SAVEFIRST

WELCOME PACKET

TRAINING INSTRUCTIONS

AGENDA

SCOPE OF SERVICE CHART

SAVEFIRST

WELCOME 2016 BASIC VOLUNTEERS

TRAINING INSTRUCTIONS

- Remember, you must complete both the A Session and the B Session to complete your training. If you have not signed up for a B Session yet, ask your trainer how you can sign up to reserve your seat today!
- Make sure you sign in when you arrive at the beginning of both training sessions.
- Ask questions and take notes in your training packet!
- We will complete a practice exercise during the training. You also have an additional exercise you can complete for practice after the training.
- Contact your Trainer or Volunteer Coordinator anytime after the training. They are available as your resource to answer questions, further explain topics, and help you work through exercises.
- After you complete the two training sessions, you will complete the 2015 IRS Basic Certification Exam. You may attend a SaveFirst Testing session where Impact America staff will be available to answer questions you may have or you may complete the exam on your own. Your trainer will provide additional instructions regarding the exam at the end of the B training session.
- Access the 2015 IRS Basic Certification Exam and other training resources on Impact America's website: www.impactamerica.com/taxprep

VOLUNTEER TRAINING MATERIALS

- SaveFirst Basic Volunteer Welcome Packet, which contains:
  - Training instructions and Overview of Training Materials & Paperwork
  - Training Agenda
  - Scope of Service Chart
- SaveFirst Volunteer Training Notes
- SaveFirst Volunteer Training Summary Chart
- SaveFirst Training Exercises
- Publication 4012 Selections
- SaveFirst Helpful Tips for Out of Scope Topics on 2015 IRS Basic Certification Exam
- SaveFirst Volunteer FAQs & Volunteer Etiquette

VOLUNTEER PAPERWORK

- Via volunteers.generationforchange.org
  - Review/Update *Volunteer Information*
  - Complete *Acknowledgement of Risk and Release from Liability Form*
  - Complete *Media and Publicity Release Form*
  - Complete *Confidentiality Form*
  - *Complete IRS Volunteer Agreement*
  - Complete *Availability Form*

Enjoy your training! – SaveFirst Staff at Impact America

SAVEFIRST

VOLUNTEER BASIC TRAINING
AGENDA

A SESSION

Arrive, Welcome	*10 minutes*
Tax Terminology, Personal & Dependency Exemptions	*80 minutes*
Filing Status & Filing Basics	*15 minutes*
Break	*10 minutes*
Beth Branch exercise – dependency exemptions and filing status	*20 minutes*
Income	*20 minutes*
Branch exercise – add W-2s, interest income, dividends, unemployment compensation, gambling winnings, and Social Security income	*25 minutes*
Standard Deduction	*5 minutes*
Nonrefundable Credits	*25 minutes*
Beth Branch exercise – Child Tax Credit, Child and Dependent Care Credit, Retirement Savings Contribution Credit	*20 minutes*
Fill out media release forms, volunteer agreements, availability forms online	*10 minutes*

B SESSION

Arrive, Welcome	*5 minutes*
Refundable Credits (inc. Earned Income Credit)	*20 minutes*
Branch Exercise – enter Earned Income Credit	*5 minutes*
Refund & Amount of Tax Owed	*10 minutes*
Branch Exercise – add Form 8888	*5 minutes*
Affordable Care Act	*5 minutes*
Branch Exercise – Complete ACA portion	*5 minutes*
South Carolina Return + Finishing the Return	*25 minutes*
Out of Scope topics on the 2015 IRS Basic Certification Exam: Additional Affordable Care Act Tax Provisions + Peter & Nance Armison Scenario + Francis & Claire Underwood Scenario	*15 minutes*
Out of Scope topics on the 2015 IRS Basic Certification Exam: Retirement Income & Sarah Brown Scenario	*25 minutes*
Break	*10 minutes*
Out of Scope Topics on 2015 IRS Basic Certification Exam: Itemized Deductions & Higher Education Expenses + Leslie Knope Scenario	*15 minutes*
Out of Scope Topics on 2015 IRS Basic Certification Exam: Ewan McGregor Scenario	*45 minutes*
Intake/Interview & Quality Review Process	*20 minutes*
Volunteer Standards of Conduct	*10 minutes*
Take Intake/Interview & Quality Review Test + Volunteer Standards of Conduct Test (via www.impactamerica.com/taxprep)	*5 minutes*
Watch Short Tax Site Scenario Videos	*10 minutes*
Discuss Certification Requirements + Start Extra TaxWise Practice (if time permits)	*5 minutes*

Form 1040 Line #	Description	Information Reporting Document	SaveFirst Basic	SaveFirst Intermediate (Campus Fellow)	SaveFirst Advanced
Filing Status					
1	Single		X	X	X
2	Married filing jointly		X	X	X
3	Married filing separately		X	X	X
4	Head of Household		X	X	X
5	Qualifying Widow(er)		X	X	X
Exemptions					
6a – d	Exemptions		X	X	X
Income					
7	Wages, salaries, tips, etc.	W-2	X	X	X
8a-b	Taxable interest, tax-exempt interest	1099-INT, Sch K-1	X – 1099 INT ONLY	X – 1099 INT ONLY	X
9a-b	Ordinary dividends, qualified dividends	1099-DIV, Sch K-1	X – 1099-DIV ONLY	X – 1099-DIV ONLY	X
10	Taxable Refunds, etc.	1099-G		X	X
11	Alimony Received			X	X
12	Business Income	1099-Misc, Box 7		X – with Sch C-EZ limitations	X – with Sch C-EZ limitations
13	Capital gain or loss	1099-B			X
15a-b	IRA Distributions, determining taxable amount	1099-R		X – taxable amount already determined	X
16a-b	Pensions and annuities, determining taxable amount	1099-R, RRB 1099-R		X – 1099-R taxable amount already determined	X
17	Rental Real Estate	1099-MISC			
17	Royalties	Sch K-1			X
19	Unemployment compensation	1099-G	X	X	X
20a-b	Social security benefits, determining taxable amount	SSA-1099, RRB-1099	X	X	X
21	Other income, varies	1099-MISC Box 3, W2G, etc	X *Note 1*	X *Note 1*	X *Note 1*

Note 1: **Limitation:** Health Savings Account (HSA) Distributions require HSA Certification
Limitation: Cancellation of Mortgage Loan Debt requires COD Certification
Limitation: Foreign earned income exclusion requires International certification (out of scope at SaveFirst sites)

Adjusted Gross Income					
23	Educator Expenses			X	X
25	Health Savings Account Deduction	5498-SA, 1099-SA, W-2			X - ONLY WITH HSA CERTIFIC-ATION
27	Deductible part of self-employment tax			X	X
30	Penalty on early withdrawal of savings	1099-INT	X	X	X
31	Alimony paid, recipients SSN			X	X
32	IRA deduction	1099-R		X	X
33	Student loan interest deduction	1098-E		X	X
34	Tuition and fees adjustment	1098-T		X	X
Tax and Credits					
39a	Check if: blind/born <1/2/1950 Total boxes checked		X	X	X
39b	If your spouse itemizes on a separate return			X	X
40	Standard deduction		X	X	X
40	Itemized deductions			X	X
42-47	Exemptions, Taxable Income, Excess Advance premium tax credit repayment, Tax		X (some out of scope)	X (some out of scope)	X (some out of scope)
48	Foreign tax credit	1099-INT or 1099-DIV		X	X
49	Credit for Child and Dependent Care Expenses	W-2 and/or provider statement	X	X	X
50	Education credits	1098-T		X	X
51	Retirement Savings Contributions Credit	W-2 Box 12, 14	X	X	X
52	Child Tax Credit		X	X	X
53	Residential Energy Credit			X *Note 2	X *Note 2
54	Credit for the elderly or disabled		X	X	X

Note 2: **Limitation:** Form 5695, Part II, Nonbusiness Energy Property Credit is in scope. Part I is out of scope.

Other Taxes					
57	Self-employment tax			X	X
58a	Unreported social security and Medicare tax from Form 4137 only		X	X	X
59	Additional tax on IRAs, other qualified retirement plans, etc.	1099-R		X *Note 3*	X *Note 3*
60b	First time homebuyer credit repayment			X	X
61	Health care: individual responsibility		X *Note 4*	X	X
Payments					
64	Federal income tax withheld from	W-2 and 1099	X	X	X
65	2015 estimated tax payments and amount applied from 2014		X	X	X
66a	Earned Income Credit (EIC)		X	X	X
67	Additional Child Tax Credit		X	X	X
68	American Opportunity Credit	1098-T		X	X
69	Net Premium Tax Credit	1095-A		X	X
70	Amount paid with request for extension		X	X	X
71	Excess social security and tier 1 RRTA	SSA-1099, RRB 1099	X	X	X
Refund					
75	Amount overpaid		X	X	X
76	Bank account information		X	X	X
77	Amount you want applied to 2016 estimated tax		X	X	X
Amount You Owe					
78	Amount you owe		X	X	X
	Third party designee		X	X	X
	Identity Protection PIN Section		X	X	X

Note 3: **Limitation:** Intermediate volunteers – automatic calculation only. Advanced volunteers: to remove addition to tax

Note 4: **Limitation:** Basic volunteers – full-year coverage only. Intermediate/Advanced volunteers to calculate shared responsibility payment