2018 – 2019 Advanced Volunteer – Summary Chart

Category on I/I form	Line on I/I form	Description	Taxpayer's Forms	Directions	Tab in 4012	Instructions and Special Notes
Marital Status and Household Information	1.	Filing Status	Social Security Cards (or SSA-1099, ITIN)	Choose filing status in Basic Information section	B-6 through B-7	➢ Try to avoid using MFS (if one spouse itemizes, the other has to as well) ➢ If spouse died in current tax year → MFJ ➢ If spouse died in previous 2 tax years → QW or S ➢ If spouse died before previous 2 tax years→ S or HoH
Marital Status and Household Information	2.	Dependents List and Total Number of Exemptions	Social Security Cards; Possibly Form 8332	Type in taxpayer, spouse and dependent information in Basic Information; Start with QC Chart on C-5	C-1 through C-8	➢ Custodial Parent: HoH, EIC, and Child/Dependent Care Benefits ➢ Noncustodial Parent: Dependency exemption and Child Tax Credit
Income	Line 1.	Wages, Salaries	W-2	Federal Section → Income → Wages and Salaries (W-2)	D-4 through D6	➢ Check taxpayer's or spouse's name ➢ Make sure to type in all information exactly as you see it on the W-2 ➢ If the address is different than the one in the Basic Information section, make changes (MUST MATCH W-2 EXACTLY) ➢ Calculations on lines 3, 4, 5, 6 and 16 automatically fill in, so edit boxes as necessary ➢ If Box 12, 13 (retirement plan) or 14 is filled in, check to see if qualify for Retirement Savings Contribution Credit
	Line 10.	Disability Pension Income	W-2 or 1099-R	Federal Section → Income → IRA/Pension Distributions (1099-R, 1099-SSA) → Add or Edit a 1099-R	D-35	➢ If Box 7 of 1099-R has Code 3 and it is received before retirement age, treat as wages and click "Check here to report on Form 1040, Line 7"
	Line 2.	Tips	None (if unreported)	Federal Section → Income → Wages and Salaries (W-2) Federal Section → Other Taxes → Tax on Unreported Tip Income (Form 4137)	D-5	➢ Add any unreported tips to the blank on the W-2 ➢ If unreported tips are under $20/month, enter the total amount of tips on Form 4137 (first blank)
	Line 3.	Scholarships	W-2 or 1098-T	Federal Section → Income → Other Income → Other Compensation → Scholarships and Grants Federal Section → Income → Wages and Salaries (W-2)		➢ Taxable amounts include payment for services/personal living expenses (room & board) ➢ If taxpayer received a W-2 for the scholarship or fellowship, include the amount on a W-2 ➢ If taxpayer did not receive a W-2, input the amount in the Scholarships and Grants section. The amount should transfer to line 7.
	Line 1, 7, 8, or 15	Household Employee Income		Federal Section → Income → Other Income → Other Compensation → Household Employee Income	D-56	➢ If household employee earns less than $2,000 a year, employer is not required to issue W-2 but the amount must be entered as Household Employee Income

2018 – 2019 Advanced Volunteer – Summary Chart

Category on I/I form	Line on I/I form	Description	Taxpayer's Forms	Directions	Tab in 4012	Instructions and Special Notes
Income	Line 4.	Interest	1099-INT or 1099-OID	Federal Section → Income → Interest and Dividends (1099-INT, 1099-DIV) →Interest or Dividend Income → Interest Income, Form 1099-INT <u>OR</u> Tax Exempt Interest Income, Form 1099-INT, Box 8 or Form 1099-DIV, Box 10	D-7 through D-10	➢ Fill in the payer and Box 1 or 3 amount ➢ Fill in any other information such as early penalty or federal withholding ➢ Make sure if you put in early penalty that it carried over to Line 30 of the 1040 ➢ If the interest is tax exempt (amount in Box 8), enter on separate screen: "Tax Exempt Interest Income"
Income	Line 4.	Dividends	1099-DIV	Federal Section → Income → Interest and Dividends (1099-INT, 1099-DIV) → Dividend Income, Form 1099-DIV, Box 1	D-11	➢ Fill in payer and any information such as ordinary dividends, qualified dividends, capital gain or federal withheld ➢ Make sure if you put in a capital gain that it carried over to Line 13 of the 1040
Income	Line 5.	Prior year State Tax Refund	1099-G, Prior year Federal and State Tax Return	Federal Section → Income → State and Local Refunds (1099-G Box 2)	D-12	➢ Use Section 1 if not MFS in PY. Enter: ○ State tax refund ○ Last year's Itemized Deductions & Filing Status ➢ Use Section 2 if MFS in PY ➢ Enter last year's Sch A info: ○ State Tax Withheld (Line 5a) ○ Sales Tax Deduction (Line 5b)
Income	Line 6.	Alimony	Divorce Agreement	Federal Section → Income → Alimony Received		➢ Do not need Social Security number
Income	Line 7.	Business Income NET PROFIT ONLY! NET LOSSES ARE OUT OF SCOPE!	1099-MISC (Box 7), W-2 (Statutory Employee), Personal Records (Cash), or 1099-K	Federal Section → Income → Form 1099-Misc (once complete, click "Continue" and add to Schedule C/C-EZ) Sch C-EZ: Simplified version for up to $5,000 in business expenses See next page for Schedule C Sch C: Use for business expenses between $5,000 and $25,000 Make sure to check the Statutory Employee box in box 13 of W-2, if applicable	D-13 through D-19	➢ If income is reported on a 1099-MISC, do not link from line 12 of 1040 view. Instead: ○ Enter 1099-MISC (under Federal Section) first and click continue ○ Always add 1099-MISC Box 7 income to Sch C ➢ Schedule C-EZ (simplified version): ○ Potentially unavailable in TaxSlayer ○ Basic components • Gross receipts income reported on 1099- MISC with Box 7, W-2 if the "Statutory Employee" box is checked, 1099-K or cash payments • Total expenses (including vehicle info) • Net profit ➢ Schedule C: ○ Enter Basic Information About Your Business ○ Answer Questions About The Operation of Your Business ○ Enter Additional Income (<u>only</u> if income was not reported on a 1099-MISC; if income was reported in Box 7 of 1099-MISC, it will automatically carry through after entered) ○ Enter qualified business expenses as appropriate

2018 – 2019 Advanced Volunteer – Summary Chart

Category on I/I form	Line on I/I form	Description	Taxpayer's Forms	Directions	Tab in 4012	Instructions and Special Notes
Income	Line 11.	IRA Distributions	1099-R	Federal Section → Income → IRA/Pension Distributions (1099-R, 1099-SSA) → Add or Edit a 1099-R	D-30 through D-42	➢ Traditional IRAs only; SEP and SIMPLE Plans are out of scope!
Income	Line 11.	Pensions and Annuities	1099-R, CSA 1099-R, and possibly W-2 if Disability Pension Income	Federal Section → Income → IRA/Pension Distributions (1099-R, 1099-SSA) → Add or Edit a 1099-R	D-30 through D-42	➢ If 1099-R is Defined Benefits, not taxable on AL40 ➢ If Box 7 has code 3: ○ If received before retirement age, treated as wages. Make sure to click: "Check here to report on Form 1040, Line 7" ○ If received after retirement age, treated as retirement. Do not check the box ➢ If Box 7 has code G, check Rollover box and enter the amount rolled over in blank below ➢ If taxable amount is not determined in Box 2a but 9b has an amount, use the Simplified Method by clicking "Worksheet" under Box 2a ○ Plan cost at annuity start date: amount in 9b ○ Starting date of annuity: date taxpayer started collecting the retirement distributions ○ Age of recipient at start date: use spreadsheet ○ Number of months paid in tax year: usually 12 unless taxpayer started receiving that year ○ Amounts previously recovered: use calculating spreadsheet
			RRB-1099-R	Federal Section → Income → IRA/Pension Distributions (1099-R, 1099-SSA) → RRB-1099-R		➢ Enter Total employee contributions ➢ Enter Total Gross Paid ➢ If Box 3 has an amount, use Simplified Method Worksheet under 7a to determine amount of recovered cost/contributions that can be excluded ➢ Enter Federal income tax withheld ➢ If received before retirement age, treat as wages. Click: "Check here to report on Form 1040, Line 7"
Income	Line 12.	Unemployment Compensation	1099-G	Federal Section → Income → Unemployment Compensation (1099-G Box 1)		➢ Fill in all information on 1099-G

2018 – 2019 Advanced Volunteer – Summary Chart

Category on I/I form	Line on I/I form	Description	Taxpayer's Forms	Directions	Tab in 4012	Instructions and Special Notes
Income	Line 13.	Social Security Benefits	SSA-1099	Federal Section → Income → IRA/Pension Distributions (1099-R, 1099-SSA) → Social Security Benefits	D-41 through D-42	➢ If taxpayer has other forms of income, add amount to IRA/Pension Distributions (1099-R, 1099-SSA) ➢ If no other source of income, consult Chart on A-1 of Pub 4012 (might not need to file) ➢ Fill in the form for Taxpayer/Spouse: o SS Benefit: Amount in Box 5 o Federal tax withheld: Amount in Box 6 o Medicare Premiums: Add Parts B, C and D
Income	Line 15.	Other Income (Gambling) Other Income (Prizes & Awards) Other Income (Jury Duty Pay)	W2-G 1099-MISC (For income not in Box 7) Jury duty statement	Federal Section → Income → Other Income → Gambling Winnings (W-2G) <u>OR</u> Other Inc. Not Reported Elsewhere Federal Section → Income → 1099-Misc Federal Section → Income → Other Income → Other Inc. Not Reported Elsewhere		➢ Fill in all information on W-2G ➢ If no W-2G, enter Description and Amount on Other Inc. Not Reported Elsewhere ➢ Amount will carry over to line 21 on the 1040 ➢ Make sure to enter any gambling losses (Sch A., Miscellaneous Deductions) ➢ Enter 1099-MISC with amount in box 3 ➢ Enter Description and Amount ➢ If jury duty pay is given to employer, record in Deductions → Other Adjustments
Expenses	Line 10.	Educator Expenses	Receipts up to $250 (don't need to see, but taxpayer should keep receipts)	Federal Section→ Deductions → Adjustments→ Educator Expenses	E-3	Enter qualified expenses up to $250 for taxpayer and spouse (if eligible) who work K-12 for > 900 hours Enter expenses >$250 on Schedule A if itemizing deductions.
		Deducible Part of Self-Employment Tax	Fill out Sch C or Sch C-EZ	TaxSlayer Calculates		
		Penalty on Early Withdrawal of Savings	1099-INT or 1099-OID	TaxSlayer (if entered on Interest Statement)		
Expenses	Line 1.	Alimony Paid	Recipient's SSN	Federal Section→ Deductions → Adjustments→ Alimony Paid	E-8	➢ Enter recipient's SSN and total paid for whole year

2018 – 2019 Advanced Volunteer – Summary Chart

Category on I/I form	Line on I/I form	Description	Taxpayer's Forms	Directions	Tab in 4012	Instructions and Special Notes
Expenses	Line 2.	IRA Deduction		Federal Section→ Deductions → Adjustments→ IRA Deduction	E-9	➢ Do NOT enter more than $5,500 ($6,500 if age 50 or older) for taxpayer or spouse. ➢ Deduction also cannot exceed compensation. ➢ Contribution must be to a traditional IRA.
Expenses	Line 8.	Student Loan Interest Deduction	1098-E	Federal Section→ Deductions → Adjustments→ Student Loan Interest Deduction	E-10	➢ Up to $2,500 of interest paid on loan for tuition in name of taxpayer, spouse or dependent (when the loan was obtained) ➢ Qualified expenses include tuition and fees required for enrollment, room and board, transportation, books, supplies, and equipment
Expenses	Line 3.	Tuition and Fees Deduction	1098-T	Federal Section→ Deductions → Adjustments→ Tuition and Fees Deduction (Click "Tuition and Fees Deduction" if it is the most beneficial option)		➢ Tuition can be entered as an adjustment or credit → check both for better refund. ➢ Can deduct up to $4,000 for taxpayer, spouse or dependent for qualified tuition and related expenses; NOT books. ➢ Subtract amounts paid with scholarships and grants.
Income	Line 15.	Jury Duty Pay (given to employer)		Federal Section→ Deductions → Adjustments → Other Adjustments → Jury Duty Pay		➢ Click "Jury Duty Pay" from the dropdown menu and enter the amount given to employer
		Adjusted Gross Income		TaxSlayer Calculates		
Expenses	Line 4.	Standard Deduction or Itemized Deductions	Receipts and possibly 1098	TaxSlayer calculates the Standard Deductions if no itemized deductions are entered Check to see if Itemized Deductions are more advantageous if taxpayer has a large number of medical bills, home mortgage payments, etc.	F-1 thru F-11	➢ Unreimbursed Medical and Dental Expenses ○ Insurance premiums paid -Medicare (automatically pulls from SSA-1099) ○ Prescriptions and other expenses ➢ Taxes You Paid ○ State/Local Sales Tax Worksheet: Enter local sales tax and state sales tax (4% for AL) ○ City/county real estate taxes ○ Personal property taxes ○ Ad valorem tax (subtract $24.50 for AL) ➢ Mortgage Interest and Expenses (Form1098) ○ Home mortgage interest/points ○ Mortgage insurance premiums ➢ Gifts to Charity ○ Cash contributions ○ Non-Cash contributions (FMV < $500) ➢ Unreimbursed Employee Business Expense ○ Employment (union dues, work uniform, job education, excess educator expenses) ➢ Miscellaneous Deductions ○ Tax preparation fees, safe deposit box ○ Gambling losses from W2-G

2018 – 2019 Advanced Volunteer – Summary Chart

Category on I/I form	Line on I/I form	Description	Taxpayer's Forms	Directions	Tab in 4012	Instructions and Special Notes
Marital Status and Household Information		Exemptions		TaxSlayer Calculates		➢ No exemption amounts for TY 2018
		Foreign Tax Credit	1099-DIV (Box 6)	TaySlayer pulls from 1099-DIV(Do not attempt to enter from the Credits Menu: Form 1116 is out of scope)	G-2 through G-4	➢ Foreign tax paid >$300 ($600 if MFJ) is out of scope!
Expenses	Line 5.	Credit for Child and Dependent Care Expenses	No forms, but need EIN/SSN of child care center/person	Federal Section→ Deductions → Credits Menu → Child Care Credit (Form 2441)	G-5 through G-8	➢ Fill in Step 1 – Child Care Providers information ➢ Click Step 2 – Dependents or Step 3 – Qualifying Persons and add expenses to the appropriate dependent/qualifying person ➢ Qualifying children must be under 13 or incapable of care ➢ Expenses must be for when taxpayer was working or looking for work ➢ If Box 10 of W-2 was filled in, form 2441 must be filled out
Expenses	Line 3.	Education Credits	1098-T	Federal Section→ Deductions → Credits Menu → Education Credits (Form 1098-T)	J-1 through J-9	➢ Tuition can be entered as an adjustment or credit → check both! ➢ Subtract amounts paid with scholarships and grants. ➢ Both the AO and LL Credits cannot be claimed for the same expenses. ➢ American Opportunity Credit: available for 4 years while pursuing degree, at least half-time enrolled, no felony, and includes tuition, fees, and required course materials (books, supplies, equipment) ➢ Lifetime Learning Credit: available for all years, does not need to be pursuing degree, available for one/more courses, if felony can still receive, and includes only tuition/fees.
Expenses	Line 2.	Retirement Savings Contribution Credit	Box 12, Retirement Plan Box checked in Box 13, Box 14 or Taxpayer tells you he/she has contributed to a plan	Federal Section→ Deductions → Credits Menu → Retirement Savings Credit (Form 8880)	G-9 through G-11	➢ Check qualifications if Box 12 has a code D or E OR if Box 13 has retirement plan checked ➢ If Box 14 of W-2 has a code or if taxpayer has contributed to a plan, see advanced volunteer handbook. ➢ On the 8880 form: ➢ Enter the amount of early distributions OR leave blank ➢ Note: make sure student status is reflected correctly for Taxpayer/Spouse in Basic Information Section
		Child Tax Credit/Credit for Other Dependnets		TaxSlayer Calculates	G-12 through G-16	➢ Credit for each qualifying child under 17 ➢ $500 for qualifying dependents age 17 and older

2018 – 2019 Advanced Volunteer – Summary Chart

Category on I/I form	Line on I/I form	Description	Taxpayer's Forms	Directions	Tab in 4012	Instructions and Special Notes
Life Events	Line 5.	Residential Energy Credits	Qualified energy efficient improvements to main home	Federal Section → Deductions → Credits Menu → Residential Energy Credit (Form 5695) → Nonbusiness Energy Property (Energy Efficient Improvement option is Out of Scope) Only qualifies if the energy efficiency improvements or residential energy property costs were made to your main home located in the United States and were NOT related to the construction of the main home (Check first box and not second box)		➢ Only Nonbusiness Energy Property is in scope! ➢ There are limits for each credit as well as a combined credit limit of $500. ➢ Click "Use my main address" if the taxpayer's address in Basic Information is the address of the main home ➢ Qualified energy efficiency improvements: do NOT include the cost of on-site preparation and installation for insulation, exterior windows/skylights/doors, or metal/asphalt roof ➢ Residential energy property costs: do include the cost of on-site preparation and installation for energy – efficient heating and air conditioning systems, furnace or hot water boiler, main air circulating fan used in natural gas, propane or oil furnace ➢ Enter in any amounts claimed in previous years
		Credit for the Elderly or Disabled		Federal Section → Deductions → Credits Menu → Credit for the Elderly or Disabled (Schedule R)	G-17 through G-19	➢ Might apply if the taxpayer is over 65 years old OR under 65 years old <u>and</u> totally and permanently disabled ➢ Answer questions regarding disability and other income, as appropriate ➢ Call for assistance
		Self-Employment Tax	Fill out Sch C or Sch C-EZ first	TaxSlayer Calculates		➢ Taxpayers must always file if they have net self-employment income >$400!
		Social Security/Medicare Tax from Form 4137	Fill out Form 4137 first	TaxSlayer Calculates		➢ Add any Allocated Tips and Unreported tips on appropriate blank of W-2 ➢ If unreported tips are under $20/month, enter the total amount of tips on Form 4137
		IRA Taxes		For exemption from tax on early distribution (Code 1 in Box 7 of 1099-R), Search Form 5329	H-1	➢ Additional penalty taxes (10%) due if early distribution before 59½; some exceptions apply ➢ Fill in Part I with the amount of early distribution not subject to 10% tax and the reason for exemption
Life Events	Line 7.	Repayment of First- time Homebuyer Credit	IRS sends Form (CP03A) to remind about annual $500 repayment	Federal Section → Other Taxes → First-time Homebuyer Repayment (Form 5405)		➢ If the home ceases to be the taxpayer's main home, the return is OUT OF SCOPE ➢ Joint returns must split/enter taxpayer's portion of credit separately from spouse's portion of credit ➢ Enter amount of credit received ➢ Enter amount of credit repaid ➢ Enter amount taxpayer is repaying for the year; has to be at least $500

2018 – 2019 Advanced Volunteer – Summary Chart

Category on I/I form	Line on I/I form	Description	Taxpayer's Forms	Directions	Tab in 4012	Instructions and Special Notes
Health Care Coverage	Line 1.	Health Care: Individual Responsibility	1095-A, 1095-B, 1095-C, other proof of health insurance	Health Insurance Section	Tab H	➢ Answer questions as applicable ➢ If taxpayer or someone in tax household did not have MEC all year, "Do you qualify for Health Care Exemptions?" ○ See ACA Tax Provisions in Site Coordinator/Advanced Volunteer Handbook
		Federal Income Tax Withheld	Check all income documents	TaxSlayer calculates based on input across all income docs		
Life Events	Line 8.	Estimated Tax Payments	Check previous year return	Enter amount of current year estimated tax payments and amount applied from PY return		
Life Events	Line 4.	Earned Income Credit		E-file Section → EIC Checklist Check if each dependent is a qualifying child for the EIC Federal Section → Deductions → Credits Menu → Earned Income Credit (Form 8862)	I-1 through I-6	➢ This is a very IMPORTANT CREDIT! ➢ EIC Disallowance: fill out Form 8862 if EIC has previously been disallowed/reduced but the taxpayer qualifies for the credit this tax year ➢ Refunds with EIC will be delayed until mid-February because of the PATH Act
		Additional Child Tax Credit		TaxSlayer Calculates		➢ Refundable portion of the Child Tax Credit ➢ Must have at least $2,500 of earned income
Expenses	Line 3.	American Opportunity Credit	1098-T	Federal Section→ Deductions → Credits Menu → Education Credits (Form 1098-T)	J-1 through J-9	➢ Refundable portion of the American Opportunity Credit ➢ Automatically calculates after filling out Education Credits
Health Care Coverage	Line 3.	Premium Tax Credit	1095-A	Health Insurance Section→ Answer questions as appropriate	H-23 through H-29	➢ Add amounts from taxpayer's 1095-A to claim/reconcile PTCs (see ACA Tax Provisions in Site Coordinator/Advanced Volunteer Handbook)
		Amount to Be Refunded		Add Form 8888 if taxpayer wants to invest in savings bonds		➢ Complete Form 8888 in the E-File Section > Taxpayer Bank Account Information
		Amount You Owe				
		Estimated Tax Penalty	OUT OF SCOPE!			➢ If taxpayers owe an estimated tax penalty and Form 2210 appears, leave the form alone. ➢ Then advise taxpayer to call or visit IRS office to discuss payment.

2018 – 2019 Advanced Volunteer – Summary Chart

Payment Options	➢ Payment options: 1) Electronic funds withdrawal 2) EFTPS: free system that allows tax payments by phone or online (www.eftps.gov or 1-800-316-6541) 3) Credit card: make tax payments on American Express, Discover, MasterCard or VISA (convenience fee charged by service provider) 4) Check or money order: make check payable to "United States Treasury" and submit along with 1040-V (Payment Voucher) 5) Full pay within 60 or 120 agreement: get up to 120 days to make full payment; no user fee charged 6) Form 9465, Installment Agreement Request: make payments on a monthly schedule; user fee charged ($105 or $52 if direct debit from bank account) 7) Online Payment Agreement (OPA): taxpayer can request a pre-assessment installment agreement on current liabilities (www.irs.govv, search OPA) ➢ Advise taxpayers to pay as much as possible by filing deadline to reduce interest and penalties. ➢ If taxpayers have a small amount of withholding, advise them to increase withholdings with employer using a Form W-4. ➢ If taxpayers owe at least $1,000, taxpayers must make estimated tax payments. ETS is reported on a Form 2210, but is OUT OF SCOPE! Inform taxpayers that they will receive a notice from the IRS that figures the penalty.