VITA/Tax Aide
Income Tax Preparation

BTA Workshop

Buffalo, NY

October 3, 2013

North Rockland High School

Timothy Ahle

- Grade 9-12
- Student Population – 2,500
- 40% free and reduced lunch
- Business Education Department – 6 Teachers
- Diverse High School
- Accounting Class/Business Honor Society
- 10 Years

Ossining High School

Debra Jacoby

- Grades 9-12
- Student Population – 1,300
- 40% free and reduced lunch
- Business Education Department – 1 Teacher
- Diverse High School
- Accounting Class/Business Club
- First Year

What is VITA and AARP/ Tax Aide?

AARP Tax-Aide

- Income tax preparation for low and middle-income taxpayers
- No income limitations
- Free of charge
- Every year, from February 1st through April 15th
- Each preparer is trained and certified
- Site Coordinator

VITA/TCE

- Volunteer Income Tax Assistance
- Tax Counseling for the Elderly
  - Program provides free tax help to people age 60 and older.
- Preparation of individual tax returns with income less than $51,000.
- Free of charge
- Each preparer is trained and certified
- Site Coordinator

Why Do It?

Students

- Help build students' resumes
  - And your own
- A different kind of community service project
- Lifelong skills - great way to teach income taxes

Business Program

- Rigor & Relevance
- Great PR
- Get your community (senior citizens) into your schools so they can see the great things that are going on!

Its FREE!

How do I get Started?

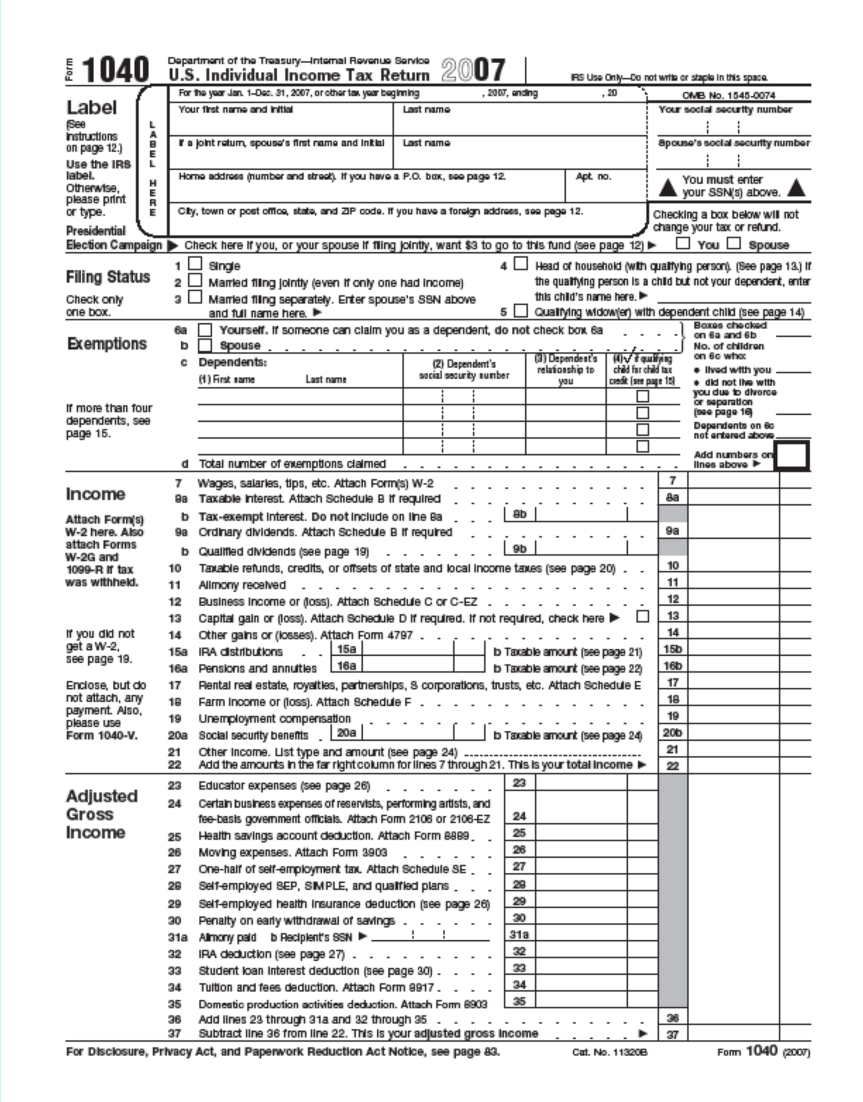
- Contact the IRS
  - Fall 2013
  - Form 14310
  - Email – Tax Volunteer@IRS.gov
  - Get Certified -training is offered during December
- Pass the certification test (see hand out)

What's Next

- Meet with the regional coordinator
- Instructional materials are delivered directly to your school
- Practice preparing taxes using on-line software (TaxWise)

Instructing Students

- What is income?
- What is a deduction?
- 1040
  - Schedule A
  - Schedule B
- Various Forms
  - W-2s, 1099s, mortgage statements, tax bills



Form 1040 Department of the Treasury—Internal Revenue Service
U.S. Individual Income Tax Return 2007
IRS Use Only—Do not write or staple in this space.

For the year Jan. 1–Dec. 31, 2007, or other tax year beginning , 2007, ending , 20
OMB No. 1545-0074

Label (See instructions on page 12.) Use the IRS label. Otherwise, please print or type.
LABEL HERE
Your first name and initial | Last name | Your social security number
If a joint return, spouse's first name and initial | Last name | Spouse's social security number
Home address (number and street). If you have a P.O. box, see page 12. | Apt. no. | You must enter your SSN(s) above.
City, town or post office, state, and ZIP code. If you have a foreign address, see page 12. | Checking a box below will not change your tax or refund.

Presidential Election Campaign ▶ Check here if you, or your spouse if filing jointly, want $3 to go to this fund (see page 12) ▶ You Spouse

Filing Status Check only one box.
1 Single
2 Married filing jointly (even if only one had income)
3 Married filing separately. Enter spouse's SSN above and full name here. ▶
4 Head of household (with qualifying person). (See page 13.) If the qualifying person is a child but not your dependent, enter this child's name here. ▶
5 Qualifying widow(er) with dependent child (see page 14)

Exemptions
6a Yourself. If someone can claim you as a dependent, do not check box 6a
b Spouse
c Dependents: (1) First name Last name | (2) Dependent's social security number | (3) Dependent's relationship to you | (4) ✓ if qualifying child for child tax credit (see page 15)
If more than four dependents, see page 15.
d Total number of exemptions claimed
Boxes checked on 6a and 6b
No. of children on 6c who: • lived with you • did not live with you due to divorce or separation (see page 16)
Dependents on 6c not entered above
Add numbers on lines above ▶

Income
Attach Form(s) W-2 here. Also attach Forms W-2G and 1099-R if tax was withheld.
If you did not get a W-2, see page 19.
Enclose, but do not attach, any payment. Also, please use Form 1040-V.
7 Wages, salaries, tips, etc. Attach Form(s) W-2
8a Taxable interest. Attach Schedule B if required
b Tax-exempt interest. Do not include on line 8a (8b)
9a Ordinary dividends. Attach Schedule B if required
b Qualified dividends (see page 19) (9b)
10 Taxable refunds, credits, or offsets of state and local income taxes (see page 20)
11 Alimony received
12 Business income or (loss). Attach Schedule C or C-EZ
13 Capital gain or (loss). Attach Schedule D if required. If not required, check here ▶
14 Other gains or (losses). Attach Form 4797
15a IRA distributions (15a) b Taxable amount (see page 21) (15b)
16a Pensions and annuities (16a) b Taxable amount (see page 22) (16b)
17 Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E
18 Farm income or (loss). Attach Schedule F
19 Unemployment compensation
20a Social security benefits (20a) b Taxable amount (see page 24) (20b)
21 Other income. List type and amount (see page 24)
22 Add the amounts in the far right column for lines 7 through 21. This is your total income ▶

Adjusted Gross Income
23 Educator expenses (see page 26)
24 Certain business expenses of reservists, performing artists, and fee-basis government officials. Attach Form 2106 or 2106-EZ
25 Health savings account deduction. Attach Form 8889
26 Moving expenses. Attach Form 3903
27 One-half of self-employment tax. Attach Schedule SE
28 Self-employed SEP, SIMPLE, and qualified plans
29 Self-employed health insurance deduction (see page 26)
30 Penalty on early withdrawal of savings
31a Alimony paid b Recipient's SSN ▶
32 IRA deduction (see page 27)
33 Student loan interest deduction (see page 30)
34 Tuition and fees deduction. Attach Form 8917
35 Domestic production activities deduction. Attach Form 8903
36 Add lines 23 through 31a and 32 through 35
37 Subtract line 36 from line 22. This is your adjusted gross income ▶

For Disclosure, Privacy Act, and Paperwork Reduction Act Notice, see page 83. Cat. No. 11320B Form 1040 (2007)

Instructing Students Continued

- Volunteer Student Guide
- Comprehensive Problems and Exercises
- IRS Publication 17
- Volunteer Resource Guide
- PowerPoint's provided by AARP and VITA
- Test (Collaborative Assignment)

Client ID 1117027
JaredB
XXX-01-5576
Password: nrhs2012
twonline.taxwise.com/training

Client ID 1117027
KellyC
xxx-02-5576
Password: nrhs2012
twonline.taxwise.com/training

Client ID 1117027
JenD
xxx-03-5576
Password: nrhs2012
twonline.taxwise.com/training

Client ID 1117027
BrandonF
xxx-04-5576
Password: nrhs2012
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MattG
xxx-05-5576
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TomG
xxx-07-5576
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Client ID 1117027
MarisaL
xxx-09-5576
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Client ID 1117027
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xxx-10-5576
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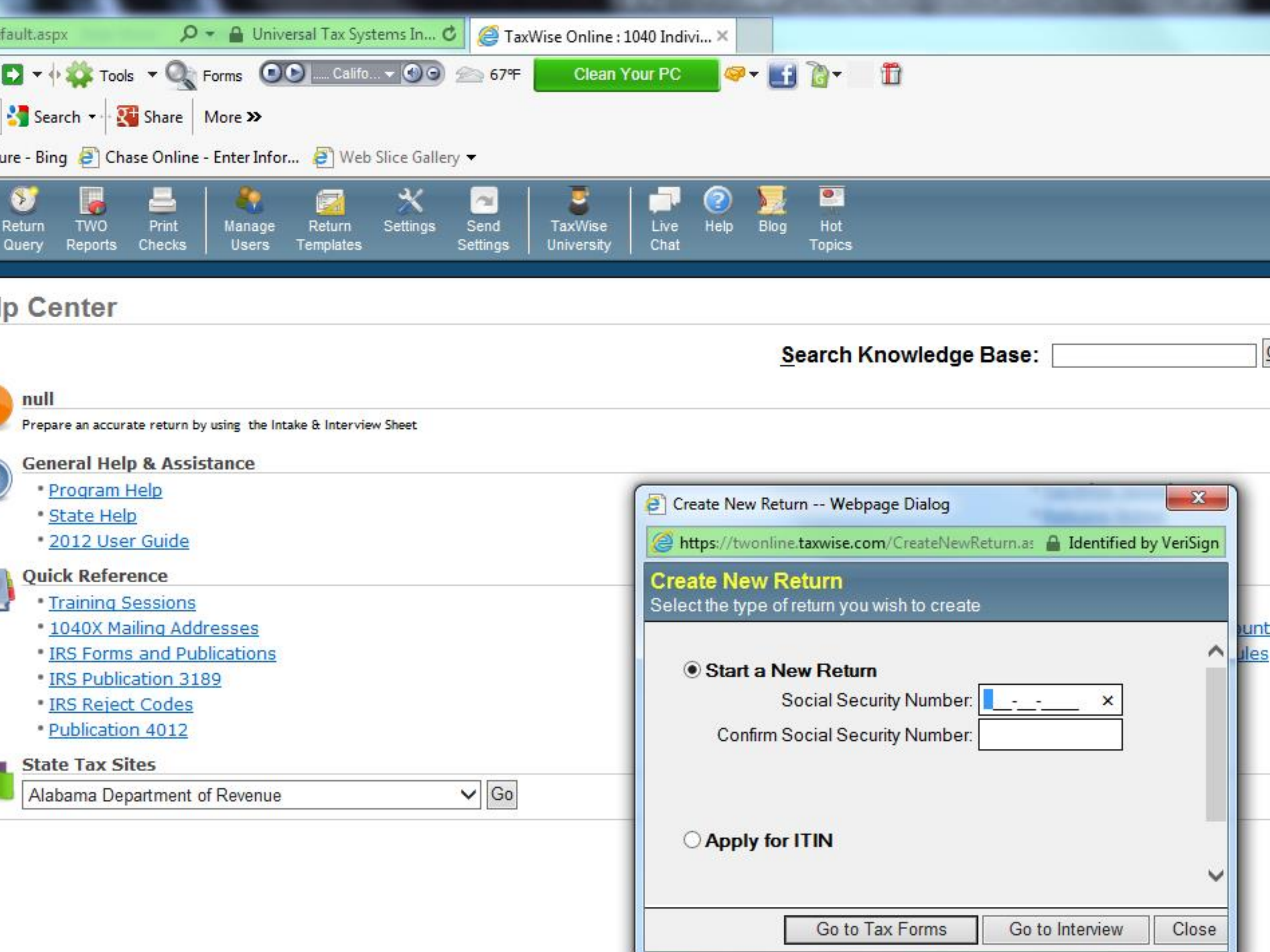
Client ID 1117027
KyleL
xxx-11-5576
Password: nrhs2012
twonline.taxwise.com/training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Chase Online - Enter Infor...
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Return Query
TWO Reports
Print Checks
Manage Users
Return Templates
Settings
Send Settings
TaxWise University
Live Chat
Help
Blog
Hot Topics
lp Center
Search Knowledge Base:
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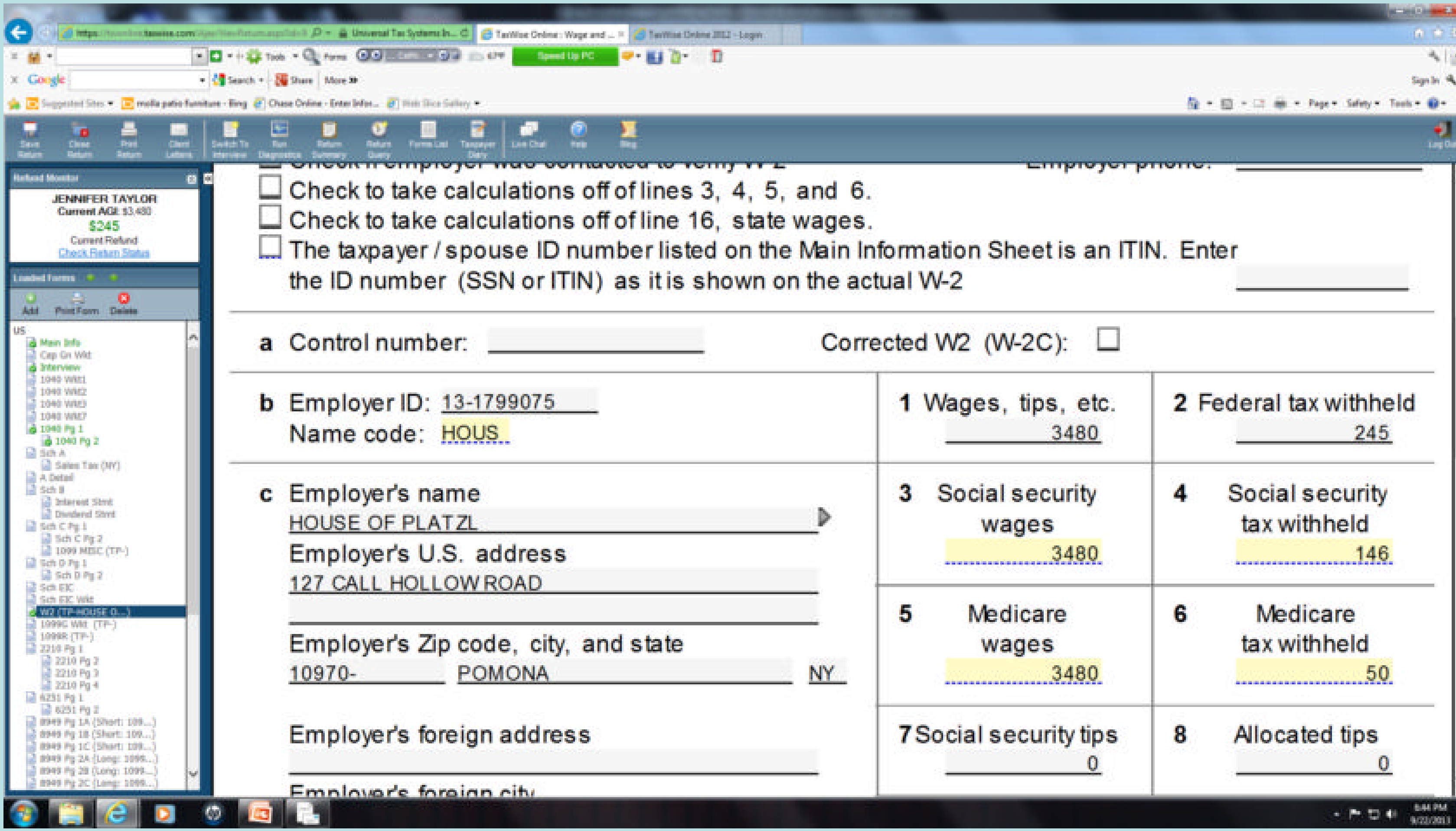
Prepare an accurate return by using the Intake & Interview Sheet
General Help & Assistance
Program Help
State Help
2012 User Guide
Quick Reference
Training Sessions
1040X Mailing Addresses
IRS Forms and Publications
IRS Publication 3189
IRS Reject Codes
Publication 4012
State Tax Sites
Alabama Department of Revenue
Go
Create New Return -- Webpage Dialog
https://twonline.taxwise.com/CreateNewReturn.as
Identified by VeriSign
Create New Return
Select the type of return you wish to create
Start a New Return
Social Security Number:
Confirm Social Security Number:
Apply for ITIN
Go to Tax Forms
Go to Interview
Close

Program looks just like the tax forms



Tax Preparation

- Student introduces him/herself to the client
- Reviews the intake sheet
- Prepares the return
- After completion each return is “quality reviewed” by one of the site coordinators
- Student then prints the return and goes over the return with the client.
- At the end of the evening all returns are e-filed
- Next day the site coordinator checks for acknowledgement

Open for Business

- Wednesday Nights from 4pm to 8pm
  - Last “Client” must enter by 7pm
- Client signs in and meets the Greeter
  - Greeter goes over what we can and can not do
  - Tells the client the order of tax documentation
- Client waits for next preparer

Questions

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