as qualified expenses.</b> With a 3000 scholarship and 3500 in qualified expenses, 500 is entered on the 8863 for education credits and nothing is entered for taxable scholarships.</p> <p><b>(3)If the scholarship and qualified expenses are equal, nothing is entered on the tax return for taxable scholarships or for education credits.</b></p>	50
Education credits with a <u>unrestricted</u> scholarships like Pell grants	886 or TUI	Deductions> Credits> Education Credits	Tab J	224...	<p><b>Unrestricted scholarships (like Pell grants)</b> are not limited to qualified expenses. IRS &amp; the Treasury Department now say "a student may choose to treat her Pell Grant as paying for living expenses even if the institution applies the Pell Grant against tuition and fees." This applies to all unrestricted scholarships. Pell grants (and other "unrestricted" scholarships) are treated as though the grant money is deposited into the student's bank account. Then <b>the student can choose whether all, some, or none of the grant money was used for qualified education expenses – or for living expenses.</b></p> <p>Calculating the best allocation of the unrestricted scholarship or Pell grant can get very complicated. That's why the Education Benefits Calculator is highly recommended.</p>	50
Education credits: Search for eligible institutions for AOC			J-4		<a href="http://ope.ed.gov/accreditation/Search.aspx">http://ope.ed.gov/accreditation/Search.aspx</a>	
Educator expenses	EDUCA	Deductions> Adjustments> Educator + excess > \$250 per educator as Sch A Deduction	E-2 New-3	140	Teacher, instructor, counselor, principal, or aide in K-12. Supplies & equip "appropriate for your profession as an educator"; Now includes "certain expenses related to professional development courses the taxpayer takes related to the curriculum they teach or to their students" (New-3). Must have been employed $\geq$ 900 hours (E-2 in 4012). Limit of \$250 per educator on line 23 of the 1040. Expenses above the limit can be used on line 21 of Sch A.	23
* Elderly or disabled credit	ELD	For disabled or those >65, Deductions> Credits>Credit for the Elderly or Disabled	G-14,15	220	<p><b>Credit not automatic</b> for those age 65 (or older) or those disabled. <b>No disability credit without taxable disability benefits.</b></p> <p>For those eligible for the elderly and disabled credit due to income and age or disability, we must go to Deductions&gt;Credits&gt;Credit for the Elderly or Disabled (Schedule R) and check the appropriate boxes. AGI &lt;\$17,500 if S, HoH, W with dependent child, &lt;\$20,000 if MFJ and one spouse qualifies, &lt;\$25,000 if MFJ &amp; both eligible, &lt;\$12,500 if MFS. Nontaxable Soc Sec &amp; nontaxable pensions &lt;\$5,000 if S, HOH, W with dependent child, &lt;\$5,000 if MFJ and one spouse qualifies, &lt;\$7,500 if MFJ &amp; both eligible, &lt;\$3750 MFS.</p>	54
Electronic documents			11 NTTC		The use of electronic documents was authorized in a SMT Roundup dated 3/5/14. W-2's, etc. can be accepted on a smartphone or tablet computer -- if legible. Flash drives are not accepted due to the risk of a virus or malware.	



Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Employee expenses unreimbursed	UNRE or 21	Deductions>Itemized>Unreimbursed Employee Business Expense	F-9/13	177...	Form 2106 can be used to claim expenses allowed in Pub 4491 and in Pub 4012 to be deducted on Schedule A -- <b>if there is <u>no</u> employer reimbursement</b> and standard mileage rate is used. Otherwise in scope only for those with military certification helping military families. Form 2106-EZ is in scope. TaxSlayer doesn't include a Form 2106-EZ, so SPEC has agreed that we can use 2106 – but only if the expenses meet the following restrictions for Form 2106-EZ. <ul style="list-style-type: none"> <li>You are an employee deducting ordinary and necessary expenses attributable to your job. An ordinary expense is one that is common and accepted in your field of trade, business, or profession. A necessary expense is one that is helpful and appropriate for your business. An expense doesn't have to be required to be considered necessary.</li> <li>You don't get reimbursed by your employer for any expenses (amounts your employer included in box 1 of your Form W-2 aren't considered reimbursements for this purpose).</li> <li>If you are claiming vehicle expense, you are using the standard mileage rate. You can use the standard mileage rate only if: (a) you owned the vehicle and used the standard mileage rate for the first year you placed the vehicle in service, or (b) you leased the vehicle and used the standard mileage rate for the portion of the lease period after 1997.</li> </ul> So, no reimbursement for any travel expenses or the return is OOS. Taxpayers are not required to claim employee business travel deductions (on Schedule A), but if you get reimbursed for any of them, you must omit them all (because the 2016-EZ would not be allowed). Taxpayers are not required to use the 2016 (or 2106-EZ) for non-travel employee expenses, so non-travel employee expenses could be included or omitted on an expense-by-expense basis. Include expenses that were not reimbursed in any way, exclude those that had any reimbursement. Be sure taxpayer has records as to which is which--not prorating the reimbursements between two expenses.	
Energy credits			EXT-7	251	In-scope parts expired unless Congress makes retroactive changes in 2018	53
Entertainment			F-10,11			
* Estimated federal taxes paid in 2017	PAY or FED	Payments & Estimates>Federal Estimated Payments	H-32 NTTC		Record any refund applied from last year on first line and then quarterly payments. Payment of back taxes does <u>not</u> go here. Back tax payments are not "estimated" payments. They may be deducted on Sch A.	65
* Estimated state taxes paid in 2017	PAY or STAT	Payments & Estimates>State Estimated Payments	H-32 NTTC		Record any refund applied from last year on first line and then quarterly payments. Note that the 4th payment can go one line if paid by Dec 31 and different line if paid after Dec 31. Ask the taxpayer when it was paid. Payment of back taxes does <u>not</u> go here (but on Federal>Deductions>Itemized>Taxes You Paid>Additional State and Local Income Tax).	65
* Estimated <u>state</u> taxes paid with prior year return	PAY or STAT	Payments & Estimates>State Estimated Payments	H-32 NTTC		Record any refund applied from last year on first line.	65
Estimated tax penalty		Payments & Estimates>Underpayment of Estimated Tax			If a penalty is calculated on 1040 line 79, then go to Payments & Estimates>Underpayment of Estimated Tax and fill out the form. Check the box to request a waiver, and use reason of "To be calculated by IRS".	79
* Estimated tax to be paid from overpayment	APP or OVER	Payments & Estimates>Apply Overpayment	K-19		The amount of overpayment the taxpayer wants to apply to 2018 taxes can be entered here. If estimated vouchers are needed, go to Payments & Estimates>Vouchers for Next Year or State>Miscellaneous Forms>Estimated Payment Vouchers. For state, the amount of overpayment the taxpayer wants to apply to 2018 taxes can be entered directly on the State>Payments>Apply Your State Refund.	77


Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
* Estimated vouchers for 2018	VOU	Payments & Estimates> Vouchers for Next Year <u>or</u> State>Miscellaneous Forms> Estimated Payment Vouchers	K-19		To get State Estimated Payment Vouchers to print, you must select "Yes" from the drop-down box at the top. Then type in the amount for each quarter.	
Exemptions - personal exemption		Automatic unless check box	C-1,2		Automatic unless check box that can be claimed on another return under Basic Info>Personal Info. Taxpayers who <u>can</u> be claimed as a dependent on someone else's return cannot claim any exemptions for themselves or their own dependents.	6
* Exemptions for dependents		Basic Information> Dependents> Qualifying Person	Tab C	27	Except for qualifying child, income < \$4050. Can be a non-relative living 12 mo in the household (C-3, item 2 for qualifying relative) or relative not living with you (list on C-3 item 2). See guide document Exemptions for Dependents Chart or Dependent Qualification Calculator. See also Identity. <b>Support is not an issue for EIC. Those living in the household need to be entered on the Main Information Sheet even if not dependent exemptions.</b> The <b>Dependent Exemption Calculator</b> is a fairly simple web tool that can help to determine exemptions, head of household, etc. <a href="https://cotaxaide.org/tools/Dependent%20Qualification%20Calculator.html">https://cotaxaide.org/tools/Dependent%20Qualification%20Calculator.html</a>	6
Extension, filing for	48 APP EXTE	Miscellaneous Forms> Application for Extension (4868)	M-7,8	10	1. Complete return as accurately as possible. 2. Go to Miscellaneous Forms>Application for Extension (4868) and complete the form. 3.. Print return & write "NOT FILED Extension Requested" across the top of return. 4. Taxpayer must send in Form 1040-V with payment. 5. Make sure taxpayer understands they still have to file a return by October 15.	
Farm income		out of scope			out of scope	18
Feb-29					Must enter year first.	
Filing basics					See SSN/Name match	
Federal Tax Paid on Fuels credit		out of scope	A-3		out of scope (28-5 in 4491). f4136	72
Filing for an extension			M-7,8		See Extension	
Filing Requirements			Tab A	4-19	See guide document <b>Who Should File</b> . If not filing, tax counselor should follow local policy, such as give client letter saying no need to file.	
Filing Status		Basic Information> Filing Status	B-8/10 K-7		See guide document <b>Head of Household Chart</b> or IRS Interactive Tax Assistant or Trifold. <b>Do NOT use the Wizard. It may have errors. (not sure if this has been fixed or not?)</b>	
* First-time homebuyer credit repayment	FIR	Other Taxes>First-Time Homebuyer Repayment (5405)	H-1	269	 Enter the numbers listed on the entry page. Those who received a credit on their 2008 tax return must pay back in 15 equal payments beginning with 2010 return. For those who got a \$7500 credit, their minimum is \$500. <b>If MFJ, then 2 separate 5405 forms must be completed with at least half (usually \$250) for the taxpayer and half for the spouse.</b> If the home ceases to be the taxpayer's main home before the 15-year period is up, the taxpayer must repay all the remaining installments. If a taxpayer received the <b>2009</b> credit and the home ceases to be the main home within 36 months of the purchase date generally must repay the credit. IRS now provides a First Time Homebuyer Credit Account Look-up at <a href="http://www.irs.gov/Individuals/First-Time-Homebuyer-Credit-Account-Look-up">http://www.irs.gov/Individuals/First-Time-Homebuyer-Credit-Account-Look-up</a>	60b
Foreign addresses on forms		Basic Information> Personal	B-6 D-35,54		Check the box for Foreign Address and appropriate lines will appear. If you enter a foreign address and the country does not use postal codes, enter 0 (zero) for the postal code.	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Foreign earned income	FOR	Income>Less Common Income>Other Compensation>Foreign Earned Compensation	D-54/60		in scope for international only	
Foreign earned income exclusion	FOR	Income>Less Common Income>Foreign Earned Income Exclusion (Form	D-54/60		in scope for international only	
Foreign tax credit on a 1099-DIV	D	Income>Interest & Div>1099-DIV >Interest or Div	D-11 G-2,3	249	If <301 (601 MFJ), enter amount on form 1099-DIV, and it will flow to the 1040. If a taxpayer has a large amount of foreign tax, he could claim an itemized deduction for <u>all</u> the foreign income taxes (cannot split between credit and deduction).	48 
Foreign tax credit on a 1099-INT	INT	Income>Interest and Dividends>Interest	D-8,38 G-2,3	249	If <301 (601 MFJ), enter amount on form 1099-INT, and it will flow to the 1040. If a taxpayer has a large amount of foreign tax, he could claim an itemized deduction for <u>all</u> the foreign income taxes (cannot split between credit and deduction).	48 
Foreign tax credit on a K-1	K and 111	K-1 (if TS has a box) <u>and</u> Deductions>Credits>Foreign Tax	G-2,3	249	If <301 (601 MFJ), enter amt on K-1 (if box is provided) <b>Does not flow from K-1.</b> Note that K-1 form 1041 line 14 code B is foreign tax. K-1 form 1065 line 16 code L is foreign tax. If a taxpayer has a large amount of foreign tax, he could claim an itemized deduction for all the foreign income taxes (cannot split between credit and deduction).	48 
Full Screen with Chrome and Edge					In TaxSlayer (or other browser windows), press F11 to toggle Full Screen and normal screen.	
Gambling losses	MIS or 2G	Deductions>Itemized>Miscellaneous>Gambling	D-53 F-8	202  203	Beginning in 2017, can be entered on W-2G. Gambling losses can be declared only to the extent of winnings.  <b>Note that TS permits entry of losses &gt; winnings -- so be careful!</b>	
Gambling winnings	2G or W2G	Income>Other Income>Gambling Winnings W2G (if no W-2G, Income>Other Inc. Not Reported Elsewhere)	D-53	202 203	If winnings on a W-2G, fill out the W2-G. If winnings not on a W-2G, go to Income>Other Inc. Not Reported Elsewhere and type in "GAMBLING WINNINGS" and the amount. Taxpayers must add up their total net wins from each gambling session and report the total as income. If one win during a session is reported on a W-2G and if the net of the other parts of the same session is a win, then the other parts of the session should also be entered as income. If the other parts of the session result in a net loss, then the loss can be entered on line 21 as a negative number, labeled "SAME GAMBLING SESSION LOSS".	21
General Rule pension exclusion		out of scope	D-37	77	out of scope. Applies to pensions starting prior to July 2, 1986, when the Three-Year Rule was not applied. More complicated than the Simplified Method.	
German Social Security	-R		D-45		Social Security benefits paid by Canada & Germany are entered the same as U.S. Social Security. Social Security benefits paid by Canada & Germany are entered the same as U.S. Social Security on Wkt 1 (p 5 pub 915). In Germany, it's called the German Pension Insurance. TP must provide funds conversion (usually converted by bank when deposits made)	20

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
* Head of Household (HOH)		Basic Information> Filing Status	B-8/10	23...	See guide document <b><u>Head of Household</u></b> for details. Unmarried or considered unmarried Dec 31 (see B-9 step 3). Paid > half cost of upkeep of home. Must have qualifying person defined on <b><u>Head of Household</u></b> guide document. Any relationships that were established by marriage are not ended by death or divorce. The <b><u>Dependent Qualification Calculator</u></b> is a fairly simple web tool that can help to determine exemptions, head of household, etc. <a href="https://cotaxaide.org/tools/Dependent%20Qualification%20Calculator.html">https://cotaxaide.org/tools/Dependent%20Qualification%20Calculator.html</a>	
Health coverage tax credit		out of scope		147 245	out of scope f8885	73
Health Insurance			Tab H		Read each question <u>carefully</u> before answering. Most questions are straight forward. One tricky question is " <b><u>Did you receive an exemption certificate from a marketplace, or qualify for exemptions due to circumstances?</u></b> ". This question must be answered <b>YES</b> if <u>anyone</u> in the household is <u>eligible for ANY exemption</u> . So this is the point where the preparer must check all possible exemptions.	
Health savings account deductions	HSA	out of scope without cert  Deductions> Adjustments> Health Savings Accounts	E-3/5		out of scope without HSA certification for preparer and Quality Reviewer. Those with certification should <b><u>follow E-3–E-5 in the NTTC Modified Pub 4012</u></b> . Health savings accounts are indicated by (1)a W-2 with a W in box 12, (2)a 1099-SA with an X in box 5, or (3) a 5498-SA which shows HSA contributions. Taxpayer records of contributions can be accepted if they do not have the form. Note that W-2 code W amounts are employer contributions. Max contributions for those enrolled all year are \$3400 (\$4400 if age >54) or family \$6750 (\$7750 if age >54) (p4 in i8889). <b><u>If both spouses have separate HSAs and either spouse has family coverage</u></b> for each month (as in the Wright workbook return), the total limitation for the family is normally \$6,750. TaxSlayer is supposed to divide this equally between the taxpayer and spouse – <b><u>unless an adjustment is made to their shares of the HSA maximum in the second HSA Adjustments box</u></b> in TaxSlayer. If the taxpayer and spouse do not make equal contributions, they can adjust the maximum for the taxpayer 8889 and the spouse 8889 to maximize their benefit. For example, if the taxpayer contributed \$1,000 to his HSA and the spouse contributed \$5,750 to her HSA, the taxpayer can lower his share of maximum to \$1,000 (by entering the 1000 in the second HSA Adjustments box) and the spouse can raise her share of the maximum to \$5,750 in the second HSA Adjustments box on her 8889. The adjustment flows to line 6 of the 8889. See the instructions for form 8889 line 6 for other situations.  <b><u>As of 1-21-21, if the box is checked that the taxpayer and spouse both have separate HSAs, the preparer must enter the maximum limit for the individual on each 8889 -- even if the limit is divided equally, making sure that the total does not go over the maximum for the couple. In the example above, it would be 1000 for the taxpayer and 5750 for the spouse.</u></b>	25
Healthcare.gov			H-24		800-318-2596 (704-792-2242 for navigator for Rowan & Cabarrus counties)	
Help for TaxSlayer			back cover		"Vita TaxslayerPro Support" <support@vita.taxslayerpro.com> 800-421-6346	
Help from AARP OneSupport					Log in to the AARP Portal (OneSupport). Click on OneSupport Help Center. Click on Submit a Request at the top.	
Home mortgage interest & points	MORT	Deductions>Itemized>Mortgage Interest or Find Form	F-4,6,7	155...	Points from refinanced mortgage spread over life of mortgage unless used to remodel.	
Home mortgage interest to individual	MORT	Deductions>Itemized>Mortgage Interest	F-4,6,7		There's one entry page for interest reported on a 1098 and another for interest not reported on a 1098.	



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Homebound taxpayer returns					Other than a spouse, if someone is bringing in material to a site and having a return done for someone else, that person must have a POA and becomes the responsible person for the return. (NTTC 12-15-2013)	
Home, sale of	CAP	Income>Capital Gain>Sale of Main Home	D-28	111...	see Sale of Home	13
Home buyer credit repayment	FIR	Other Taxes> First-Time Homebuyer Repayment (5405)	H-1	269 	Line 4 is the amt of the 2008 credit. Enter the amount to be paid on line 8b. Those who received a credit on their 2008 tax return must pay back in 15 equal payments beginning with 2010 return. <b>If MFJ, then 2 separate 5405 forms must be completed with at least 250 for the taxpayer and 250 for the spouse.</b> If the home ceases to be the taxpayer's main home before the 15-year period is up, the taxpayer must repay all the remaining installments. If a taxpayer received the <b>2009</b> credit and the home ceases to be the main home within 36 months of the purchase date generally must repay the credit. IRS now provides a First Time Homebuyer Credit Account Look-up at <a href="http://www.irs.gov/Individuals/First-Time-Homebuyer-Credit-Account-Look-up">http://www.irs.gov/Individuals/First-Time-Homebuyer-Credit-Account-Look-up</a>	
Household employment	OT or OTHER	Income>Other Income>Other	D-53,61	219	If not on W2 and <\$2000, enter here. (pub 926)	60a
Household employment taxes		out of scope	D-53,61		out of scope	60a
Households				NEW-4 B-8	There can be multiple households within a shared living quarters if no one in one household would win the tiebreaker for anyone in the other household. For example, an unmarried couple could both file for HoH if each has his/her own child. More examples and info might be helpful.	60a
HSA					See Health savings accounts	
* Identity: Taxpayer, Spouse, Dep.					A photo ID for taxpayer & spouse and proof of SSN for taxpayer, spouse, & dependents: (1)Social Security card, (2)SSN at top of Social Security statement of benefits (SSA-1099), (3)Verification letter from Social Security Administration., (4)Medicare card ending with the letter A, (5)ITIN Letter. (We can NOT accept (1)other Medicare cards, (2)military ID's, (3)last year's return, etc.) However, "The site coordinator has the discretion to provide an exception to either requirement for taxpayers <b>known to the site.</b> " (p 3 in pub 4299)	
Identity Theft (When Federal efiled return rejected by IRS due to primary/secondary TP duplicate SSN return already filed.)			P-2	 20 269	Make sure the client did not already file somewhere else. Change federal to paper return. State return can be efiled as State Only return. ERO must unlink the State in TS after QR completed. Decision to e-file or mail State on case by case basis. E-file will generate refund faster. See pub 5199 Tax Preparer Guide to Identity Theft. Explain to client that fed return cannot be efiled. Client should immediately call the Identity Protection Specialized Unit at 800-908-4490 (Mon-Fri, 7 AM - 7 PM). Print 2 copies of the IRS Identity Theft Affidavit, Form 14039, available at <a href="http://www.irs.gov/pub/irs-pdf/f14039.pdf">http://www.irs.gov/pub/irs-pdf/f14039.pdf</a> . Tell clients to call the IRS # before mailing their returns. The procedure is usually to include the affidavit, photo copies of government issued photo id (like drivers license) & Social Security card, & anything else requested by IRS with the return. Expect processing time of 6 months or more. Print p 2 of pub 4535 Identity Theft Prevention and Victim Assistance & give to client (pp 1-2 Spanish).	


Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Identity Theft (when client has received an <u>IP PIN</u> from IRS)	PIN	Miscellaneous Forms> IRS Identification Pin	P-2	 20 269	Client has already determined identity theft and has received an IP PIN from the IRS (form CP01A). Enter IP PIN on the form provided under Miscellaneous Forms>IRS Identification Pin. Since the PIN changes each year, verify with the taxpayer that the PIN is for the correct year. If client forgot to bring the IP PIN, the client will need to return with the number for the return to be efiled. Otherwise, the return will need be converted to paper and 2 copies printed for the client. If the client has lost or misplaced the IP PIN, the client should call 1-800-908-4490 or go to <a href="https://www.irs.gov/individuals/get-an-identity-protection-pin">https://www.irs.gov/individuals/get-an-identity-protection-pin</a> . If the client receives an IP PIN, the return can be efiled. If not, the return will need be converted to paper and 2 copies printed for the client. Advise taxpayer to follow IPSU instructions in mailing the tax return. There may be processing delays as IRS verifies the taxpayer's identity.	
Identity Theft (when client has <b>not</b> received an <u>IP PIN</u> from IRS but IRS rejected the return because the <u>IP PIN</u> was not entered)			P-2	 20 269	The client should call 1-800-908-4490. If the client receives an <u>IP PIN</u> , the return can be efiled. If not, the return will need be converted to paper and 2 copies printed for the client.	
Identity theft PIN	PIN	Miscellaneous Forms>IRS Identification Pin	B-15		Taxpayers who filed a federal tax return last year as a resident of Florida, Georgia or DC are eligible to voluntarily get an identity theft PIN at the following web address: <a href="https://www.irs.gov/individuals/get-an-identity-protection-pin">https://www.irs.gov/individuals/get-an-identity-protection-pin</a>	
Identity theft protection		Income>Other> Other Not Reported Elsewhere	11 A-3		"To assist in identifying and preventing identity theft, Tax-Aide recommends taxpayers e-file returns, even if not required. Since a \$0 AGI return cannot be e-filed, enter \$1 on Line 21 Other Income and describe as "IN ORDER TO EFILE." This will also force a long Form 1040 to print." (A-3)	
Income, other		Income>Other> Other Not Reported Elsewhere	D-53		Flows to 1040 line 21.	
* Income, nontaxable	PERS	Deductions>Itemized >Taxes You Paid>(bottom of the page where it says "Amount to Adjust the Calculated MAGI	D-1		<b>For those who itemize</b> , add major nontaxable income like VA benefits, worker's comp, Supplemental Security Income (SSI), insurance proceeds (accident, casualty, health, life), sickness & injury payments, child support, gifts, AFDC, welfare, or food stamps. Nontaxable incomes on line 3 can increase the calculated sales tax which can (1)increase the sales tax itemized deduction and (2)decrease any taxable state refund on next year's return. The calculated sales tax is increased only when the total income on line 4 reaches \$20,000, \$30,000, \$40,000, \$50,000, etc.	40
Income, taxable			D-1			
Individual Shared Responsibility Payment		Health Insurance	H-22,23		see ACA	
Incarceration or Jail			NEW-4 B-8,9 C-5 H-14		Those incarcerated get an exemption for health care requirements for the months incarcerated. Those incarcerated can get a waiver if they miss the 60-day time limit for properly rolling IRA's over (p in pub 4012). Incarceration in a <u>juvenile detention</u> center for less than a year could count as temporary absence from home for determining dependency/exemption. Otherwise time incarcerated does not count for time living at home or for support.	13

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Inherited stock					See 1099-B	13
Injured spouse	INJ	Miscellaneous Forms> Injured Spouse (8379)	P-3	14	In scope. Injured Spouse Allocation. "Form 8379 is filed by one spouse (the injured spouse) on a jointly filed tax return when the <b>joint overpayment</b> was (or is expected to be) applied (offset) to a past-due obligation of the other spouse. By filing Form 8379, the injured spouse may be able to get back his or her share of the joint refund." <b>If there's no refund, there's no injured spouse. Do not complete form 8379 until the return is completed and shows a refund.</b>	
Innocent spouse		out of scope	P-3	21	Different from <b>Injured</b> Spouse. Couple files a joint return with error attributable to one spouse (unreported income or illegal credit/deduction) and other spouse is not aware of discrepancy".	
* Interest income	INT	Income>Interest and Dividends> Interest or Dividend (even if not on a 1099)  Income>Interest and Dividends> Add>Seller Financed Interest	D-6	57 	Enter <b>seller-financed mortgage interest</b> under Income>Interest and Dividends>Add>Seller Financed Interest. <b>Box 3</b> US Savings Bond interest is not taxable by the state, so there's a place to click on the Interest screen (under box 6) to enter the amount & choose the state. <b>Box 6</b> foreign tax automatically carries to the federal form <b>Box 8</b> Tax exempt interest must be entered on a completely different TaxSlayer entry form labeled Tax Exempt Interest. Bonds issued by Puerto Rico, Guam, or U.S. Virgin Islands both U.S. & this state tax exempt. <b>Box 9</b> Specified Private Activity Bond Interest goes on form 6251. This is interest income that is tax-exempt for regular tax purposes but is taxable for alternative minimum tax (AMT) purposes. If AMT is triggered, out of scope. <b>Box 17</b> state withholding is entered in Payments & Estimates>Other State Withholdings. Example on page D-14. For K-1 tax-exempt interest (form 1120s box 16 code A) taxable by the state, enter under State>Additions. For 1099-OID interest, enter box 1 as regular taxable interest. Enter box 8 in the TaxSlayer box 3 as Treasury obligations for fed return and exempt for state. Interest not on a 1099 must be reported, even if <\$10 where. Enter in box 1 of 1099-INT. Interest on qualified U.S. Series EE & Series I savings bonds issued after 1989 & used to pay for higher education expenses may be excluded on Form 8815 (out of scope).	8
* Interest - tax exempt	INT	Income>Interest and Dividends> Interest or Div>Tax Exempt (click "Add" to get new form)	D-9	63	If other interest has already been entered, click "Add" to get the different form to add tax-exempt interest. Since any federally tax-exempt interest income from any state obligations, other than this state is taxable in this state, there's a place to click on the Tax Exempt Interest screen and enter the amount & choose the state. For K-1 tax-exempt interest (form 1120s box 16 code A) taxable by state, enter under State>Additions	
Investment expenses or broker management fees	MIS	Deductions> Itemized> Miscellaneous> Investment Fees	D-25		Investment fees are deductible and may tip balance in favor of itemizing.	
Investment interest as an expense		out of scope		160	out of scope f4952	
* IRA contributions Roth	IRA	Deductions> Credits> Retirement Savings Credit (Form 8880).	E-7 G-10	131...	max \$5500 if age <50 or \$6500 if age 50 or older. Contributions a Roth IRA go on the 8880. Form 8606 Part II for IRA to Roth conversion now in scope (new 2017). "If total of traditional and Roth IRA contributions exceed the lesser of total compensation or the annual limit, the taxpayer must withdraw the excess before the filing deadline or a penalty will apply and the return will be out of scope."	32




Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
IRA contributions traditional	IRA	Deductions>Adjustments>IRA Deduction	E-7 G-10	122...	max \$5500 if age <50 or \$6500 if age 50 or older. Taxpayer's age must be 70½ or younger to contribute to a traditional IRA (but not a Roth IRA). If MFJ, both can contribute to IRA--even if only one has compensation. Contributions to a traditional IRA go on the IRA Deduction page. Automatically flows to the 8880 for retirement savings credit, if eligible. "If total of traditional and Roth IRA contributions exceed the lesser of total compensation or the annual limit, the taxpayer must withdraw the excess before the filing deadline or a penalty will apply and the return will be out of scope."	32
* IRA early distribution exceptions			H-1,2,3		see guide document <b><u>Codes Cheat Sheet</u></b>	
IRA minimum distributions					out of scope if not withdrawn when required (28-7 in 4491) Also see IRA required minimum distribution (RMD) below	
* IRA qualified charitable distribution (QCD)	-R	Additions to Income> IRA-Pensions>1099-R and Additions to Income> IRA-Pension Distributions> Nontaxable Distributions	NEW-3 D-41,43	129	Subtract from 1099-R line 2a any amounts that are paid directly to a charity <b>if the person was at least 70 1/2 when donation was made. Can be made with RMD</b> (Required Minimum Distribution). To document the QCD nontaxable exclusion on the 1099-R, go to the IRA>Pension Distributions> Nontaxable Distributions and check the box for Qualified Charitable Distribution. Can not also get Sch A deduction. For Qualified Charitable Distributions made in Jan 2018, taxpayer can elect to have the distribution deemed to have been made on December 31, 2017. If this election is made, the QCD counts toward the 2017 exclusion limit of \$100,000, as well as the 2017 minimum required distribution.	15a
* IRA recharacterized contribution				128	"You can recharacterize (correct) an IRA contribution, Roth IRA conversion, or a Roth IRA rollover from a qualified retirement plan by making a trustee-to-trustee transfer from one IRA to another type of IRA." "You generally must make the transfer by the due date of your return (including extensions) and reflect it on your return." "Treat any recharacterized IRA contribution, Roth IRA conversion, or Roth IRA rollover from a qualified retirement plan as though the amount of the contribution, conversion, or rollover was originally contributed to the second IRA, not the first IRA." (pp 3-4 in i8606). Form 8606 Part II for IRA to Roth conversion now in scope (new 2017). When a taxpayer makes a traditional IRA contribution and has one or more credits, some or all of the IRA deduction actually <u>may not help the taxpayer on taxes</u> . In these situations, the taxpayer may want to recharacterize some or all of the IRA contribution to a Roth IRA and save on future taxes -- when the taxpayer receives the Roth IRA distributions. <b>However, the change could lead to increased state taxes</b> , so the taxpayer would need to weigh the options.	15a
IRA required minimum distribution (RMD)				127	If taxpayer failed to take RMD from a qualified retirement plan, the taxpayer needs to correct the error by taking the missed distribution as soon as possible. This will result in paying tax on two distributions in following year. Always request a waiver. The addition to tax on the return is out of scope. Taxpayer must take correcting distribution, resulting in a double up of taxable distributions in the future year. Search for 5329 and complete Part IX - check the box to claim a waiver. Provide a brief explanation, such as "Trustee failed to distribute on a timely basis; the missed distribution has since been distributed; taxpayer requests waiver of the addition to tax."	15a



Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
* IRA rollover	-R	Income>1099-R (rollover check box and amt rolled over)	D-39,41 D-43 NTTC	127	<p><b>Even if code G</b>, check the box after line 10 for Rollover and enter the amount rolled over within 60 days. If not code G and there's any doubt, taxpayer must show paperwork to confirm rollover. Min required distributions may not be rolled over. Rollovers must be from one "qualified" retirement plan to another. For example, plans with code D in box 7 are not qualified plans and cannot be rolled over. Qualified plans include qualified employee plans, qualified employee annuities, tax-sheltered annuity plans (403(b) plans), eligible state or local government section 457 deferred compensation plans. Unqualified plans are listed on p 27 in pub 575. Taxpayers who missed the 60-day time limit (see D-43) will now ordinarily qualify for a waiver if one of 11 circumstances apply: 1)An error was committed by the financial institution making the distribution or receiving the contribution. 2)The distribution was in the form of a check and the check was misplaced and never cashed. 3)The distribution was deposited into and remained in an account that I mistakenly thought was a retirement plan or IRA. 4)My principal residence was severely damaged. 5)One of my family members died. 6) or one of my family members was seriously ill. 7)I was incarcerated. 8)Restrictions were imposed by a foreign country. 9)A postal error occurred. 10)The distribution was made on account of an IRS levy and the proceeds of the levy have been returned to me. 11)The party making the distribution delayed providing information that the receiving plan or IRA required to complete the rollover despite my reasonable efforts to obtain the information. (4012 New-3)</p> <p>If a taxpayer submits a self-certification, then the taxpayer may report the contribution as a valid rollover unless later informed otherwise by the IRS. See "IRA Rollover Self Certification Missing 60-Day Limit" in 2017 Guide Documents.</p> <p>If a taxpayer received a qualified retirement distribution with federal tax withheld and then decides to roll it over into another account, TaxSlayer does not allow the rollover of the entire amount because of the income tax withheld. Complete the Form 1099-R entry page with \$0 taxable, no withholding, code G and the rollover of the full amount and enter the tax withheld as Other Federal Withholding under Payments &amp; Estimates.</p>	15a
IRA Withholding					10% <u>unless</u> you choose to have no withholding or to have a more withheld ( <b>pub 575 p 10</b> ). Your choice is registered with the company with form W-4P. Line 1 says "Check here if you do not want any federal income tax withheld from your pension or annuity."	
IRS Direct Pay			K-14	269	 Note that IRS does not have direct debit for paper returns. Taxpayers can use the <u>free</u> IRS Direct Pay at <a href="https://www.irs.gov/payments/direct-pay">https://www.irs.gov/payments/direct-pay</a>	76
IRS Forms & Publications					<a href="http://apps.irs.gov/app/picklist/list/formsPublications.html">http://apps.irs.gov/app/picklist/list/formsPublications.html</a>	
IRS Forms & Publications Drafts					<a href="https://apps.irs.gov/app/picklist/list/draftTaxForms.html">https://apps.irs.gov/app/picklist/list/draftTaxForms.html</a>	
IRS Forms & Publications Prior Years					<a href="http://apps.irs.gov/app/picklist/list/priorFormPublication.html">http://apps.irs.gov/app/picklist/list/priorFormPublication.html</a>	
IRS Installment Fees			K-17	15	The IRS <b>Installment agreement</b> fees are being changed. Adding a Form 9465 to the return will cost the taxpayer \$225 (\$107 with direct debit). The fees can be reduced to \$43 (or \$31) for low income taxpayers. The IRS <b>Online Payment Agreement</b> is significantly less (\$149 or \$31 with direct debit. OK to help the taxpayer set up on-line payment agreement at <a href="http://irs.gov">irs.gov</a> . Enter "Online Payment Agreement" or "OPA" in the "Search" box.	
IRS Interactive Tax Assistant 1			P-6	269	<a href="http://www.irs.gov/uac/Interactive-Tax-Assistant-%28ITA%29-1">http://www.irs.gov/uac/Interactive-Tax-Assistant-%28ITA%29-1</a>	
IRS Interactive Tax Assistant 2			P-6	269	 The ITA tool is an IRS tax law resource that takes you through a series of questions & provides you with responses to tax law questions such as: (1)Do I Need to File a Tax Return? (2)Who Can I Claim as a Dependent? (3)What is My Filing Status? (4)Do I Have Cancellation of Debt Income on My Personal Residence? etc. At the end, questions, answers, and result can be printed. Note that only federal requirements are considered, so #1 above does not apply to state filing requirements.	


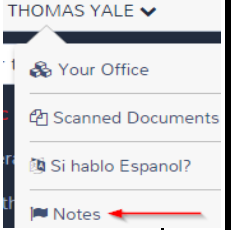

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
IRS Mailing Addresses 2017					<a href="https://www.irs.gov/filing/north-carolina-where-to-file-addresses-for-taxpayers-and-tax-professionals">https://www.irs.gov/filing/north-carolina-where-to-file-addresses-for-taxpayers-and-tax-professionals</a>	
IRS Online Payment Agreement			P-6	14	The IRS Online Payment Agreement (OPA) has much lower setup fees than Form 9465 Installment Agreement Request. See guide document <b><u>Payment Options for Those Who Can't Pay</u></b> <a href="https://www.irs.gov/individuals/online-payment-agreement-application">https://www.irs.gov/individuals/online-payment-agreement-application</a>	
IRS Sales Tax					<a href="http://apps.irs.gov/app/stdc/">http://apps.irs.gov/app/stdc/</a>	
IRS Sales Tax Calculator					When using the IRS Sales Tax Calculator, be sure to include all nontaxable income (Social Security, VA benefits, Supplemental Security, scholarships, workman's comp, etc.) along with the taxable income for the income question. Sales tax calculations are based on both nontaxable and taxable income.	
Itemized deductions		Deductions>Itemized	F-3...		See Charity, Medical, Taxes, etc. Nondeductible list on F-5	40
Itemized deducts vs standard deductions		Deductions>Compare			Gives standard deduction and the amt of itemized deductions entered to this point.	
ITIN (Individual Tax Identification #)		Basic Information>Personal Information &>or Basic	Tab L		Entered on Basic Information/Personal Information in place of SSN.	
ITIN application		Miscellaneous Forms>Application for ITIN (W-7)	L-3		Follow the instructions on L-3 in pub 4012. First, in personal info, use 000-00-0000 for the SSN. Then open the W-7. Fill in name of each family member applying for an ITIN on a separate Form W-7 application.	
Jail					See incarceration	
Joint/survivor annuity	-R	Income>1099-R>Simplified Method	D-37		Note that if the primary annuitant <u>dies while still employed</u> , the secondary annuitant becomes primary and the annuity is no longer considered joint.	
* Jury duty pay given to employer	J	Deductions>Adjustments>Other	E-1 NTTC	98	The amount shows is added into line 36, but it does not show where it comes from. When printed to pdf, shows as a tiny write-in adjustment "jury duty pay" on line 36 of the printed 1040.	36
* Jury duty pay received		Income>Other Income>Other Inc. Not Reported Elsewhere	D-53	98	If on a 1099-MISC box 7, move entry from box 7 to box 3 Other income, so it will flow to 1040 line 21. Here SPEC guidance says not to Key What You See. (AARP slides Lesson 27 slide 2 "notes").	21
K-1 (form 1041)	K	Income>Other Income>K-1 Earnings>Schedule K-1 (1041) & possibly Deductions>Credits>Foreign	D-47,53 D-56.2 NTTC		In-scope for K-1s reporting interest, dividends, capital gains, royalties, and associated Foreign Tax credits (AARP slides lesson 21 slide 4). Enter directly on K-1 (new 2016) exactly as on the K-1. Generally the K-1's we see are passive activities and all investment is at risk. Note that box 14 code B is foreign tax that also needs to be entered in Deductions>Credits>Foreign Tax. See the K-1's with Scope guide document and/or Pub 4012.	8 9 13
* K-1 (form 1065)	K	Income>Other Income>K-1 Earnings>Schedule K-1 (1065) & possibly Deductions>Credits>Foreign	D-47,53		In-scope for K-1s reporting interest, dividends, capital gains, royalties, and associated Foreign Tax credits (AARP slides lesson 21 slide 4). Enter directly on K-1 (new 2016) exactly as on the K-1. Generally the K-1's we see are passive activities and all investment is at risk. Note that line 16 Foreign Transactions code L is foreign tax that also needs to be entered in Deductions>Credits>Foreign Tax. See the K-1's with Scope guide document.	8 9 13

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
K-1 (form 1120S)	K	Income>Other Income>K-1 Earnings>Schedule K-1 (1120S) & possibly Deductions>Credits>Foreign Tax	D-47,53		In-scope for K-1s reporting interest, dividends, capital gains, royalties, and associated Foreign Tax credits (AARP slides lesson 21 slide 4). Enter directly on K-1 (new 2016) exactly as on the K-1. Generally the K-1's we see are passive activities and all investment is at risk. Note that line 14 Foreign Transactions code L is foreign tax that needs to be entered in Deductions>Credits>Foreign Tax. See the K-1's with Scope guide document.	8 9 13
K-1 capital gains and losses	K	Income>Other Income>K-1 Earnings>SchK-1	D-47,53		In-scope for K-1s reporting interest, dividends, capital gains, royalties, and associated Foreign Tax credits (AARP slides lesson 21 slide 4). Enter directly on K-1 (new 2016). See the <b><u>K-1's with Scope</u></b> guide document.	13
Keeping up a home costs			B-9,11		Note that the fair rental value of the home can be used as part of the costs of keeping up a home (B-9).	
Kiddie Tax		out of scope	A-2 D-61 NTTC		out of scope. Tax for Certain Children Who Have Investment Income of More Than \$2,100. Known as the Kiddie Tax. Note that taxable scholarship amounts are considered earned for determining if the child must file a tax return. However, IF the child is required to file a return, then the taxable scholarship is considered unearned -- and may trigger the out-of-scope Kiddie Tax.	
Late payment on mortgage	MORT			156	Can be deducted as mortgage interest if not for a specific service performed in connection with the mortgage loan.	
Lifetime learning credit	886 or TUI	Deductions> Credits>Education	Tab J		see Education credits	
Link & Learn tests					<a href="https://www.linklearncertification.com/d/">https://www.linklearncertification.com/d/</a>	
Links needed in preparing returns					Links needed in preparing returns can be found at <a href="http://taxvolunteers.com">taxvolunteers.com</a>	
Living apart while married			B-8 C-8	20-21	Can file MFJ, MFS, or HoH. Can NOT file Single.	
* Long term care insurance	MED	Deductions> Itemized>Med> Add Premiums (at bottom of Med	F-6	148	<b>Apply the following limits:</b> \$410 for age 40 or under, \$770 for age 41 to 50, \$1,530 for age 51 to 60, \$4,090 for age 61 to 70, \$5,110 for age 71 and over. TaxSlayer automatically applies the limits. Per diem limitation is \$360 for 2017.	
Lump-Sum Social Security & RR	SSA-	Income>IRA- Pension Distributions> Social Security> Begin Wkt (at bottom)	D-46 NTTC	87	OK to report all lump sum in current year (especially if does not increase tax). To complete lump sum worksheet(s), need tax returns from each year involved. If the lump sum payment was for more than one year, then separate lump sum worksheets are needed for each year. "SSA Payments received in Earlier Year" is taken from box 16a on the earlier year 1040. If the earlier year return was filed MFJ, this box would include SSA payments received that year by <b>both</b> the taxpayer and/or spouse. "Modified Adjusted Gross Income for Earlier Year" includes AGI plus any tax-exempt interest and any adjustments from Lines 33 to 35. Attorney fees associated with collecting lump sum can be prorated between the taxable and nontaxable portions & deducted on Sch A line 23 by entering on Deductions>Itemized Deductions>Miscellaneous Deductions>Add/Edit Miscellaneous Deductions that are not listed above. See <b><u>Lump Sum Social Security</u></b> guide document on the NC OneDrive for instructions with screenshot.	20
* Lyfte and similar drivers	SC	Income>Profit or Loss			See Uber, Lyfte, and similar drivers below.	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
MAGI		Health Insurance	H-11,17		MAGI for form 8965 is the sum of AGI + tax-free interest. MAGI for form 8962 is the sum of AGI + tax-free interest + untaxed Social Security. MAGI for sales tax deduction = AGI + tax exempt <u>interest</u> + (total IRAs - taxable IRA - IRA rollovers) + (total pensions - taxable pensions - code 6 distributions) + (total Social Security - taxable Social Security) + other nontaxable income such as VA benefits, SSI or public assistance benefits, gifts and bequests, workers comp, disability insurance payments, etc.)	
*Married or unmarried		Basic Information> Personal Information &>or Basic Information> Dependents	B-8,9	 20-21	For fed tax purposes, "same-sex couples, legally married in jurisdictions that recognize their marriages, will be treated as married for federal tax purposes. The ruling applies regardless of whether the couple lives in a jurisdiction that recognizes same-sex marriage or a jurisdiction that does not recognize same-sex marriage" (IRS 2013-72). According to our National Tax Training Committee, "If the box on the 136143-C is checked as Married, then the couple is considered to be legally married." <u>Unmarried</u> includes "Legally separated from your spouse under a divorce or separate maintenance decree"(pub 17 p20). ( <a href="http://www.dorn.com/taxes/individual/status.html">http://www.dorn.com/taxes/individual/status.html</a> ). "Considered unmarried" for Head of Household (but not for Single) if lived apart last 6 mo of year. If lived apart last 6 months of year and do not qualify for Head of Household, must file MFJ or MFS.	
Married Filing Separately		Basic Info			See MFS	
Meals as deduction			F-9,10	180	"In general, you can deduct only 50% of your business-related meal and entertainment expenses. (If you are subject to the Department of Transportation's "hours of service" limits, you can deduct 80%" (IRS.gov)	
MEC		Health section	H-5		Minimum Essential Coverage for health insurance. Listed in pub 4012 on H-5.	
Medicaid waiver payment on 1099-MISC box 3	MISC	Income>Wages	D-62 NTTC	239	Not taxable. The amount entered on the 1099-MISC is removed from earned income on line 21 as a negative number (labeled as <u>NOTICE 2014-7</u> , referring to an IRS notice dealing with Medicaid waiver payments). For the income to be excludable, the care must be in provider's home.	
Medicaid Waiver payment on 1099-MISC Box 6 or 7	MIS	Income>Form 1099-MISC	D-62 NTTC	239	Not taxable. If Medicaid waiver payment in box 6, move entry from box 6 to box 7, so it will flow to Sch C. Here SPEC guidance says <u>not</u> to Key What You See. On Sch C, enter the Medicaid waiver payment as an expense labeled "Notice 2014-7". For the income to be excludable, the care must be in provider's home.	21
Medicaid waiver payment on W-2	W	Income>Wages	D-62 NTTC	239	Not taxable. The TaxSlayer W-2 now has a Medicaid waiver box on the W-2 to the right of box 14. The amount entered here is removed from earned income on line 21 (labeled as <u>NOTICE 2014-7</u> , referring to an IRS notice dealing with Medicaid waiver payments). (AARP slide presentation 26, slide 5.	
Medical/dental deductible expenses	MED	Deductions> Itemized>Medical	F-5,6	145...	Limited to expenses > 7.5% AGI (for everyone in 2017 -- new tax law). Mileage @ .17. Include health insurance. List p 148 in Pub 17. Includes insulin and vitamins & supplements recommended by a medical practitioner for a specific condition. For those who itemize, the amount of Mkt insurance deductible on Sch A for 2017 is the premium paid (1095-A Col A minus Col C) minus any PTC shown on 1040 line 69 or plus the excess PTC on 1040 line 49. This is a rare exception to the IRS rule that deductions can only be made for expenses actually paid during the tax year. In this rare case, a taxpayer cannot deduct a premium paid in 2017 when the taxpayer will be reimbursed with PTC on line 69. And they can deduct the amount that must be paid for excess PTC on line 49. (NTTC ACA slide 169)	
Medicare Advantage Medical Savings Account (MSA)		out of scope				


Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Medicare Ins Premiums (B & D)	MED	Income>IRA-Pensions>Social Security <u>or</u> itemized deducts if not deducted from Soc Sec			Transfers automatically to A Detail if deducted from Social Security. Note that Medicare Part D drug plans usually not on form If itemize, ask if pay Medicare drug plan or Medicare Advantage Plan (Medicare Part C) directly (& if so, how much?)	
Medicare Tax, Additional		out of scope			Applies when income exceeds a threshold amount based on the individual's filing status	
MFJ vs. MFS				22	"You generally can change to a joint return any time within 3 years from the due date of the separate return or returns.....Once you file a joint return, you can't choose to file separate returns for that year after the due date of the return." (p. 22 in pub 17) There is one exception. "A personal representative for a decedent can change from a joint return elected by the surviving spouse to a separate return for the decedent."	
MFS		Basic Info		)	Those filing Married Filing Separately (MFS) are not eligible for EIC,	
MFS and Spouse SSN					Required field. However if SSN can't be gotten, enter <b>111-00-1111</b> , print and <b>paper file</b> with "Spouse SSN unknown" written at top (TaxSlayer recommendation).	
MFS and Itemizing	ITE	Deductions>Itemized>Use Standard or Itemized	F-5		"Your standard deduction is zero and you should itemize any deductions you have if: Your filing status is married filing separately, and your spouse itemizes deductions on his or her return' (pub 17 p 142). It does not matter who files first. There's a checkbox in TS for the second spouse to check if she must itemize under Deductions>Itemized>Use Standard or Itemized.	
Mileage/Transportation	MIS CHA MED		New-2		business = .535, medical = .17, charity = .14. Mileage to regular place of work (even contract site) is <b>not</b> deductible. Mileage between work sites is deductible. Mileage between second work site and home is never deductible (see F-12).	
Minimum Retirement Age (MRA)					Minimum retirement age for Railroad Retirement benefits is either age 60 with 30 years of qualifying railroad service, or age 62. "Under the Civil Service Retirement System (CSRS), the minimum combinations of age and service for retirement are: Age 55 with 30 years of service; Age 60 with 20 years of service; Age 62 with 5 years of service; or For service as a law enforcement officer, firefighter, nuclear materials courier, or air traffic controller, age 50 with 20 years of covered service." (p19 in p721) "In most cases, the minimum age for retirement under the FERS is between ages 55 and 57 with at least 10 years of service. With at least 5 years of service, your minimum retirement age is age 62." Your minimum retirement age with at least 10 years of service depends on DOB. 1947 or earlier...55 years, 1948...55 years, 2 months, 1949... 55 years, 4 months., 1950.... 55 years, 6 months, 1951.....55 years, 8 months, 1952....55 years, 10 months, 1953 to 1964....56 years, 1965....56 years, 2 months, 1966....56 years, 4 months, 1967....56 years, 6 months, 1968....56 years, 8 months, 1969....56 years, 10 months, 1970 or later....57 years. The annuity payment for CSRS retirees is designed to be their only income whereas FERS retirees have the annuity, Thrift Savings Plan and Social Security. CSRS was replaced by the FERS for Federal employees who first entered covered service on and after January 1, 1987	
Minister's tax return		out of scope	I-1		All minister returns are out of scope according to the Scope Manual.	
Mortgage Credit Certificate, (MCC)		out of scope			form 8396 out of scope	


Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
*Mortgage forgiveness			EXT-1 EXT-5.1	90	Expired 12-31-2016	
Mortgage insurance premiums			NEW-3		Expired 12-31-2016	
Mortgage interest paid by taxpayer	MORT	Deductions>Itemized>Mortgage Interest	F-3,4,6	157	Interest on main or second home. See also Points for refinancing	
Mortgage interest paid on a reverse mortgage	MORT	Deductions>Itemized>Mortgage Interest	D-9,53 F-7 NTTC	156	Reverse Mortgage: Income is not taxable or reportable, Interest is deductible ONLY when actually paid—usually when loan is paid in full. Deduction subject to home equity loan limits (<\$100,000).	
Mortgage interest received	INT	Income>Interest and Dividends>Add>Seller Financed Interest	D-10			
Mortgage late payment charge	INT			156	Can be deducted as mortgage interest if not for a specific service performed in connection with the mortgage loan (p 156 in pub 17)	
Moving expenses		out of scope	9		out of scope (except for those with military certification helping military families)	26
Name badges for volunteers					Name badges should have the first name and last initial. Nothing more or less	
Names in TaxSlayer		Basic Information>Personal Information  &>or Basic Information>Dependents	B-13,14		<b>"Primary Name Control (SEQ 0050) of Form 1040/1040A/1040EZ must equal the first significant characters of the primary taxpayer's <u>LAST</u> name. No leading or embedded spaces are allowed. The first left-most position must contain an alpha character. Omit punctuation marks (except hyphen), titles and suffixes within last name field."</b> When spouse or dependent last name is same as taxpayer's, leave it in. Note that Social Security cards began showing the last name on a separate line 9/08/07. Also, whatever follows an initial on a card is normally the last name. Consider certain suffixes as part of the last name (i.e., Armah-Bey, Paz-Ayala, Allar-Sid). Particular attention must be given to those names that incorporate a mother's maiden name as a suffix to the last name. Indo-Chinese names often have a middle name of "Van" (male) or "Thi" (female). If unsure how to enter name or if reject due to SSN/name mismatch, call local Social Security Office with taxpayer. If reject due to name on main info exceeding character limit, shorten name to first 4 letters, omit middle initial and last name of spouse if same as primary.	
Nonresident Alien (NRA) Spouse			B-8.1 Tab L	10,12, 23	See B-8.1 and L-1	
Noncash donations > \$500	CHA	Deductions>Itemized>Gifts to Charity>Noncash Donations (more than 500)	F-4,8	170...	See 8283. (Ignore where Pub 4012 says out of scope.) in scope if <\$5,000 total. out of scope for: •Total non-cash contributions in excess of \$5,000 •Donation of motor vehicle, capital gain property, or assets used in business. •Section A, Part II and Section B. •Appreciated property such as securities and artwork. (Training slide 47 in 30 Itemized Deductions). See guide document Contributions of Noncash Items from Pub 526.	
Nondividend distribution on 1099-DIV	INT	Income>Interest and Dividends>Interest or Div	D-11	67	Do not enter. Inform taxpayer that stock cost basis is reduced by this amt	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
nontaxable income	PERS	Deductions>Itemized > Taxes You Paid>	D-1		<b>For those who itemize</b> , add the income at the bottom of the Taxes You Paid page where it says "Amount to Adjust the Calculated MAGI by ". Include major nontaxable income like VA benefits, worker's comp, Supplemental Security Income (SSI), insurance proceeds (accident, casualty, health, life), sickness & injury payments, child support, gifts, AFDC, welfare, or food stamps. Nontaxable incomes on line 3 can increase the calculated sales tax which can (1) increase the sales tax itemized deduction and (2) decrease any taxable state refund on next year's return. The calculated sales tax is increased only when the total income on line 4 reaches \$20,000, \$30,000, \$40,000, \$50,000, etc.	40
Notes (have a flag symbol)		Click the taxpayer name & choose Notes in the dropdown menu. <u>or</u> in the client search list, click the flag symbol beside TP name	O-2 NTTC		For things like Waiting on Info or Waiting for Signature, can use checkboxes in <b>Notes</b> . To make a note attached to a return, click on the taxpayer's name in the upper right of an open return and choose "Notes" in the dropdown menu. Notes can also be accessed in the Client Search List. Notes do <u>not</u> carry over to the next year and are not sent to IRS. 	
NY Lottery EIN					NY Lottery: "Our Federal Employee Identification Number (FEIN) is: 14-1588338"	
Original Issue Discount Interest (OID)	INT	Income>Interest and Dividends> Interest or Div	D-8		Enter box 1 as regular taxable interest. Enter box 8 as regular taxable interest for fed return but exempt for state. out of scope if adjustments needed or no form.	
OneSupport					Log in to the AARP Portal (OneSupport). Click on OneSupport Help Center. <a href="https://volunteers.aarp.org/portal/core/welcome.htm?MSG=DISPLAY_LOGIN">https://volunteers.aarp.org/portal/core/welcome.htm?MSG=DISPLAY_LOGIN</a>	
OneSupport help					Log in to the AARP Portal (OneSupport). Click on OneSupport Help Center. Click on Submit a Request at the top.	
Other expenses (safe deposit box, etc.)	MIS	Deductions> Itemized> Miscellaneous>	F-8	202		
Other gains & losses		out of scope			out of scope (Tax-Aide Scope) f4797 Sales of Business Property	14
Other income Not Reported Elsewhere		Income>Other> Other Not Reported Elsewhere	D-53		Flows to 1040 line 21.	
Other misc deductions	MIS	Deductions> Itemized> Misc	F-8	202		
Other state tax returns					See State returns other than this state	
out of scope lists					Full list here in <b>QuickGuide</b> copied from <b>AARP Foundation Tax-Aide Scope</b> document.	
Overpayment applied to 2018	APP or OVER	Payments & Estimates>Apply Overpayment or State>Payments> Apply your State Refund	O-4			77




Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Paper returns		in e-File process	K-1,2		Under e-File, choose Paper Return. When return completed, print 2 copies + an extra fed return to accompany <u>state return</u> . Can <b>not</b> be a paper return if can be efiled. If client insists on paper return, explain that we can either e-file the return or delete the return. If the taxpayer still does not want it efiled, do not print or give copy to the taxpayer. Mark Return Stage TO BE DELETED.	
Part-Year residents		State Section	M-9 NTTC O-4		Must choose Part-Year when starting the return. Cannot go back later and change to part-year. If Resident return already exists, it must be deleted before the part-year return can be started.	
Payment options			K-16/18		Can request a Full Pay Within 60 or 120 day Agreement. Penalty & interest still charged, but there's no fee. Can pay balance with credit card (with fee). Can file Online Payment Agreement (OPA) for a fee to pay installments (with penalty & interest still charged). The IRS Installment agreement fees are being changed. Adding a Form 9465 to the return will cost the taxpayer \$225 (\$107 with direct debit). The fees can be reduced to \$43 (or \$31) for low income taxpayers. The IRS Online Payment Agreement is significantly less (\$149 or \$31 with direct debit. OK to help the taxpayer set up on-line payment agreement at irs.gov. Enter "Online Payment Agreement" or "OPA" in the "Search" box.	
Pell grant for education	886 or TUI		J-6	227	See flow chart and guide document <b><u>Education Benefits - What to Do in TaxSlayer</u></b> . Pell grants (just as other scholarships) are tax free to the extent used for qualified education expenses. Also, those with (or applying for) Pell grants may request to file tax returns to aid their grant application -- even though they would not otherwise need to file. IRS & the Treasury Dept now say "a student may choose to treat her Pell Grant as paying for living expenses even if the institution applies the Pell Grant against tuition and fees." <a href="https://www.treasury.gov/connect/blog/Documents/Pell%20AOTC%204%20pager.pdf">https://www.treasury.gov/connect/blog/Documents/Pell%20AOTC%204%20pager.pdf</a> Following are some things that might help in determining the amount he chooses to pay tax on. See the " <b><u>Education Benefits</u></b> " in the NTTC pub 4491 p 24-7 regarding "Why would a student want to pay tax on the grants or scholarships" and p 24-11 regarding "What do I do if there are unrestricted scholarships or grants?" The Education Benefits Calculator can be quite helpful, especially when dealing with situations where Pell grants or other unrestricted scholarships are involved. A minor point (that can save a taxpayer a few dollars) is that with tax tables built in \$50 increments, the taxpayer's <u>max refund often comes a little under \$2,000 or \$4,000</u> -- by making the taxable income on p 2 of the 1040 total end with 49 or 99 (just under the next \$50 tax level). We can do this manually, or we can use the Education Benefits Calculator. Recommend the calculator.	
* Penalty for early IRA distribution	532	Other Taxes>Tax on Early Distribution	H-1,2,3	83...	<b>In scope to remove penalty only.</b> If an exception to the additional tax on early distributions applies, Form 5329, Part I, line 2 must be filled in with the code and the amount not subject to additional tax. Examples are total and permanent disability (2), med expenses > 10% AGI (05), higher ed (08), up to \$10,000 for purchase of first home (09), etc. If you are filing a return only because you owe additional tax on a qualified plan, including an individual retirement arrangement (IRA), or other tax-favored account. you can file Form 5329 by itself. <b>See H-2 for complete list of exception codes.</b> <b>• For codes 05, 07 and 08, the distributions do not have to be specifically for the stated expenses, but the distribution and the expenses must occur in same tax year (H-2 in the NTTC p4012)</b>	
Penalty for early withdrawal	EARL	Income>Interest and Dividends>Interest or Dividend	D-8	59		30

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Penalty for underpayment of estimated taxes	22	Payments & Estimates> Underpayment (2210)		46	Default should be set to let IRS calculate any penalty. if TS calculates any on 1040 line 79, go to Federal Section > Payments & Estimates > Underpayment of Estimated Tax: Fill in form, check box to request a waiver, and use reason of "To be calculated by IRS". If income about same as year before and owe > \$1000, inform taxpayer that IRS may send them a bill for the penalty.	79
Personal Computer Registration Requirements for AARP Tax-Aide					See "H9 Computer Security Scans" in Password Protected Documents. (1)Update all apps. (2)Register. (3)Upload the screen shots of the antivirus scan. <a href="https://www.taxaideaarp.org/secure_scan/home.htm">https://www.taxaideaarp.org/secure_scan/home.htm</a> Use Secunia Personal Software Inspector (PSI) to make sure all apps are up to date. <a href="http://learn.flexerasoftware.com/SVM-EVAL-Personal-Software-Inspector">http://learn.flexerasoftware.com/SVM-EVAL-Personal-Software-Inspector</a> registration website: <a href="http://www.taxaideaarp.org/main/secure_scan/home.htm">http://www.taxaideaarp.org/main/secure_scan/home.htm</a> Note that this site will not be active until December 15th each year. List your email address, your name and Tax-Aide state and position (e.g., TCS), the computer(s) that passed the security scans – can be more than one page.	
Personal property tax (e.g. vehicle)	PERS	Deductions> Itemized> Taxes	F-6	151		
PIN for identity theft	PIN	Miscellaneous Forms>IRS Identification Pin	B-15		Taxpayers who filed a federal tax return last year as a resident of Florida, Georgia or DC are eligible to voluntarily get an identity theft PIN at the following web address: <a href="https://www.irs.gov/individuals/get-an-identity-protection-pin">https://www.irs.gov/individuals/get-an-identity-protection-pin</a>	
Plug-in electric vehicle		out of scope		258	out of scope. f8834	54
Points for refinancing	MORT	Deductions> Itemized> Mortgage Interest	F-4,7	158 159	Points paid when refinancing are usually prorated over the life of the loan. If you meet the tests listed on pp 158-159 in Pub 17 <b>and</b> the mortgage proceeds are used to improve your main home, you can fully deduct <u>the part of the points</u> related to the improvement.	
Poster D143					AARP Title VI Poster required to be posted as close to the "first point of contact between taxpayer and volunteer" as possible. To be safe, recommend post at reception and waiting area.	
Power of Attorney (POA)		Not entered in TaxSlayer	K-12.1 NTTC		Need to verify that there is a legal POA that includes "the authority to prepare, sign, and file income tax returns with federal, state, and local or other governmental bodies" According to AARP training slide presentation 41, slide 4, "Transmittal of the 8453 & attachments for certain forms is not required: ... Form 2848 – Power of Attorney ("POA") For paper returns, "a copy of the POA must be attached to the Form 1040"	
Premium Tax Credit		Health Insurance	H-24,29		see 8962 and ACA and Medical deductions	
Printing a 1040 instead of 1040A or 1040EZ from the Summary/Print page					When a full 1040 is not required, TaxSlayer will use the 1040A or 1040EZ in the Summary/Print page pdf and in the e-file. The NTTC solution for this is on p 11 in the NTTC Modified Pub 4012. <b>If you want to force a long Form 1040 for both printing and e-file purposes, add \$1 to Other Income captioned "IN ORDER TO EFILE" or "TO FORCE FORM 1040"</b> . This insures a full 1040 in both the print set and the e-file.	
Prior Year Minimum Tax credit		out of scope	A-3	250	out of scope. f8801	73
Prior year returns in TaxSlayer			M-5,6 NTTC		Requires training and certification at the level required for the return -- including training and certification for the prior tax year (AARP scope doc). Direct deposit/debit is not available for prior year returns. (M-3) Only the three most current prior year federal can be e-filed. Earlier years must be paper returns. After completing the 2016 return, log out and log back in. Then the 2017 return can be started with some carryforward (even if the 2016 return has not been transmitted). TaxSlayer may start the 2017 return, without the name showing in the client list. Scroll down or search for the SSN.	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Private Activity Bond Interest (PAB)	6251	Other Taxes> Alternative Minimum Tax (Form 6251)> Interest from specified private	D-8		Interest from private activity bonds generally is not taxable, however interest from specified private activity bonds issued after August 7, 1986 must be added to income for AMT purposes.	
Public assistance programs				95	While public assistance program benefits are not be taxable, they are used in the IRS Sales Tax Calculator to determine the amt of sales tax that can be deducted from income taxes. See p 93 in pub 17 for a list of programs.	16
Public safety officer exclusion	-R	Income>IRA-Pension Distributions> 1099-R  <u>and</u> Income> IRA-Pensions>Nontaxable Distributions  <u>and</u> Deductions> Itemized Deductions> Medical and Dental Expenses	D-36,43	147	Public safety officers are entitled to tax break on their pensions for money <b>withheld from their pension for health insurance</b> . Often this is shown in box 5 of the 1099-R. Does not apply if box 7 is code 4 (D-25 in pub 4012). Up to a max of \$3,000 can be subtracted from the gross distribution to manually calculate the taxable amount on line 2a of 1099-R. The following steps need to be taken. (1) Determine if the pension is based on service as a public safety officer. A public safety officer is someone who served a public agency "as a law enforcement officer, as a firefighter, as a chaplain, or as a member of a rescue squad or ambulance crew". (2) If there is a number in box 5 of the 1099-R for a public safety officer, we have to ask what that was for. Was it for health insurance? If it was health insurance, the taxpayer can deduct up to a maximum of \$3,000 from the gross amount to determine the taxable amount. (3) TaxSlayer now has a place to enter this under box 2a where it says "Do you need to calculate your taxable amount? <a href="#">Click here for options</a> . (4) To document the public safety officer insurance exclusion on the 1099-R, go to the IRA/Pension Distributions>Nontaxable Distributions & check the box for eligible retired public safety officers. (5) If the taxpayer had more than \$3,000 deducted for health insurance and itemizes, then the amount over \$3,000 must be entered manually under Itemized Deductions as health insurance. <a href="http://definitions.uslegal.com/p/public-safety-officer/">http://definitions.uslegal.com/p/public-safety-officer/</a>	16
Qualified charitable distribution (QCD)	-R	Income> IRA-Pensions> 1099-R <u>and</u> Income> IRA-Pensions> Nontaxable Distributions	NEW-3 D-41,43 O-10	129	Subtract from 1099-R line 2a any amounts that are paid directly to a charity <b>if the person was at least 70 1/2 when donation was made. Can be made with RMD (Required Minimum Distribution)</b> . To document the QCD nontaxable exclusion on the 1099-R, go to the IRA>PensionDistributions> Nontaxable Distributions and check the box for Qualified Charitable Distribution. Can not also get Sch A deduction. For Qualified Charitable Distributions made in Jan 2018, taxpayer can elect to have the distribution deemed to have been made on December 31, 2017. If this election is made, the QCD counts toward the 2017 exclusion limit of \$100,000, as well as the 2017 minimum required distribution.	15a
Qualifying Child of more than one person			C-4	31	Follow the rules on p C-3 for exemption for a dependent, See also head of household, credit for child and dependent care expenses, child tax credit, EIC, exclusion from income for dependent care benefits.	
QR Process			K-8/11			
Questions on scope and tax law.					If you run into a question on scope or tax law with clients, first try your local or district resources. Questions will be answered or submitted to IRS and/or the AARP Foundation National Tax Training Committee (NTTC).	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Quick File in TaxSlayer		Click the taxpayer name at the top left and choose the Quick File in drop-down menu.	O-2		<b>NOT RECOMMENDED.</b> A Quick File could have been a time-saving navigation tool in TaxSlayer – <u>after</u> the files are selected for the Quick File. It allows the preparer and/or QR to go directly from one form to another, skipping all the extra navigation pages. However, when a return is saved, the QF is rearranged to 1040 order. A QF takes you through all the listed forms directly from form to form in the order listed. While you cannot change the order of the forms, you can delete forms you don't need or add forms you do need.	
Railroad retirement (blue) RRB-1099 (Soc Sec equivalent)	RR	Income>IRA>Pension>Social Security Benefits>RRB-1099	D-44,45	89	Enter "net" from box 5 on first line. Enter any Fed tax withheld from box 10 on second line. Enter Medicare from box 11 on third line. If there is any amount in box 7, 8, or 9 (benefits for previous year), refer your client to a tax professional. <b>If the taxpayer had both an RRB -1099 and an SSA-1099, then the amounts must be added manually and entered on the TaxSlayer Social Security 1099 SSA page.</b> A negative box 5 means the taxpayer (or spouse) repaid more to Social Security than received during the year. If the only box 5 entry for the return is negative, no entry is made. If there are other box 5 entries (for a spouse or from an RRB-1099), then the negative amount is subtracted from the positive amounts and the result is entered (p 88 in pub 17).	20
* Railroad retirement (green) RRB-1099-R (pension)	RR	Income>IRA>Pension>RRB-1099-R	D-44	85	Enter the amounts in boxes 3, 7, and 9. Medicare premiums in box 12 not needed for e-filing but do go to Sch A detail if itemizing. Simplified Method calculations must be completed to determine the taxable amount in box 7a. We now recommend using the TS Simplified Method worksheet <u>along with a printout of the Annuity/Pension Exclusion Calculator</u> . If one is not available, then we need to run the calculator (which will give us the ages and amount recovered in prior years. <a href="https://cotaxaide.org/tools/Annuity%20Calculator.html">https://cotaxaide.org/tools/Annuity%20Calculator.html</a> Income from the RRB-1099-R is not taxed in by any state. It is excluded automatically. A negative box 5 means the taxpayer (or spouse) repaid more to Social Security than received during the year. If the only box 5 entry for the return is negative, no entry is made. If there are other box 5 entries (for a spouse or from an RRB-1099), then the negative amount is subtracted from the positive amounts and the result is entered (p 85 in pub 17). Railroad Retirement benefits may begin is either age 60 with 30 years of qualifying railroad service, or age 62.	16
Real estate taxes deduction	MORT	Deductions>Itemized>Taxes or Deductions>Itemized>Mortgage Interest (1098)	F-6	152	Use the amt actually paid in 2017. If on the 1098, enter on 1098 -- and nowhere else. Otherwise enter on Deductions>Itemized>Taxes	
Recharacterized IRA					See IRA recharacterized	15a
* Recordkeeping requirements			F-13 P-3	15-16	<b>"NTTC recommends a minimum of <u>seven years</u>."</b> Keep sales slips, credit card receipts, invoices, cancelled checks, bank statements, mileage logs, and other documents that support an item of income or a deduction, or a credit appearing on a return. If you own(ed) a home or investment property, keep records of purchase and home improvements at least three years after selling the property. There is no period of limitations to assess tax when a return is fraudulent. <a href="http://www.irs.gov/taxtopics/tc305.html">http://www.irs.gov/taxtopics/tc305.html</a>	


Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Refresh to get latest calculator or web page each time visited					Open Control Panel. Open Internet Options. Click and select the Security tab. On the Security tab, make sure the Internet Zone is highlighted in the box where you find Local Intranet, Trusted Sites and Restricted Sites. Click on Custom Level. If you cannot find the Custom Level option, see if you have already set the security for Internet to Custom Level. If that is the case, you will have to click on Default Level button. Once you do this, the Custom Level button would be available. In the dialog box that comes up when you click Custom Level in step 5 above, check for <b><u>Allow Meta Refresh</u></b> and Enable.	
refund applied to estimated tax	OVER		O-4		See row for "Estimated tax to be paid from overpayment"	
Refund options		in e-File process 8888	K-3,4		Allocate refund to 2 or 3 accounts and/or purchase savings bonds.	
Refund status			P-3		Taxpayers can check their federal refund by computer or mobile app at <a href="https://sa.www4.irs.gov/irfof/lang/en/irfofgetstatus.jsp">https://sa.www4.irs.gov/irfof/lang/en/irfofgetstatus.jsp</a> or 1-800-829-1954. NC: <a href="https://eservices.dor.nc.gov/wheresmyrefund/SelectionServlet">https://eservices.dor.nc.gov/wheresmyrefund/SelectionServlet</a> or 1-877-252-4052	
Rental income	SC	Income>1099-MISC and Income>Rents (on Sch E)	D-50/52 NTTC	69-77	out of scope if <u>any</u> expenses on Sch E. To stay in scope, property tax expenses must go on Sch A and not Sch C. Note that rent on a K-1 is out of scope. If on a 1099-MISC, enter there and link to Sch E. If no 1099-misc, then enter on Sch E. See Sch E. Rental income from sources such as a home is out of scope except for an active duty military taxpayer AND the Counselor and Quality Reviewer both have Military certification. All other rental situations (room in home, apartment over garage, separate building, for profit, not for profit, Airbnb, etc.) are out of scope regardless of certifications. (D-44 replacement) "Note: rental of personal residence for less than 15 days for the year is not considered a rental activity and is not taxable income" (pub 527 p 3 & AARP TaxAide Scope Manual (p 8 under Sch E).	17
Repayment of home buyer credit	FIR	Other Taxes> First-Time Homebuyer Repayment (5405)	H-1	269	See First-time home buyer credit repayment	
Resident Alien or Nonresident			L-1		Use Decision Tree on p L-1	
Residential energy credits			EXT-7	251	In-scope parts expired unless Congress makes retroactive changes in 2018	53
Retirement savings credit	RETI	Deductions> Credits> Retirement Savings (8880)	G-1, G-9/11	251	Not a dependent or full-time student; Not military pensions. AGI < \$31,000, <46,500 HOH, <62,000 MFJ); born before 1-2-2000; Enter any distributions. Contributions made by April 17, 2018 count for 2017. Roth contributions get credit, too. A (1)W-2 entry in box 12 or (2)an "X" in the box 13 Retirement box or (3)an entry in box 14 is an indicator that the taxpayer may be eligible for this credit. W-2 box 12 entries of D, E, F, G, H, S, AA, BB, and EE are voluntary retirement contributions which automatically flow to the 8880 in TaxSlayer. Voluntary employee contributions (whether taxed or not) are eligible for the retirement savings credit. Employer contributions and mandatory employee contributions (as in some school systems) are not eligible for the credit. When one spouse works and contributes to a retirement account and the other is retired and receives either a pension or a distribution from a retirement account, TaxSlayer correctly applies the Forms 1099-R as a distribution from a retirement account and subtracts the distribution from the contribution amounts. If the distribution is a military pension, an exception applies and the distribution should not be subtracted. In the Form 8880 entry page, enter a negative amount equal to the military pension in the box labeled "qualifying distribution." This will negate the military Form 1099-R and allow the credit.	51




Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Return status Tags in TS					<b>Tags</b> are checkboxes to show give info about return status (e.g. Waiting for Signature). ERO can customize Tags in configuration Menu. 	
Reverse mortgage	MORT	Deductions>Itemized>Mortgage Interest	D-9,53 F-7 NTTC	156	Reverse Mortgage: Income is not taxable or reportable, Interest is deductible ONLY when actually paid—usually when loan is paid in full. Deduction subject to home equity loan limits (<\$100,000).	
RMD waiver request	532	5329		84 131	If taxpayer failed to take RMD from a qualified retirement plan, the taxpayer needs to correct the error by taking the missed distribution as soon as possible. This will result in paying tax on two distributions in following year. Always request a waiver. The addition to tax on the return is out of scope. Taxpayer must take correcting distribution, resulting in a double up of taxable distributions in the future year. Search for 5329 and complete Part IX - check the box to claim a waiver. Provide a brief explanation, such as "Trustee failed to distribute on a timely basis; the missed distribution has since been distributed; taxpayer requests waiver of the addition to tax."	
Rollover of IRA	-R	Income>1099-R (rollover check box and amt rolled over)	D-39,41 D-43 NTTC	127	<b>Even if code G</b> , check the box after line 10 for Rollover and enter the amount rolled over within 60 days. If not code G and there's any doubt, taxpayer must show paperwork to confirm rollover. Min required distributions may not be rolled over. Rollovers must be from one "qualified" retirement plan to another. For example, plans with code D in box 7 are not qualified plans and cannot be rolled over. Qualified plans include qualified employee plans, qualified employee annuities, tax-sheltered annuity plans (403(b) plans), eligible state or local government section 457 deferred compensation plans. Unqualified plans are listed on p 27 in pub 575. Taxpayers who missed the 60-day time limit (see D-43) will now ordinarily qualify for a waiver if one of 11 circumstances apply: 1)An error was committed by the financial institution making the distribution or receiving the contribution. 2)The distribution was in the form of a check and the check was misplaced and never cashed. 3)The distribution was deposited into and remained in an account that I mistakenly thought was a retirement plan or IRA. 4)My principal residence was severely damaged. 5)One of my family members died. 6)I or one of my family members was seriously ill. 7)I was incarcerated. 8)Restrictions were imposed by a foreign country. 9)A postal error occurred. 10)The distribution was made on account of an IRS levy and the proceeds of the levy have been returned to me. 11)The party making the distribution delayed providing information that the receiving plan or IRA required to complete the rollover despite my reasonable efforts to obtain the information. (New-3 in pub 4012) If a taxpayer submits a self-certification, then the taxpayer may report the contribution as a valid rollover unless later informed otherwise by the IRS. See "IRA Rollover Self Certification Missing 60-Day Limit" in 2017 Guide Documents. If a taxpayer received a qualified retirement distribution with federal tax withheld and then decides to roll it over into another account, TaxSlayer does not allow the rollover of the entire amount because of the income tax withheld. Complete the Form 1099-R entry page with \$0 taxable, no withholding, code G and the rollover of the full amount and enter the tax withheld as Other Federal Withholding under Payments & Estimates.	15a
Roth IRA contributions	IRA	Deductions>Credits>Retirement	E-7 G-10	131...	Roth contributions get retirement savings credit, too -- if taxpayer eligible. Form 8606 Part II for IRA to Roth conversion now in scope (new 2017). Roth IRA distributions that are taxable or partially taxable are out of scope.	51
Roth IRA distributions	IRA	Deductions>Credits>	D-40	131...	If, in the last five years, any amounts were converted from a traditional IRA or rolled over from a qualified retirement plan to the Roth IRA, the return is out of scope.	51

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Royalty income from K-1	K	Income>Other Income>K-1 Earnings>SchK-1	8, D-53	94	Income will carry to Schedule E (and then to line 17 of Form 1040) -- automatically. Nothing else to do unless the taxpayer is reporting losses not allowed in prior years. Then the return is out of scope.	
Royalty income from 1099-MISC	MISC	Income>Form 1099-MISC and link to Sch E	8, D-15	94	Start with the 1099-MISC. Then add Sch E. Percent of ownership required. For gas well lease, allow expenses if provided, otherwise 15% depletion percentage. (pending scope change 7-20-17).	21
Sale of home (primary residence) Part 1	CAP	Income>Capital Gain>Sale of Main Home	D-28	111...	For primary residence (Main Home) only, must report if 1)gain > \$250,000 (500,000 MFJ) 2) 1099-S, 3) not owned 24 full months in 5-years prior to sale, 4)not lived in 24 full months in 5-years prior to sale, or 5) excluded gain from sale of another home during prior two years (11-12 in 4491). Exceptions to these rules may apply for moves that are work-related, health-related, etc. (pub 523 p 4). Note that an unmarried surviving widow/widower is allowed to claim the larger \$500,000 MFJ exclusion for a principal residence sale that occurs within two years after the date of the spouse's death. Main home is where taxpayer lived most of the time. Can be houseboat, mobile home, condo or co-op. Must have cooking, sleeping and bathroom facilities. Sale of a personal residence that has ever been rented (more than 5 days a year) or used in a business is out of scope (NTTC slide 4 in 18 Sale of Real Estate). <b>In TaxSlayer, don't forget the box at the bottom to "Check here if you qualify for the Maximum Exclusion ..."</b> <b>Do not use the TaxSlayer "Sale of Main Home Worksheet" if there is a loss on the sale.</b> "The TaxSlayer sale of main home worksheet may not include the transaction on Form 8949 if it is a nondeductible loss (even though Form 1099-S has been received and we must report it). And, it does not show the "E" code for selling expenses. Until fixed, counselors should not use the worksheet. Instead, enter the transaction as you would other capital gain or loss transactions and use the appropriate codes. If using more than one code, net the adjustment amounts." For more info, see pub 4012 and/or IRS Pub 523 Selling Your Home.	13


Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Sale of home (primary residence) Part 2	CAP	Income>Capital Gain>Sale of Main Home	D-28	111...	<p>In most states, if one spouse dies, the cost basis changes. The new cost basis for the interest owned by the deceased spouse will be its fair market value on the date of death. The basis of the surviving spouse's interest will remain the same. The new basis in the home is the total of these two amounts.</p> <p>In <u>community property states</u> (Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, and Wisconsin), each spouse is usually considered to own half of the community property. When either spouse dies, the total fair market value of the community property becomes the basis of the entire property, including the part belonging to the surviving spouse.</p> <p><b>Items that <u>can</u> be included in the cost basis</b> for the home include abstract of title fees, charges for installing utility services, legal fees (including fees for the title search and pre-paring the sales contract and deed), recording fees, survey fees, transfer or stamp taxes, owner's title insurance, costs owed by the seller that you pay (Any real estate taxes owed up through the day before the sale date, Back interest owed by the seller, The seller's title recording or mortgage fees, Charges for improvements or repairs that are the seller's responsibility and Sales commissions), <u>improvements</u> (additions, lawn &amp; grounds, exterior, insulation, systems like heat and AC, plumbing, interior (such as flooring, carpeting). See pub 523 pp 11-12.</p> <p><b>Items that <u>cannot</u> be included in the cost basis</b> are fire insurance premiums, rent for occupancy of the house before closing, charges for utilities or other services related to occupancy of the house before closing, any fee or cost that you deducted as a moving expense (allowed for certain fees and costs before 1994), and charges connected with getting a mortgage loan, such as: 1.Mortgage insurance premiums (including funding fees connected with loans guaranteed by the Department of Veterans Affairs), 2.Loan assumption fees, 3.Cost of a credit report, 4.Fee for an appraisal required by a lender, and 5.Fees for refinancing a mortgage.</p>	13
Sale of house (not primary residence)	CAP	Income>Capital Gain>	D-23...	111...	<p>If a <u>personal residence that is not the main home</u> is sold, there is no exclusion (p 2 in pub 523). Any gain is taxable. Any loss is not deductible.</p> <p>If a <u>house that was not your residence is sold</u>, it is treated as regular capital gain or loss -- as long as it was not sold to related parties below fair market value.</p>	13
Sales commissions & fees for stocks	CAP	Income>Capital Gains>	D-23/32		<p>Look at box 6 of the 1099-B to see if the sales commission was included in the <u>sale price</u>. If not, include sales commissions and fees that are not reflected in Form 1099-B Box 1d as a negative adjustment (labeled as "Form 1099-B with Basis in Box 3 is incorrect".</p> <p>If the <u>basis</u> was not reported to the IRS, enter the correct basis and make no adjustment.</p> <p>If the <u>basis</u> was reported to the IRS, correct the error by entering an adjustment.</p>	
Sales tax					see IRS Sales Tax Calculator	
Sales tax on large purchases such as a car or boat	TAX or SALES	Deductions>Itemized >Taxes You Paid>Begin Sales Tax Wkt	F-6	155	Sales tax on large items such as a car or boat go at the bottom of the sales tax worksheet.	





Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Sales tax worksheet for Sch A	TAX or SALES	Deductions>Itemized >Taxes You Paid>Begin Sales Tax Wkt	F-6 F-8.2 NTTC		<p>Must choose state, enter the number of days living in the state (e.g., 365 for most years, 366 for leap years), enter any <u>local</u> tax rate (if any) and the state rate. (If the state rate is not entered, TS will automatically look up the state rate and use it -- without showing the percent.). Sales tax on large items (like a car) go at the bottom of the sales tax worksheet.</p> <p>MAGI for sales tax deduction = AGI + tax exempt interest + (total IRAs - taxable IRA - IRA rollovers) + (total pensions - taxable pensions - code 6 distributions) + (total Social Security - taxable Social Security) + other nontaxable income such as VA benefits, SSI or public assistance benefits, gifts and bequests, workers comp, disability insurance payments, etc.)</p> <p>As of 1-27-2017, TaxSlayer incorrectly includes IRA code 6 distributions in the income for sales tax deductions. Any code 6 distributions would need to be entered as a negative number at the bottom of the Taxes You Paid entry page. Consider using the IRS sales tax calculator, along with the Sales Tax Income Worksheet at <a href="http://cotaxaide.org/tools/Sales%20Tax%20Worksheet.html">http://cotaxaide.org/tools/Sales%20Tax%20Worksheet.html</a>.</p>	
Savings Bonds interest	INT	Income>Interest and Dividends>Interest/Dividend	D-7,8	98	<p>US Savings Bond interest is entered in box 3.</p> <p>Since US Savings Bond interest is <u>not taxable by the state</u>, there's a place on the Interest Income screen (under box 6) to enter the amount of the savings bond &amp; choose the state.</p>	15a
Savings Bonds purchase		in e-File process	K-4,15		in scope. Allocation of Refund (Including Savings Bond Purchases)	15a
Savings Incentive Match Plans for Employees (SIMPLE) IRA		out of scope			out of scope	15a
Sch A	SC	Deductions>Itemized	F-5...		<p>out of scope for •Line 14 investment interest, •Taxpayers affected by a charitable contribution carryover, •Donation of property previously depreciated, •Donation of capital gain property, •Line 20 casualty or theft loss(es), •Line 21 - see F 2106 EZ and F 2106 limitations, •If alternative minimum tax generated on F 6251 •Total non-cash contributions in excess of \$5,000, •Donation of any motor vehicle •Donations of capital gain property, •Donations of assets used in a business or casualty or theft loss.</p> <p>See Charity, Medical, Taxes, etc.</p>	
Sch B	SC		D-7...		out of scope for purchase or sale of bonds between interest dates unless fully reported by the broker. See Dividends. See Interest.	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Sch C	SC	Income>Profit or Loss	D-17...		<p>out of scope if expenses &gt; \$25,000; net loss; hobby income or not for profit activity; line F other than Cash, line G checked "No" (or the taxpayer does not meet any of the tests of material participation, or is uncertain about materially participating in a business), line I, payments made that require F 1099 to be filed; any bartering transactions; Part I lines 2,4,6; Part II lines 9 (actual expenses), 11 (new 2017) 12, 13, 14, 19, 20 (leases more than 30 days),26, 27a, 30, 31, payments that require f1099 to be filed; all of Part III, vehicles rented more than 30 days.</p> <p>"OK to expense <b>small tools</b> etc. if cost is less than \$2500 per item or invoice. See IRS Notice 2015-82." (D-20)</p> <p>D-19 gives a list of expenses that can and cannot be deducted.</p> <p> <b>Rentals</b> of business equipment are deductible and in scope. (D-34 replacement)</p> <p>Need separate Sch C for each business. <b>Business codes lookup</b> at <a href="http://www.census.gov/cgi-bin/sssd/naics/naicsrch">http://www.census.gov/cgi-bin/sssd/naics/naicsrch</a>. Mileage to/from contract site not OK. Travel between sites is OK (see F-12). Same method for calculating vehicle expenses must be used every year. In line 22, include cost of materials/supplies consumed. Line 24b: standard allowance at <a href="http://www.gsa.gov/mie">www.gsa.gov/mie</a></p> <p>Can have &gt;1 Sch C for a taxpayer (beginning 2013).</p> <p><b>Standard mileage</b> includes car depreciation, gas/oil, repairs, insurance and non-tax portion of registration, but not parking, tolls or business part of car registration tax (include if significant or not itemizing). Should have written record (log or appointment book). (D-21)</p> <p>"Travel" (that goes to Sch C line 24a) includes <b>lodging and transportation</b>.</p> <p>"In general, you can deduct only 50% of your business-related meal and entertainment expenses. (If you are subject to the Department of Transportation's "hours of service" limits, you can deduct 80%" (IRS.gov)</p> <p>See <b><u>Schedule C Guidelines Summary TY17</u></b> for more detailed info.</p>	
Sch C-EZ		out of scope			Use Sch C instead. Now listed and continues out of scope as no training is provided.	
Sch D	SC	Income>Capital Gain>	D-22...		out of scope for (1)Adjustment codes N, Q, X, R, S or C (2)reduced exclusion on sale of home, (3)bonds sold before maturity with a gain or loss, (4)property inherited in 2010 if taxpayer does not know the basis and the correct holding period, (5)worthless securities reported on brokerage statement, (6)wash sales not reported on brokerage or mutual fund statement.	
Sch E	SC	Income>1099-MISC and/or Income>Rents (on Sch E)	D-50... NTTC		<p>Rental income from box 1 of a 1099-MISC is linked to Sch E.</p> <p>In scope for: •Land rental and royalties, •Home rental if taxpayer is active duty military (In scope for Military certification only) Note: rental of personal residence for less than 15 days for the year is not considered a rental activity and is not taxable income. If a Form 1099-MISC is received for &lt;15 days rent, then add and subtract the income on Schedule E as two entries.</p> <p>Home rental (15 days or more) is out of scope unless done by someone with Military certification for a taxpayer who is active military.</p> <p>out of scope for •Part I, lines 5-19, •Parts II-IV, •Part V lines 40, 42, 43, and rent from a K-1</p> <p>Rental Income when "Not for Profit" out of scope. No expenses permitted. To stay in scope, property tax expenses must go on Sch A and not Sch C.</p>	
Sch EIC		e-File process if needed	Tab I	230...	See Earned income credit	66a
Sch F		out of scope			out of scope	
Sch H		out of scope	A-3		out of scope	
Sch K-1 (form 1041)	K	Income>Other Income>K-1 Earnings>Sch K-1	D-47...		In-scope for K-1s reporting interest, dividends, capital gains, royalties, and associated Foreign Tax credits. Enter directly on K-1 (new 2016). Note that line 14 code B is foreign tax that needs to be entered in Deductions>Credits>Foreign Tax..	8 9 13

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Sch K-1 (form 1065)	K	Income>Other Income>K-1 Earnings>Sch K-1	D-47...		In-scope for K-1s reporting interest, dividends, capital gains, royalties, and associated Foreign Tax credits. Enter directly on K-1 (new 2016). Note that line 16 Foreign Transactions code L is foreign tax that needs to be entered in Deductions>Credits>Foreign Tax.	8 9 13
Sch K-1 (form 1120S)	K	Income>Other Income>K-1 Earnings>Sch K-1	D-47...		In-scope for K-1s reporting interest, dividends, capital gains, royalties, and associated Foreign Tax credits. Enter directly on K-1 (new 2016). Note that line 14 Foreign Transactions code L is foreign tax that needs to be entered in Deductions>Credits>Foreign Tax.	8 9 13
Sch R			G-1,15		See elderly or disabled credit	
Sch SE		Other Taxes>Self-Employment Tax (Schedule SE)	H-1		In scope except for ministers or church workers who present issues such as: parsonage/housing allowance, whether earnings are covered under FICA or Self Employed Contributions Act (SECA) or rules for determining exemption from coverage	
Scholarships (if any taxable)	OT	Income>Other Income>Other Compensation>Scholarships and	J-1	98	Scholarships are considered "earned" income when determining if a dependent must file a tax return -- but scholarships are <u>not counted</u> as earned income <u>for EIC</u> . Flows to 1040 line 7. See 1098-T.	7
Scope					ALL items listed as out-of-scope in AARP Foundation Tax-Aide Scope, pub 4012, pub 4491, and alerts from AARP and IRS are listed in the QuickGuide. Any form not in the scope document is out of scope (Joan Moran, NTTC).	
Scratch Pads		None in TS			TS will have no Scratch Pad equivalent.	
Security check for computer Secunia Personal					Download PSI at <a href="http://secunia.com/vulnerability_scanning/personal/">http://secunia.com/vulnerability_scanning/personal/</a> After it's installed, open and Run. Click Settings and Details if you want to see list of all programs checked. Suggest de-select "Start on boot".	
Self employment		Income>Profit or Loss From A	D-29...		see Sch C. Self-employment tax is auto calculated.	12
Self employment tax		automatically calculated	H-1		Self-employment tax is automatically calculated on 1040 Other Taxes.	57
Self employment tax deductible part		automatically calculated			Self-employment tax is automatically calculated on 1040 Adjustments.	27
Self-employed health ins deduct		out of scope			out of scope	29
Seller-financed mortgage interest	INT	Income>Interest and Dividends>Add>Seller Financed Interest	D-10	117	Be sure to show the buyer's name, address, and SSN.	
Severance wages			D-1		Taxable as are other wages.	
Short coverage gap exemption for ACA		Health Insurance	H-14		The short gap exemption in health coverage is one or two consecutive months between coverage or a different exemption. To count months, look back to 2016 but not forward to 2018. Can be used only once in a year.	
Sick pay	W		D-6		Nontaxable third-party sick pay shows up in box 12 as code J <u>and does not show up in box 1</u> . The amount in box 1 is taxable. Identical amounts may show up in box 1 and box 12 when 50% nontaxable. If 0 in box 1, enter \$1 in box 1 to allow the return to be e-filed. If W-2 only reporting nontaxable sick pay (Code J in Box 12 and 0 in Box 1, no need to include on return unless there is withholding. If there is withholding, enter it under Payments & Estimates, Other Federal Withholding.)	
Simplified Employee Pension (SEP) IRA		out of scope			out of scope	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Simplified method taxable amount (gross amt - exclusion)	-R	1099-R line 2a or RRB-1099-R line 7a	D-36...	79 	<p>To be completed only when "Taxable amount" in box 2 of 1099-R is not given and employee contributions are given in line 9b of the 1099-R.</p> <p>Begin with a printout of Jeff Bogart's Annuity/Pension Exclusion Calculator or the old Excel SimplifiedMethodCalculator. If the taxpayer did not bring a copy back from a prior year, we need to create the printout by running Jeff Bogart's Annuity/Pension Exclusion Calculator. The 1099-R "2a Taxable Amount" shown on the calculator printout can be entered into box 2a of the 1099-R.</p> <p>However, instead of entering the taxable amount in box 2a of the 1099-R, NTTC members recommend that we enter the information into the TaxSlayer Simplified Method worksheet – for documentation in the return and in the hope of having carryforward to next year. <b>Simplified Method &amp; Calculator Instructions</b> are available on the NC OneDrive.</p> <p>Note that Jeff Bogart's Annuity/Pension Exclusion Calculator only needs to be run ONE TIME ever – if we print a paper copy for the taxpayer and the taxpayer brings it back. The printout will show the exclusion for all future years. The calculator printout will also provide the age (or combined ages for joint annuities), the amount recovered in prior years, and all other information needed in TaxSlayer for future years.</p> <p>A 14-min "video tour" tutorial on using the calculator is available in the top left corner of the calculator.</p> <p>Box 9b is sometimes blank on a survivor's 1099-R—even though the exclusion is still in effect. This will occur only when the annuity started before 1996, the combined age was young enough that the exclusion is being spread out over more than 20 years now, and the annuitant has since died. Will need documentation from prior year's return -- or maybe taxpayer can contact payer for the 9b amount.</p>	16
Simplified method			D-38.1		<a href="https://cotaxaide.org/tools/Annuity%20Calculator.html">https://cotaxaide.org/tools/Annuity%20Calculator.html</a>	
Simplified method (OPM) link					<a href="https://apps.opm.gov/tax_calc/disable.cfm?CFID=716352&amp;CFTOKEN=88151715">https://apps.opm.gov/tax_calc/disable.cfm?CFID=716352&amp;CFTOKEN=88151715</a>	
Single		Basic Information>Filing	B-1	21	File Single if you do not qualify for another filing status <u>and</u> on the last day of your tax year you are unmarried or legally separated under a divorce or separate maintenance decree sanctioned by a court .	
Site Coordinator's Corner at IRS					<a href="https://www.irs.gov/individuals/site-coordinator-corner">https://www.irs.gov/individuals/site-coordinator-corner</a>	
Smart phones					The use of electronics documents was authorized in a SMT Roundup dated 3/5/14. W-2's, etc. can be accepted on a smartphone or tablet computer -- if legible. Flash drives are not accepted due to the risk of a virus or malware.	
Social Security & RR Lump-Sum	SSA-	Income>IRA-Pension Distributions> Social Security> Begin Wkt (at bottom)	D-46 NTTC	87	<p>OK to report all lump sum in current year (especially if does not increase tax). To complete lump sum worksheet(s), need tax returns from each year involved. If the lump sum payment was for more than one year, then separate lump sum worksheets are needed for each year.</p> <p>"SSA Payments received in Earlier Year" is taken from box 16a on the earlier year 1040. If the earlier year return was filed MFJ, this box would include SSA payments received that year by <b>both</b> the taxpayer and/or spouse.</p> <p>"Modified Adjusted Gross Income for Earlier Year" includes AGI plus any tax-exempt interest and any adjustments from Lines 33 to 35.</p> <p>Attorney fees associated with collecting lump sum can be prorated between the taxable and nontaxable portions &amp; deducted on Sch A line 23 by entering on Deductions&gt;Itemized Deductions&gt;Miscellaneous Deductions&gt;Add/Edit Miscellaneous Deductions that are not listed above.</p> <p>See <b>Lump Sum Social Security</b> guide document on the NC OneDrive for instructions with screenshot.</p>	20
Social Security \$255 Death Benefit					Not reported and not taxable. See <a href="https://apps.irs.gov/app/vita/content/14/14_04_005.jsp?level=advanced">https://apps.irs.gov/app/vita/content/14/14_04_005.jsp?level=advanced</a>	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
* Social Security benefit verification letter					SSA-1099 replacement available at local Social Security offices. Can also obtain one by registering for a "my Social Security account at <a href="http://www.socialsecurity.gov/myaccount">www.socialsecurity.gov/myaccount</a> and get instantly. Can also call 1-800-772-1213 (to get a mailed copy in 5-7 days).	
Social Security Death Index					"Sometimes" helpful. When there is a return with a deceased Taxpayer that has been rejected because there is a mismatch between the date of death listed on the return and the Social Security Death Index, the date Social Security has can be checked (sometimes) at no cost at the following link. <a href="http://www.stevemorse.org/ssdi/ssdi.html">http://www.stevemorse.org/ssdi/ssdi.html</a> Index is updated generally about 3 months after death. Select "FamilySearch 2" Database. Enter info you are sure of (First Name, last name, year born, year died, etc.). Click "Search".	
Social Security: When Taxable			D-45	85-86	See SSA-1099. Taxable for individuals when <b>combined income</b> > \$25,000 for individuals or \$32,000 for MFJ. <b>Combined</b> income when figuring tax on Social Security income is Adjusted Gross Income plus nontaxable interest plus 1/2 of social security benefits. See SSA Publication No. 05-10035 "Retirement Benefits" p 14. <a href="https://www.ssa.gov/pubs/EN-05-10035.pdf">https://www.ssa.gov/pubs/EN-05-10035.pdf</a>	
Social Security While Working					If you are younger than full retirement age and make more than the yearly earnings limit, your earnings may reduce your benefit amount. If you are under full retirement age for the entire year, we deduct \$1 from your benefit payments for every \$2 you earn above the annual limit. For 2017, that limit is \$16,920. <a href="http://www.ssa.gov/planners/retire/whileworking.html">http://www.ssa.gov/planners/retire/whileworking.html</a>	
Specified Private Activity Bond Interest	62	Other Taxes> Alternative Minimum Tax (Form 6251)> Interest from specified private	D-8		Interest income that is tax-exempt for regular tax purposes but is taxable for alternative minimum tax (AMT) purposes. If AMT is triggered, out of scope.	
SSA-1099 = Social Security	SSA-	Income>IRA-Pension Distributions> Social Security	D-45	85...	Note that replacement SSA-1099's are available at local Social Security Offices -- and online through <b>my Social Security</b> and through the mail by calling 800-772-1213. SSA-1099's are mailed to everyone (including those with my Social Security accounts) in January. If 2 names on form, use name at top. <b>Box 2 is this beneficiary's SSN</b> . Other may be deceased spouse. Enter Taxpayer's Social Security Benefit (Generally Box 5 of Form SSA-1099), Federal Tax Withheld, and total Medicare Premiums withheld. <b>If the taxpayer had both an RRB -1099 and an SSA-1099, the amounts must be added manually and entered on the TaxSlayer Social Security 1099 SSA page.</b> A negative box 5 means the taxpayer (or spouse) repaid more to Social Security than received during the year. If the only box 5 entry for the return is negative, no entry is made. If there are other box 5 entries (for a spouse or from an RRB-1099), then the negative amount is subtracted from the positive amounts and the result is entered. Social Security benefits paid by Canada & Germany are entered the same as U.S. Social Security (p 5 pub 915). TP must provide funds conversion (usually converted by bank). See also Lump Sum Social Security & RR.	20
SSI (Supplemental Security Income)			D-1	85	Nontaxable. Not reported. Can be added to income for the sales tax deduction worksheet. Benefits provided by the state to a needy person (welfare, food stamps, housing, SSI) are generally <u>considered support provided by the state</u> -- not by the individual.	
SSN for MFS Spouse					Required field. However if SSN can't be gotten, enter <b>111-00-1111</b> , print and <b>paper file</b> with "Spouse SSN unknown" written at top (TaxSlayer recommendation).	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
SSN/Name match					A photo ID for taxpayer & spouse and proof of SSN for taxpayer, spouse, & dependents: (1)Social Security card, (2)SSN at top of Social Security statement of benefits (SSA-1099), (3)Verification letter from Social Security Administration., (4)Medicare card ending with the letter A, (5)ITIN Letter. (We can NOT accept (1)other Medicare cards, (2)military ID's, (3)last year's return, etc.) However, "The site coordinator has the discretion to provide an exception to either requirement for taxpayers <b>known to the site.</b> " (p in pub 4299)	
Standard deductions			F-1,2	144	MFJ(<65, not blind)=12,700,MFJ(1>65 or blind)=13,950,MFJ(both>65 or blind)=15,200. See F-2. HoH(<65, not blind)=9,350, HoH(>65 or blind)=10,900, HoH(>65 & blind)=12,450 Single(<65, not blind)=6,350, Single(>65 or blind)=7,900, Single(>65 & blind)=9,450 MFS(<65, not blind)=6,350, MFS(>65 or blind)=7,600, MFS(>65 & blind)=8,850 QW(<65, not blind)=12,700, MFS(>65 or blind)=13,950, MFS(>65 & blind)=15,200 Claimed as dependent on someone else's return: minimum \$1050. Worksheet on F-2.	
State refund applied from last year	PAY or STAT	Federal> Payments and Estimates> State Estimated	H-32 NTTC			
State refund applied to next year	EST	State>Payments> Apply Your State Refund				
State refund worksheet	G or 9-	Federal>Income> State & Local Refunds	D-12	92 151 152	See Taxable Refund Worksheet below.	10
State refund worksheet from <u>Years Earlier than the Prior Year</u>	G or 9-	Federal>Income> State & Local Refunds	D-12	92 151 152	<ul style="list-style-type: none"> <li>• If taxpayer did not itemize in the year the refund is for or claimed the sales tax deduction instead of the state income tax deduction in that year, the refund is not taxable. Do not enter it.</li> <li>• If the taxpayer itemized and agrees to pay tax on the full amount, enter the full amount in the first field on the State Refund Worksheet.</li> <li>• If the taxpayer does not agree to pay tax on the full amount, the return is out of scope.</li> </ul>	
State Return Only					Since a federal return must be prepared in order to file a state return, both federal and state returns should be filed -- where possible. Also, we do not prepare state returns for people who bring in a federal return that was prepared somewhere else. In rare cases where only the state return is filed, it must first be unlinked in TS by checking the box "Send State Only" in the e-File process.	
State returns other than this state					For taxpayer returns that involve other states, we are limited to (1)states that have no income tax (AK,FL,NV, SD,TX,WA,WY), or very limited tax (TN if int/div <\$1250 or <\$2500 MFJ or age >64 & income <\$37000 or \$68000 MFJ) or (2)states for which we are trained or (3)states that will help do the returns.	
* State sales tax worksheet for Sch A	TAX or SALES	Federal>Deductio ns>Itemized >Taxes You Paid>Begin Sales Tax Wkt	F-6	155	<p>Must choose state, enter the number of days living in the state (e.g., 365 for most years, 366 for leap years), enter any <u>local</u> tax rate (if any) and the state rate. (If the state rate is not entered, TS will automatically look up the state rate and use it -- without showing the percent.). Sales tax on large items (like a car) go at the bottom of the sales tax worksheet.</p> <p>MAGI for sales tax deduction = AGI + tax exempt interest + (total IRAs - taxable IRA - IRA rollovers) + (total pensions - taxable pensions - code 6 distributions) + (total Social Security - taxable Social Security) + other nontaxable income such as VA benefits, SSI or public assistance benefits, gifts and bequests, workers comp, disability insurance payments, etc.)</p> <p>As of 1-27-2017, TaxSlayer incorrectly includes IRA code 6 distributions in the income for sales tax deductions. Any code 6 distributions would need to be entered as a negative number at the bottom of the Taxes You Paid entry page. Consider using the IRS sales tax calculator, along with the Sales Tax Income Worksheet at <a href="http://cotaxaide.org/tools/Sales%20Tax%20Worksheet.html">http://cotaxaide.org/tools/Sales%20Tax%20Worksheet.html</a>.</p>	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
State tax paid from refund prior year	PAY	Federal> Payments & Estimates> State Estimated			Record any refund applied from last year on first line.	
State tax paid in tax year for a prior year	STAT or ADD	Federal> Deductions> Itemized> Taxes You Paid> Additional State and Local Income			This would include payments of (1) amount owed made with the 2016 tax return, (2) payments of back taxes, (3) and 4th quarter estimated payment for 2016 made in January 2017.	
? State withholding from 1099-INT/1099-DIV/ broker stmt	WITH	Federal> Payments & Estimates> Other State Withholdings			As of 11-27-2017, there's no place in TS to enter this on the 1099-INT or 1099-DIV. Enter on Payments & Estimates> Other State Withholdings. Can also find by typing "state" in the search box. Flows to state form and to Sch A line 5a.	
Stocks/bonds/mutual fund sales	CAP	Income>Capital Gain>Capital Gains	D-23/32		See 1099-B	13
Stock Prices					<a href="https://www.google.com/finance">https://www.google.com/finance</a> Enter stock symbol. Click Historical Prices. Choose date.	13
Stock "step-up in basis" rule	CAP	Income>Capital Gain>Capital Gains			The "step-up in basis rule" says that when you receive a capital gain asset from a decedent your tax basis in that property is not what the deceased paid for it. Instead it is normally "the fair market value of the property at the date of the decedent's death." Internal Revenue Code Section 1014a. (Note that the step-up in basis rules are different and can be even more advantageous to the surviving spouse in the 9 states that follow community property rules – check with your tax advisor. Not including PA.	13
* Student loan interest deduction	STU or LOA	Deductions> Adjustments> Student Loan Int	E-8	138	MAGI < \$80,000 (\$165,000 MFJ) Max \$2500. Not eligible if MFS. For you, your spouse, or a person who was your <b>dependent when you took out the loan</b> . Can <b>not</b> be paid to a relative. "If student loan interest is paid by someone who isn't legally liable for it, the payment is treated as received by the person who's legally liable, and the person legally liable is allowed to take the adjustment". Credit decimal (or %) credit rate is given on f8880, depending on income & filing status.	33
Supplemental Security Income (SSI)			D-1	85	Nontaxable. Not reported. Can be added to income for the sales tax deduction worksheet. Benefits provided by the state to a needy person (welfare, food stamps, housing, SSI) are generally considered support provided by the state -- not by the individual.	
Support			C-9	30	4012 provides a worksheet on C-9 for Determining Support Scholarships do not count toward support for a taxpayer's child if the child is a full-time student (but do count for other dependents) (pub 501 pp 15, 21). Benefits provided by the state to a needy person (welfare, food stamps, housing, SSI) are generally considered support provided by the state -- not by the individual. (C-5) Note that the fair rental value of the home can be used as part of the costs of keeping up a home (NTTC slide presentation 44 slide 14).	
Tags					<b>Tags</b> are checkboxes to show give info about return status (e.g. Waiting for Signature). ERO can customize Tags in configuration Menu.	



Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Tax exempt interest	INT	Income>Interest and Dividends>Interest or Dividend>Tax Exempt (click "Add" to get new form)	D-9 D-14		Tax exempt interest must be entered on a completely different TaxSlayer entry form labeled Tax Exempt Interest. Since any federally tax-exempt interest income from any state obligations, other than this state, Puerto Rico, Guam, or U.S. Virgin Islands is taxable in this state, there's a place to click on the Tax Exempt Interest screen and enter the amount & choose the state. For K-1 tax-exempt interest (form 1120s box 16 code A) taxable by the state, enter under State>Additions.	
Tax Paid		W2's & 1099's & Estimated	H-3		automatically carried to Sch A line 5a.	
Tax prep fees	MIS	Deductions>Itemized>Misc>	F-8	201		
Tax rates 2017				266	MFJ/QW - 10% for taxable income<18,651, 15% for 18,651-75,900, 25% for 75,901-153,100, 28% for 153,101-233,350, 33% for 233,351-416,700, 35% for 416,701-470,700, 39.6% for >470,700 HoH - 10% for taxable income<13,351, 15% for 13,351-50,800, 25% for 50,801-131,200, 28% for 131,201-212,500, 33% for 212,501-416,700, 35% for 416,701-444,550, 39.6% for >444,550 Single - 10% for taxable income<9,325, 15% for 9,326-37,950, 25% for 37,950-91,900, 28% for 91,901-191,650, 33% for 191,651-416,700, 35% for 416,701-418,400, 39.6% for >418,400 MFS - 10% for taxable income<9,325, 15% for 9,326-37,950, 25% for 37,950-76,550, 28% for 76,551-116-675, 33% for 116,676-208,350, 35% for 208,351-235,350, 39.6% for >235,350	
Tax Return Filing			New-1		April 17, 2018	
Tax, other		Deductions>Itemized>Taxes>	F-6		Additional state and local income tax	
Tax, personal property (e.g. vehicle)	PERS	Deductions>Itemized>Taxes>	F-6	151	NC vehicle tax is based on value and can be deducted.	
Tax, real estate	MORT	Deductions>Itemized>Mortgage Interest if 1098 or Deductions>Itemized>Taxes	F-6	152	Use the amt actually paid in 2017.	
Tax, sales on auto, boat, etc.	TAX or SALES	Deductions>Itemized >Taxes You Paid>Begin Sales Tax Wkt	F-6	155		
Tax, self-employment		auto calculated		207	auto calculated on Sch SE	27
* Taxable refund worksheet Part 1	G or 9-	Federal>Income>State & Local Refunds	D-12	92 151 152	<b>Do not complete this worksheet if any ONE of the following is true:</b> 1)did not receive a State refund, or 2)did not itemize last year, or 3)did not deduct state <b>income</b> taxes last year on line 5a of Sch A, or 4)took the standard deduction on line 40 of the 2016 form 1040. Non-returning clients can call IRS #1-800-829-1040 & ask that last year's return transcript be faxed. IF there is a taxable amount AND 2016 sales tax data is not available, use the IRS Sales Tax Calculator. Ask client if had benefits from VA or public assistance or gifts or other nontaxable income. out of scope if refund not for prior year. If the refund is still taxable, see the next row.	10



Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
* Taxable refund worksheet Part 2	G or 9-	Federal>Income>State & Local Refunds	D-12	92 151 152	<p>Recommend using the IRS Sales Tax Calculator along with the Taxable Refund and Recovery Calculator at <a href="http://cotaxaide.org/tools/Refund%20Calculator.html">http://cotaxaide.org/tools/Refund%20Calculator.html</a> <b>IF/WHEN</b>..</p> <ul style="list-style-type: none"> <li>The taxpayer's itemized deductions on the federal return were limited in 2016.</li> <li>The 2016 federal return shows negative taxable income on 1040 line 43.</li> <li>There were unused nonrefundable credits on the 2016 federal return.</li> <li>The taxpayer made estimated state tax payments for 2016 and the fourth payment occurred in 2017 (a special prorata rule applies).</li> </ul> <p>Unused nonrefundable tax credits from the prior year can reduce/eliminate the taxable amount of a state refund. <b>IF (and only if)</b> the Taxable Refund and Recovery Calculator shows a taxable amount, then (1)Check to see if the tax after nonrefundable credits for 2016 (1040 line 56) is zero.  (2)If it is not zero, then enter the taxable amount from the calculator into line 1 of TS refund worksheet and stop here.  (3)If 1040 line 56 is zero, then check to see if all of the refundable credits (foreign tax, child care, retirement savings, child tax, and residential energy) were needed and used to offset taxes on line 47.  (4)If all of the refundable credits were used, then enter the taxable amount from the calculator into line 1 of TS refund worksheet and stop here.  (5)If all of the refundable credits were not used, then compute the amount of credits not used.  (6)Divide the amount of unused credits by marginal tax rate by looking at the rate schedule in 1040 instructions (e.g., If there was \$25 in unused tax credits and the marginal rate was 10%, then divide the \$25 by 0.10 (= \$250)).  (7)Enter the amount of taxable income from step 6 that could have been offset by unused credits (e.g., \$250).  (NTTC slide presentation 14 Income State Tax Refund)</p>	10
TaxAide help					Log in to the AARP Portal (OneSupport). Click on OneSupport Help Center. Click on Submit a Request at the top.	
Taxpayer Advocate			EXT-2 & cover	268 270	Taxpayer Advocate Service is an independent organization within IRS. 877-777-4778 to locate -- or <a href="http://www.irs.gov/advocate">www.irs.gov/advocate</a>	
TaxSlayer Techniques					Tools from Mecklenburg available through <a href="http://www.taxvolunteers.com">www.taxvolunteers.com</a> or at <a href="https://1drv.ms/f/s!AkolJRTj3If4inlChSAWgBIMnpS4">https://1drv.ms/f/s!AkolJRTj3If4inlChSAWgBIMnpS4</a>	
TaxSlayer/TS blog			5		<a href="https://vitablog.taxslayerpro.com/">https://vitablog.taxslayerpro.com/</a>	
TaxSlayer/TS shortcuts, etc.					FullScreenToggle=F11, Minimize/bringbackInternetExplorerToolbar=F11, Refresh=F5 or Ctrl-F5 (more powerful), Zoom100%=Ctrl-Q	
TD F 90-22.1					out of scope. Report of Foreign Bank and Financial Accounts	
Tennessee Tax Returns					<p>Info on preparing TN tax returns can be found on the NC OneDrive in the 2017/Other States/ TN folder. Most residents or part-year residents are not required to file a tax return. Those legally blind and those with certain types of interest and dividends &lt;\$1250 or &lt;\$2500 MFJ are not required to file. Interest on checking and savings in a bank or credit union are not included.</p> <p>Seniors 65+ with income &lt;\$37000 (\$68000 MFJ), can file Affidavit for Exemption on the TN return and receive an automatic exemption from the tax.</p> <p>Note that the taxable interest and dividends do not flow from the federal return and must be entered directly on the TN return.</p>	
Third-party sick pay	W	Income>Wages ...>W-2	D-6	48	Nontaxable third-party sick pay shows up in box 12 as code J <u>and does not show up in box 1</u> . Identical amounts may show up in box 1 and box 12 when 50% nontaxable. If 0 in box 1, enter \$1 in box 1 to allow the return to be e-filed.	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Tips, allocated	W	Income>Wages ...> W-2 line 8	D-5	55	Will carryover from W2 line 8 to Form 4137 line 4 If there is an amount in Box 8, allocated tips, actual tips from a tip log can always be used instead of the allocated tip amount. If taxpayer has kept a tip log showing total tips, enter that amount as unreported tips and make no entry Box 8, allocated tips.	7
Tips, unreported	W and 4137	Income>Wages ...> W-2 above State/Local infor <b>and</b> Other Taxes>Tax on Unreported Tip Income (Form 4137)	D-5	55	Enter on the TS W-2 below line 10. Flows to line 7 of the 1040.  If <\$20/month unreported tips, also enter on Other Taxes>Tax on Unreported Tip Income (Form 4137) to avoid extra Social Security and Medicare tax on 1040 line 58.	7
Training in TS					To access TaxSlayer training, go to <a href="https://vita.taxslayerpro.com/IRSTraining/en/Account/Access">https://vita.taxslayerpro.com/IRSTraining/en/Account/Access</a>	
Travel expenses	21 or SC	Deductions> Itemized>Job- Related Travel Expenses (Form 2106) <b>or</b> Sch C	F-8.1 NTTC F-9	189...	Only expenses that could go on form 2106-EZ are in scope for Tax-Aide. Since TaxSlayer does not have the 2106-EZ form, we use form 2106. See 2106 on an earlier page in the QuickGuide. "Travel" related to a business (that goes to Sch C line 24a) includes lodging and transportation. "In general, you can deduct only 50% of your business-related meal and entertainment expenses. (If you are subject to the Department of Transportation's "hours of service" limits, you can deduct 80%" (IRS.gov)	
Tuition & fees deduction federal			EXT-6	22	<b>Expired 12-31-2016</b>	34
* Uber, Lyfte, and similar drivers	SC	Income>Profit or Loss			Uber and other drivers may receive (1)Form 1099-K for driving services, (2)Form 1099-MISC for any other income paid, such as bonuses or referral fees, and a (3)tax summary listing part of their deductions. Deductions can include Tolls, Split fares and miscellaneous fares, Safe ride fees, Airport and city fees, Black car fund, Sales tax, Booking fees, other taxes paid over the course of the year, the Uber fee, device subscription amount, and "On-Trip" mileage. Miles driven to pick up a passenger after receiving a ride request And the miles driven to get to a more central location to await your next ride request can also be deducted. However, miles to go home are not deductible since these are considered commuting miles. Only the "business portion" of other expenses may be deducted: cost of a new phone and cell phone mount, monthly phone service bills, additional (non-auto) insurance for your business, floor mats, electronic toll responder and tolls paid, roadside assistance plans.	
? Unclaimed dependents		Basic Information> Dependents	Tab C		An unclaimed dependent cannot claim their own exemption deduction, but they are allowed credits for education (AOC or LLC) and retirement savings. <b>TaxSlayer will not allow either credit and there is no way to manually fix this. Estimate the amount and advise taxpayer to go to a paid preparer (or to come back later in the season to see if TaxSlayer has fixed it). TaxSlayer 2016 Tips</b>	
Undistributed Long- Term Cap Gn		out of scope		251	out of scope f2439	13
Unearned income for EIC -- examples			I-1	233	Alimony; Child support; Disability Insurance payments; Earnings for work performed while an inmate at a penal institution; Excludable dependent care benefits (line 24 of Form 2441); Excludable employer-provided educational assistance benefits (may be shown in box 13 of Form W-2); Interest and dividends; Nontaxable foster-care payments; Pensions and annuities; Salary deferrals (for example, under a 401(k) or 403(b) plan or the Federal Thrift Savings Plan); Salary reductions such as under a cafeteria plan; Social security and railroad retirement benefits; <u>Taxable scholarship</u> or fellowship grants that are not reported on Form W-2; The value of meals or lodging provided by an employer for the convenience of the employer ; Unemployment compensation; Veteran's benefits (including VA rehabilitation payments); Welfare benefits; Workers' compensation benefits; Workfare payments	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Unemployment benefits	UN	Income>Unemployment Compensation	A-2 D-3	94	Fully taxable since 2013. Boxes 7-9 are out of scope. See Instructions For Recipient for box 2 on 1099-G for amounts which may appear in the blank box beside box 9. Amounts in this blank box are interest and are in scope. Not considered earned income. Skip phone number (not required).	19
Uniforms, union dues	UNRE	Deductions>Itemized>Unreimbursed Employee ...	F-9/13	201	Uniforms can be claimed only if required to wear them and they are unsuitable for everyday wear.	
Unmarried		Basic Information	B-8,9	20-21	See "Married or unmarried"	
Vehicle highway use tax	TAX or SALES	Federal>Deductions>Itemized > Taxes You Paid>Begin Sales Tax Wkt		152		
Vehicle property tax	PERS	Deductions>Itemized>Taxes	F-6	151	Vehicle property tax is deductible and flows to Sch A line 7.	
Virtual currency		out of scope			Transactions in virtual currencies (such as Bitcoin) are out of scope	
Virtual tax return		out of scope			Return prepared without the taxpayer present -- after the taxpayer has provided required documentation, completed intake/interview, signed a consent form, etc., etc.	
Volunteer Expenses	CHA	Deductions>Itemized>Gifts to Charity>Non-Cash Donations		164	"Out-of-pocket expenses when you serve a qualified organization as a volunteer" are deductible as noncash charitable contributions.	
* Vouchers for next year estimated taxes	VOU or STATE	Payments & Estimates>Vouchers for Next Year <u>or</u> State>Miscellaneous Forms>Estimated Payment Vouchers	K-19		Type in the amount for each quarter. To get State Estimated Payment Vouchers to print, you must select "Yes" from the drop-down box at the top.	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
W-2	W	Income>Wages	D-4/6	47	Enter mostly as on paper W-2, even if mistakes. (Exceptions: (1)IF 0 in box 1, enter \$1 in boxes 1 and 2a. (2)If no state withholding, the state and EIN should be left blank as well.) When a W-2 has a <b>verification code</b> in <b>box 9</b> , it should be entered in TaxSlayer. If a W-2 does not have a verification code, it will not cause a reject (IRS SPEC) Health insurance coded DD on line 12 is <u>not</u> deductible on Sch A. <b>Box 12 Nontaxable third-party sick pay</b> shows up in box 12 as code J and does not show up in box 1. Identical amounts may show up in box 1 and box 12 when 50% nontaxable. If 0 in box 1, enter \$1 in box 1 to allow the return to be e-filed. <b>Box 12 codes Q (without military cert), R, T, W (without HSA cert) are out of scope.</b> If box 12 code is W, form 8889 must be completed. See also 8880 regarding retirement contributions. <b>Box 13</b> Statutory Employee -- See row below. Goes on Sch C. <b>Box 14</b> could include health insurance premiums deducted, nontaxable income, educational assistance payments, contributions to a state retirement system, etc. Ask the taxpayer. Taxpayer may need to ask employer what box 14 actually includes -- and if any retirement contributions were employer or employee contributions. Voluntary employee contributions (whether taxed or not) are eligible for the retirement savings credit. Employer contributions and mandatory employee contributions (as in some NC school systems) are not eligible for the credit.	
W-2 Box 13 "Statutory Employee"	SC	Income>Profit or Loss	D-6 NTTC		If statutory employee is marked, employment taxes are withheld by employer, but taxpayer will report income and deduct expenses using Schedule C. Re-enter income as statutory income on Schedule C Income screen. Also enter related expenses. Do not mix statutory employee income with other income on the same Sch C.	
W-2G	2G or W2G	Income>Other Income>Gambling	D-53	97	see Gambling Winnings & Gambling Losses	21
W-4			K-17		<b>Not available in TaxSlayer</b>	21
W-7 ITIN application		Miscellaneous Forms> Application for ITIN (W-7)	L-3	37	Follow the instructions on L-3 in pub 4012. Must be paper application. Cannot be e-filed. First, in personal info, use 000-00-0000 for the SSN. Then open the W-7. Fill in name of each family member applying for an ITIN on a separate Form W-7 application.	
* Who should file?			A-1/A-3		See guide document <b>Who Should File</b> . Changed in 2017. Earned income for EIC includes code 3 disability payments on 1099-R. If not filing, tax counselor should follow local policy, such as give client letter saying no need to file.	
* Widow/widower only with <b>qualifying child</b> or stepchild  <b>Qualifying child changed in 2017 !</b>		Basic Information> Filing Status	NEW-4 B-1/B-2 B-8	24	Enter year spouse died (2015 or 2016). Entitled to file MFJ year spouse died. Not remarry this tax year. Paid > half cost of keeping up main home for taxpayer and that child the entire year (NTTC slide presentation 08 slide 7). Have (1)son, (2)daughter, (3)stepson, or (4)stepdaughter as <b>qualifying child</b> . Only these 4 relations can be a qualifying child. <b>New 2017:</b> The qualifying child of a Qualifying Widow(er) can be a <b>child who would qualify</b> as the taxpayer's <b>dependent</b> except that (1)child's gross income was too high or (2)child filed MFJ, or (3)taxpayer may be claimed as a dependent by another taxpayer. <b>List this child in the Basic Information section and check the box that says "Check if this qualifying child is NOT YOUR DEPENDENT."</b>	
Withholding for federal return on 1099s (not INT or DIV)	FED or WITH	Payments & Estimates>Other Federal Withholding			If on a 1099 without a place to enter withholding, add it here and use the check box "Check here if this withholding is from a 1099". Flows to 1040 line 64	

Form or Topic	Find	Where to Enter	4012	Pub 17	Highlights & Notes	1040
Worthless securities/ stock			D-27	D-22 D-27 NTTC	If a security is deemed totally worthless on the brokers' statement, enter it on the Capital Gains Transaction entry screen and select "Worthless" from the Alternate Option Date Sold.	