BASIC B: FILING STATUS & DEPENDENTS

TAX YEAR 2023

This training is approximately 2.5 hours. We will have a break about halfway through.

PREPARE + PROSPER

WELCOME BACK! SAY HI!

- Introduce yourself to someone sitting near you
- Share your name (and pronouns if you would like)
- Share an estimate of how many tax returns have you have prepared

BASIC B OVERVIEW

- Customer & tax return flow
- Taxpayer intake & interview
- Dependency
- Filing status

GOALS FOR TODAY

- You are familiar with the full tax preparation process.
- You see the intake paperwork required of each taxpayer.
- You know how to conduct a taxpayer interview using the intake paperwork.
- You know how to assess if a taxpayer can claim a dependent.
- You can identify a taxpayer’s filing status.

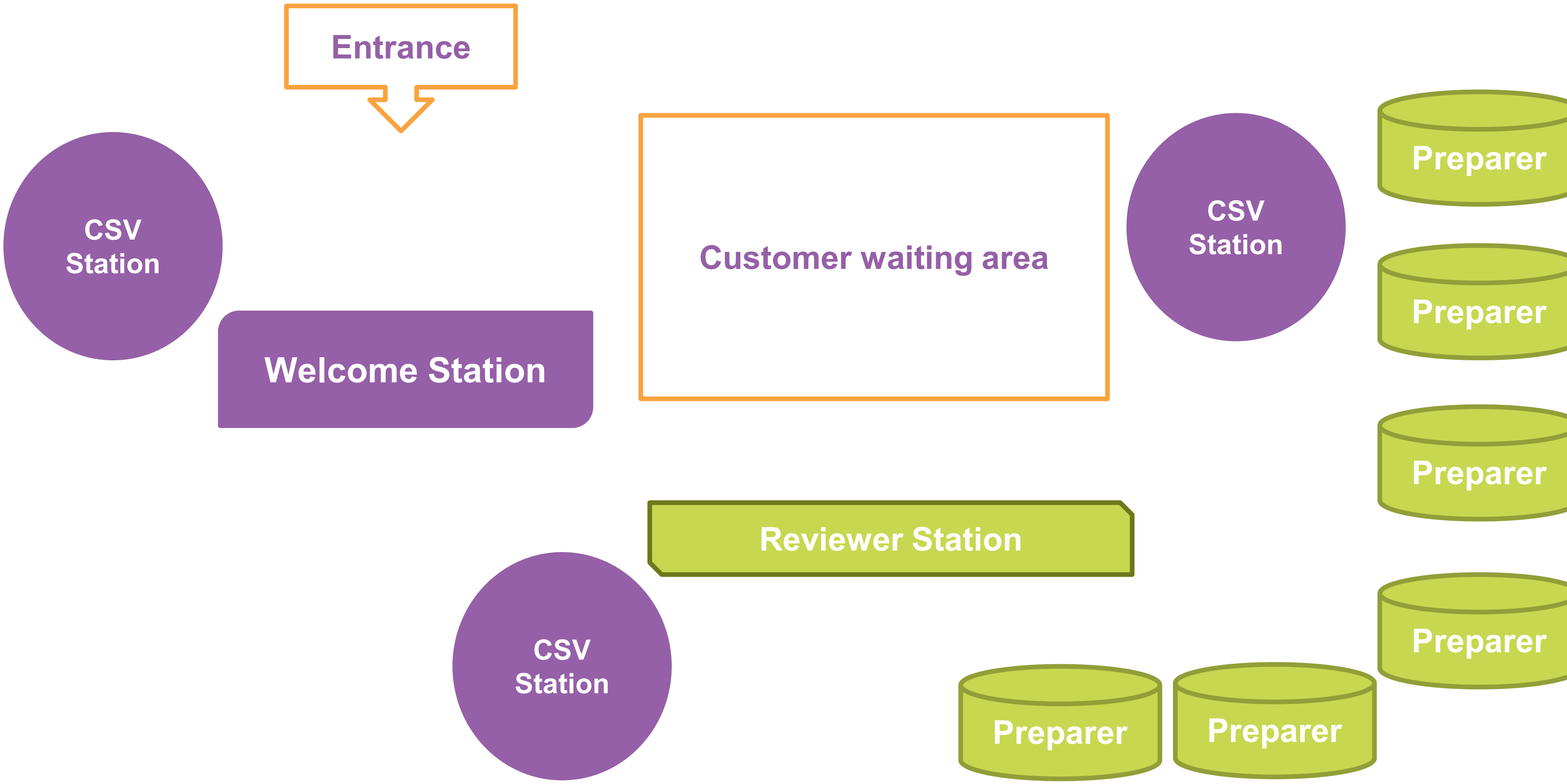
CUSTOMER AND TAX RETURN FLOW

PREPARE + PROSPER

SUMMER 2024 SERVICES

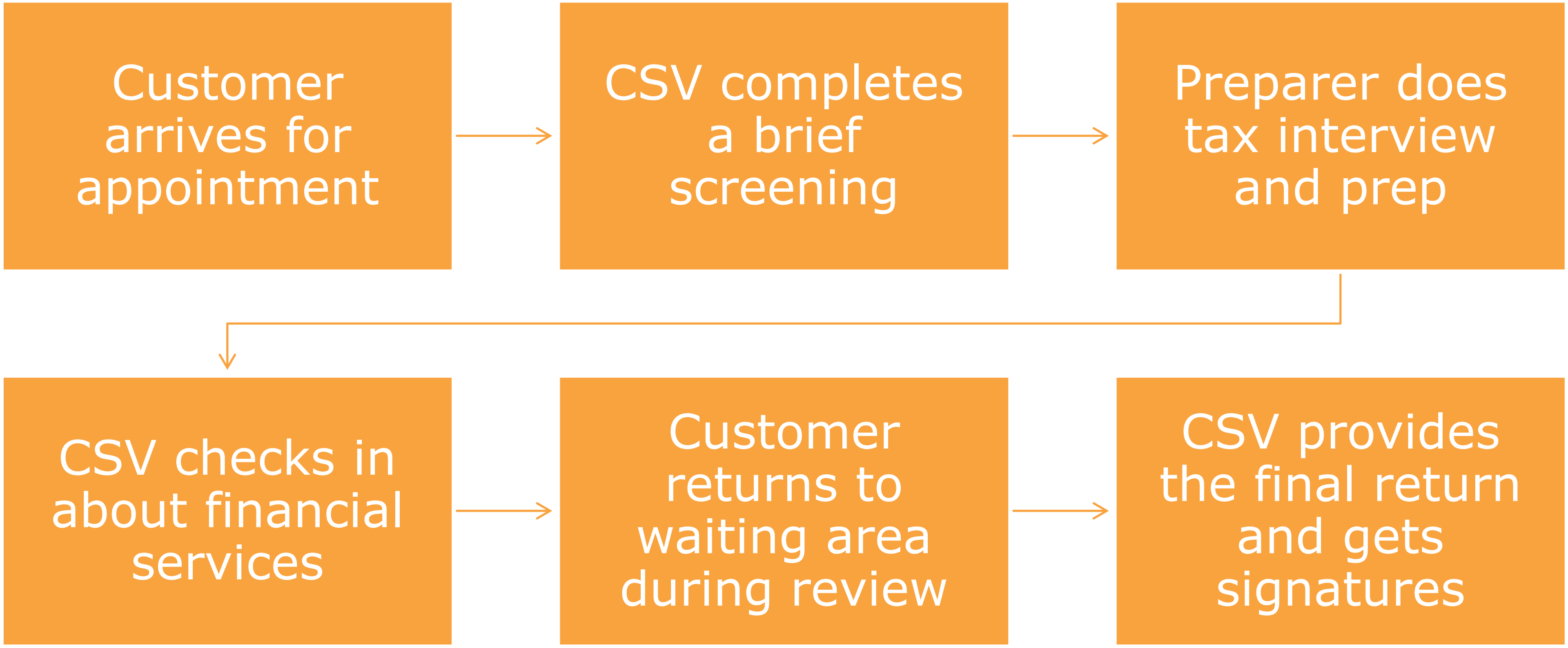
- In-person tax preparation
  - Operating at the P+P main office only
  - All services are by appointment
- Special focus programs
  - Self-employment program: taxpayers with self-employment income over $10,000 or complex situations
  - Remote Tax Preparation program: taxpayers living in group homes and nursing homes
- Do-It-Yourself Tax Preparation with support from P+P

TAX CLINIC FLOW



PREPARE + PROSPER

CUSTOMER FLOW



PREPARE + PROSPER

VOLUNTEER CHECKLISTS

- Guide for each volunteer role
- Helps keep a consistent tax return process
- Finish the screening checklist if the Customer Support Volunteer did not
- Address every checklist item

P+P VOLUNTEER CHECKLISTS

Customer's preferred name: ______________ Appointment time and number: __________

Screening Checklist

Volunteer name: ____________________

- ☐ **Process:** Explained the clinic process.
- ☐ **Joint return:** If filing jointly, both spouses are present.
- ☐ **Picture ID:** Viewed proof of identity for taxpayer and spouse.
- ☐ **SSN/ITIN:** Viewed SSN/ITIN verification for <u>all people</u> on the tax return.
- ☐ **Income guidelines:** Total is within P+P limits:
  - $40k for single filers; $60k for families
  - More than $10k of self-employment income – refer to SE clinic
- ☐ **P+P scope:** No common out-of-scope issues.
  - Renting property to another person
  - Active military or national guard duty
  - Driving a cab (not including Uber/Lyft)
  - Cryptocurrency transactions
  - Bankruptcy filed or pending
- ☐ **Customer envelope:** Name, appointment time, and number written on the envelope.
- ☐ **Tax documents:** Taxpayer confirmed that all tax documents are present.
- ☐ **Direct Deposit:** Asked if taxpayer's direct deposit information is available or if new direct deposit options are needed.
- ☐ **Financial Services:** Informed the taxpayer that a volunteer will follow up about options on the Boost Your Money form.

------------*When paperwork is complete*------------

- ☐ **Intake sheets:** Verified that all intake questions are answered.

Certification level: If Advanced, write topics.

- ☐ Basic
- ☐ Advanced

IRS intake Part ____________

IRS intake Question # ____________

Preparation checklist

Volunteer name: ____________________

If a checklist item is not applicable, write N/A next to the checkbox.

- ☐ **Screening checklist** completed.
- ☐ **SSN/ITIN verification:** Source documents present for everyone on return.

I conducted a taxpayer interview:

- ☐ All questions on IRS and P+P intake sheets answered (none left blank/unsure).
- ☐ Correct filing status determined.
- ☐ Shaded dependency section completed.
- ☐ P+P consents answered and signed.

- ☐ **Boost Your Money Form:** Taxpayer completed the form, and a CSV received it.
- ☐ **Supplemental worksheets:** Completed worksheets for education credits and/or SE income (SETO), if needed.
- ☐ **MN household income:** Nontaxable income entered on Form M1PR, if needed.
- ☐ **M1PR only:** "Send state only" marked in the TaxSlayer E-file section, if needed.
- ☐ **Paper file:** If applicable, wrote notes about reason for paper filing.
- ☐ **Refund Savings:** Discussed saving, splitting, and Save + Win contest and connected savers to a CSV.
- ☐ **Refund or balance due options:** Completed Preparer Use section on the P+P intake sheet.
- ☐ **Ready for Review:** "Ready for Review" marked in the TaxSlayer E-file Section.
- ☐ **Filing M1PR later:** Put a Homeowner + Renter Info sheet in the customer envelope, if needed.
- ☐ **Documentation:** Included source documents in the customer envelope.

Expected refund or (balance due):

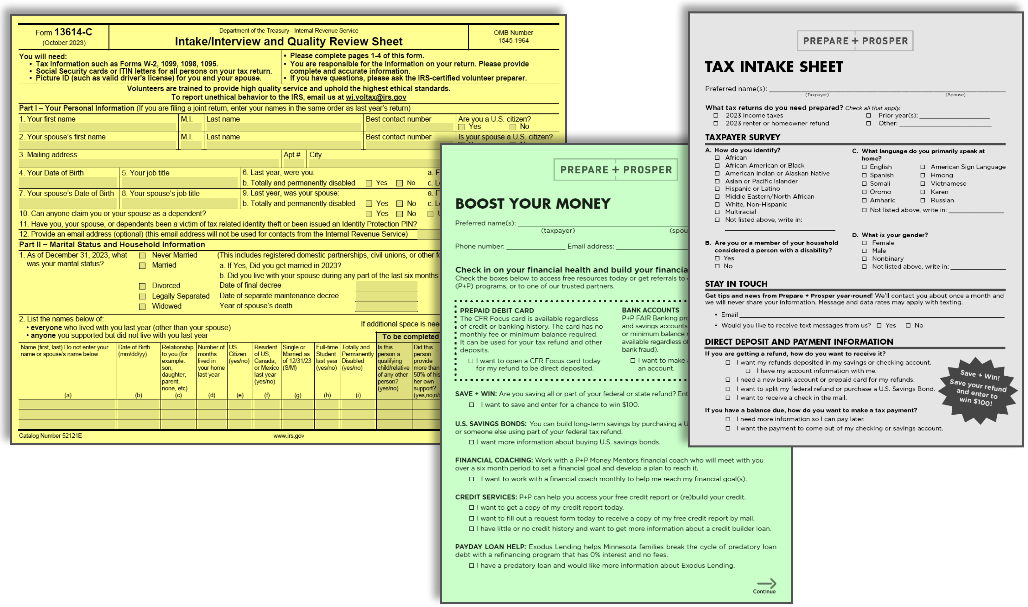
Federal____________ MN____________

MN Property____________

Notes from Screening or Preparation ________________________________

PREPARE + PROSPER

INTAKE PAPERWORK



PREPARE + PROSPER

REQUIRED INTAKE PAPERWORK

P+P Tax Intake	P+P supplemental form to collect Minnesota tax information
Form 13614-C	IRS Intake/Interview & Quality Sheet, which is mandatory for all taxpayers at VITA sites
Boost Your Money Form	P+P supplemental form to match customers with desired financial services and referrals

ACTIVITY:
DO THE INTAKE PAPERWORK

COMPLETE THE THREE INTAKE SHEETS IN YOUR MANUAL.

P+P TAX INTAKE SHEET – PG 1

On page 1

- Preferred name
- Demographic survey
- Invitation to join P+P text and email lists
- Direct deposit and payment preferences

PREPARE + PROSPER

TAX INTAKE SHEET

Preferred name(s): ______________________ (Taxpayer) ______________________ (Spouse)

What tax returns do you need prepared? *Check all that apply.*

- ☐ 2023 income taxes
- ☐ 2023 renter or homeowner refund
- ☐ Prior year(s): ______________
- ☐ Other: ______________

TAXPAYER SURVEY

A. How do you identify?

- ☐ African
- ☐ African American or Black
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Hispanic or Latino
- ☐ Middle Eastern/North African
- ☐ White, Non-Hispanic
- ☐ Multiracial
- ☐ Not listed above, write in: ______________

B. Are you or a member of your household considered a person with a disability?

- ☐ Yes
- ☐ No

C. What language do you primarily speak at home?

- ☐ English
- ☐ Spanish
- ☐ Somali
- ☐ Oromo
- ☐ Amharic
- ☐ American Sign Language
- ☐ Hmong
- ☐ Vietnamese
- ☐ Karen
- ☐ Russian
- ☐ Not listed above, write in: ______________

D. What is your gender?

- ☐ Female
- ☐ Male
- ☐ Nonbinary
- ☐ Not listed above, write in: ______________

STAY IN TOUCH

Get tips and news from Prepare + Prosper year-round! We'll contact you about once a month and we will never share your information. Message and data rates may apply with texting.

- Email ______________________
- Would you like to receive text messages from us? ☐ Yes ☐ No

DIRECT DEPOSIT AND PAYMENT INFORMATION

If you are getting a refund, how do you want to receive it?

- ☐ I want my refunds deposited in my savings or checking account.
  - ☐ I have my account information with me.
- ☐ I need a new bank account or prepaid card for my refunds.
- ☐ I want to split my federal refund or purchase a U.S. Savings Bond.
- ☐ I want to receive a check in the mail.

Save + Win! Save your refund and enter to win $100!

If you have a balance due, how do you want to make a tax payment?

- ☐ I need more information so I can pay later.
- ☐ I want the payment to come out of my checking or savings account.

P+P TAX INTAKE SHEET – PG 2

On page 2

- Consents to use information
- Minnesota tax situations

PERMISSION TO USE YOUR INFORMATION

Review the Prepare + Prosper (P+P) Permission to Use Your Information handout and the consents below.

If you choose "no" for any of these consents, P+P cannot e-file your tax return, and you will receive paper copies to sign and mail.

- P+P may keep an electronic copy of my tax return for up to 6 years. ☐ Yes ☐ No
- P+P may use anonymous data containing tax return dollar amounts for marketing, fundraising, or other non-fundraising activity. This allows us to count you in our statistics when we apply for funding or share data with our partners. We do not use personally identifiable information. ☐ Yes ☐ No
- P+P may disclose my tax return information to TaxSlayer (our tax preparation software) to e-file my tax return, and TaxSlayer may disclose my tax return information to P+P for follow-up. ☐ Yes ☐ No

Taxpayer signature ______________________ Date __________

Spouse signature ______________________ Date __________

MINNESOTA TAX INFORMATION

1. Were you a resident of Minnesota the entire year? ☐ Yes ☐ No

2. Did you make Minnesota estimated income tax payments in 2023? ☐ Yes ☐ No

If yes, how much did you pay? $__________

3. Did any of the following situations apply to you or your spouse in 2023? Check boxes below.

☐ **None of the following situations apply.**

☐ Made student loan payments	☐ Received an AmeriCorps education award
☐ Had a child born in 2023	☐ Completed a masters degree (teachers only)
☐ Experienced a stillbirth	☐ Received military service pension/retirement pay
☐ Donated an organ	☐ Contributed to a 529 College Savings Plan
☐ Paid for long-term care insurance	☐ Received a sexual harassment/abuse settlement
☐ Received a public pension	☐ Earned income while living on an a reservation

4. Did you pay for K-12 school expenses or supplies for your child in 2023? ☐ Yes ☐ No

If yes, did the child attend public, private, or home school? __________

What grades was the child attending in 2023? __________

Volunteer Notes

____

____

PREPARE + PROSPER

P+P TAX INTAKE SHEET – PG 3

On page 3

- Minnesota "household income" information
- Property tax refund details

RENTERS AND HOMEOWNERS ONLY

Answer the questions below if you are a renter or homeowner.
Stop here if you are not a renter or homeowner.

1. **Check boxes below if you or your spouse received any of the following nontaxable sources of income.** Do not include income received by your child or any dependents.

☐ **I did not receive any nontaxable sources of income.**	
☐ MSA (MN Supplemental Aid)	$__________per month or year
☐ SSI (Supplemental Security Income)	$__________per month or year
☐ MFIP (Minnesota Family Investment Program)	$__________per month or year
☐ GA (General Assistance)	$__________per month or year
☐ Emergency Assistance	$__________per month or year
☐ Housing Support (formerly GRH)	$__________per month or year
☐ Workers' compensation	$__________per month or year
☐ Student loan debt cancelled	$__________per month or year
☐ Rent reduction received for being a caretaker	$__________per month or year
☐ Scholarship, fellowship, grants for college	$__________Box 5 on Form 1098-T
☐ Other nontaxable income, such as: Diversionary Work Payments, HAMP incentives, refugee cash assistance, strike benefits, foster care payments. **Do not include:** Child support, SNAP/food support, or energy assistance.	$__________per month or year Type(s):____________________

2. **Did you rent out part of your home or use it for business?**
   ☐ Yes ☐ No
3. **Renters: Do you have all of your Certificate(s) of Rent Paid (CRP)?**
   ☐ Yes ☐ No ☐ Not yet ☐ Not applicable
4. **Homeowners/mobile home owners: Do you have your 2023 Property Tax Statement?**
   ☐ Yes ☐ No ☐ Not yet ☐ Not applicable
5. **Homeowners/mobile home owners: Did you live with someone who is not listed on your tax return?**
   ☐ Yes ☐ No ☐ Not applicable

P+P TAX INTAKE SHEET – PG 4

On page 4

- Volunteer use only
- Direct deposit allocations
- Documentation of routing and account number
- Savings bond details
- Direct debit information

STOP HERE! THIS SECTION IS FOR TAX PREPARER USE!

Refund Allocations - State refunds will be deposited into Bank Account 1.

Bank Account 1 Amount $ ______________

☐ Same account for all refunds

Bank Account 2 Amount $______________

Refund Notes:

____

____

____

Bank Account Documentation

☐ Not documented; paper check requested or no refund.

☐ Printed document with account information like a voided check or account statement *(included with paperwork for review and do not write below)*.

☐ No printed documentation, but customer has information and wrote it below.

Account 1 Routing number: _ _ _ _ _ _ _ _ _

Account 1 Account number: ______________________

Account 1 type
☐ Savings account
☐ Checking account

Account 2 Routing number: _ _ _ _ _ _ _ _ _

Account 2 Account number: ______________________

Account 2 type
☐ Savings account
☐ Checking account

U.S. Savings Bonds - Bonds must be purchased in $50 increments with a federal refund.

Bond for taxpayer: ______________________________ Amount: __________

Bond for someone else: __________________________ Amount: __________

Bond for someone else: __________________________ Amount: __________

Balance Due Authorization - Complete and have customer sign if direct debit is requested. Withdrawal date can be April 15 or any date prior.

☐ I authorize a withdrawal of $__________on _____________(date) for payment of my **Federal taxes** from this account.
Direct withdrawal from my: ☐ checking account ☐ savings account

☐ I authorize a withdrawal of $__________on _____________(date) for payment of my **Minnesota taxes** from this account.
Direct withdrawal from my: ☐ checking account ☐ savings account

Taxpayer signature ______________________________ Date: __________

PREPARE + PROSPER

IRS INTAKE – FORM 13614-C

Page 1

- Required for all taxpayers
- Basic taxpayer and family information
- Preparers must answer dependent questions

Form **13614-C** (October 2023) | Department of the Treasury - Internal Revenue Service | OMB Number 1545-1964

Intake/Interview and Quality Review Sheet

You will need:
- **Tax Information such as Forms W-2, 1099, 1098, 1095.**
- **Social Security cards or ITIN letters for all persons on your tax return.**
- **Picture ID (such as valid driver's license) for you and your spouse.**

- **Please complete pages 1-4 of this form.**
- **You are responsible for the information on your return. Please provide complete and accurate information.**
- **If you have questions, please ask the IRS-certified volunteer preparer.**

Volunteers are trained to provide high quality service and uphold the highest ethical standards.
To report unethical behavior to the IRS, email us at wi.voltax@irs.gov

Part I – Your Personal Information (If you are filing a joint return, enter your names in the same order as last year's return)

1. Your first name | M.I. | Last name | Best contact number | Are you a U.S. citizen? ☐ Yes ☐ No

2. Your spouse's first name | M.I. | Last name | Best contact number | Is your spouse a U.S. citizen? ☐ Yes ☐ No

3. Mailing address | Apt # | City | State | ZIP code

4. Your Date of Birth | 5. Your job title | 6. Last year, were you: a. Full-time student ☐ Yes ☐ No; b. Totally and permanently disabled ☐ Yes ☐ No; c. Legally blind ☐ Yes ☐ No

7. Your spouse's Date of Birth | 8. Your spouse's job title | 9. Last year, was your spouse: a. Full-time student ☐ Yes ☐ No; b. Totally and permanently disabled ☐ Yes ☐ No; c. Legally blind ☐ Yes ☐ No

10. Can anyone claim you or your spouse as a dependent? ☐ Yes ☐ No ☐ Unsure

11. Have you, your spouse, or dependents been a victim of tax related identity theft or been issued an Identity Protection PIN? ☐ Yes ☐ No

12. Provide an email address (optional) (this email address will not be used for contacts from the Internal Revenue Service)

Part II – Marital Status and Household Information

1. As of December 31, 2023, what was your marital status?
   - ☐ Never Married (This includes registered domestic partnerships, civil unions, or other formal relationships under state law)
   - ☐ Married
     - a. If Yes, Did you get married in 2023? ☐ Yes ☐ No
     - b. Did you live with your spouse during any part of the last six months of 2023? ☐ Yes ☐ No
   - ☐ Divorced — Date of final decree
   - ☐ Legally Separated — Date of separate maintenance decree
   - ☐ Widowed — Year of spouse's death

2. List the names below of:
   - **everyone** who lived with you last year (other than your spouse)
   - **anyone** you supported but did not live with you last year

If additional space is needed check here ☐ and list on page 3

Name (first, last) Do not enter your name or spouse's name below (a)	Date of Birth (mm/dd/yy) (b)	Relationship to you (for example: son, daughter, parent, none, etc) (c)	Number of months lived in your home last year (d)	US Citizen (yes/no) (e)	Resident of US, Canada, or Mexico last year (yes/no) (f)	Single or Married as of 12/31/23 (S/M) (g)	Full-time Student last year (yes/no) (h)	Totally and Permanently Disabled (yes/no) (i)	To be completed by a Certified Volunteer Preparer: Is this person a qualifying child/relative of any other person? (yes/no)	Did this person provide more than 50% of his/her own support? (yes,no,n/a)	Did this person have less than $4,700 of income? (yes,no,n/a)	Did the taxpayer(s) provide more than 50% of support for this person? (yes/no/n/a)	Did the taxpayer(s) pay more than half the cost of maintaining a home for this person? (yes/no)

Catalog Number 52121E | www.irs.gov | Form **13614-C** (Rev. 10-2023)

PREPARE + PROSPER

IRS INTAKE – FORM 13614-C

Page 2

- Required for all taxpayers
- Collects income and life situation information
- Preparers ensure all questions are YES or NO

Page 2

Check appropriate box for each question in each section

Yes	No	Unsure	Part III – Income – Last Year, Did You (or Your Spouse) Receive
☐	☐	☐	1. (B) Wages or Salary? (Form W-2) **If yes, how many jobs did you have last year?**
☐	☐	☐	2. (A) Tip Income?
☐	☐	☐	3. (B) Scholarships? (Forms W-2, 1098-T)
☐	☐	☐	4. (B) Interest/Dividends from: checking/savings accounts, bonds, CDs, brokerage? (Forms 1099-INT, 1099-DIV)
☐	☐	☐	5. (B) Refund of state/local income taxes? (Form 1099-G)
☐	☐	☐	6. (B) Alimony income or separate maintenance payments?
☐	☐	☐	7. (A) Self-Employment income? (Forms 1099-MISC, 1099-NEC, 1099-K, cash, digital assets, or other property or services)
☐	☐	☐	8. (A) Cash/check/digital assets, or other property or services for any work performed not reported on Forms W-2 or 1099?
☐	☐	☐	9. (A) Income (or loss) from the sale or exchange of stocks, bonds, digital assets or real estate? (including your home) (Forms 1099-S, 1099-B)
☐	☐	☐	10. (B) Disability income? (such as payments from insurance, or workers compensation) (Forms 1099-R, W-2)
☐	☐	☐	11. (A) Retirement income or payments from pensions, annuities, and or IRA? (Form 1099-R)
☐	☐	☐	12. (B) Unemployment Compensation? (Form 1099-G)
☐	☐	☐	13. (B) Social Security or Railroad Retirement Benefits? (Forms SSA-1099, RRB-1099)
☐	☐	☐	14. (M) Income (or loss) from rental property?
☐	☐	☐	15. (B) Other income? (gambling, lottery, prizes, awards, jury duty, digital assets, Sch K-1, royalties, foreign income, etc.)

Yes	No	Unsure	Part IV – Expenses – Last Year, Did You (or Your Spouse) Pay
☐	☐	☐	1. (B) Alimony or separate maintenance payments? If yes, do you have the recipient's SSN? ☐ Yes ☐ No
☐	☐	☐	2. Contributions or repayments to a retirement account? ☐ IRA (A) ☐ Roth IRA (B) ☐ 401K (B) ☐ Other
☐	☐	☐	3. (B) College or post secondary educational expenses for yourself, spouse or dependents? (Form 1098-T)
☐	☐	☐	4. Any of the following? ☐ (A) Medical & Dental (including insurance premiums) ☐ (A) Mortgage Interest (Form 1098) ☐ (A) Taxes (State, Real Estate, Personal Property, Sales) ☐ (B) Charitable Contributions
☐	☐	☐	5. (B) Child or dependent care expenses such as daycare?
☐	☐	☐	6. (B) For supplies used as an eligible educator such as a teacher, teacher's aide, counselor, etc.?
☐	☐	☐	7. (A) Expenses related to self-employment income or any other income you received?
☐	☐	☐	8. (B) Student loan interest? (Form 1098-E)

Yes	No	Unsure	Part V – Life Events – Last Year, Did You (or Your Spouse)
☐	☐	☐	1. (A) Have a Health Savings Account? (Forms 5498-SA, 1099-SA, W-2 with code W in box 12)
☐	☐	☐	2. (A) Have credit card, student loan or mortgage debt cancelled/forgiven by a lender or have a home foreclosure? (Forms 1099-C, 1099-A)
☐	☐	☐	3. (A) Adopt a child?
☐	☐	☐	4. (B) Have Earned Income Credit, Child Tax Credit or American Opportunity Credit disallowed in a prior year? If yes, for which tax year?
☐	☐	☐	5. (A) Purchase and install energy-efficient home items? (such as windows, furnace, insulation, etc.)
☐	☐	☐	6. (A) Receive the First Time Homebuyers Credit in 2008?
☐	☐	☐	7. (B) Make estimated tax payments or apply last year's refund to this year's tax? If so how much?
☐	☐	☐	8. (A) File a federal return last year containing a "capital loss carryover" on Form 1040 Schedule D?
☐	☐	☐	9. (A) Have health coverage through the Marketplace (Exchange)? [Provide Form 1095-A]

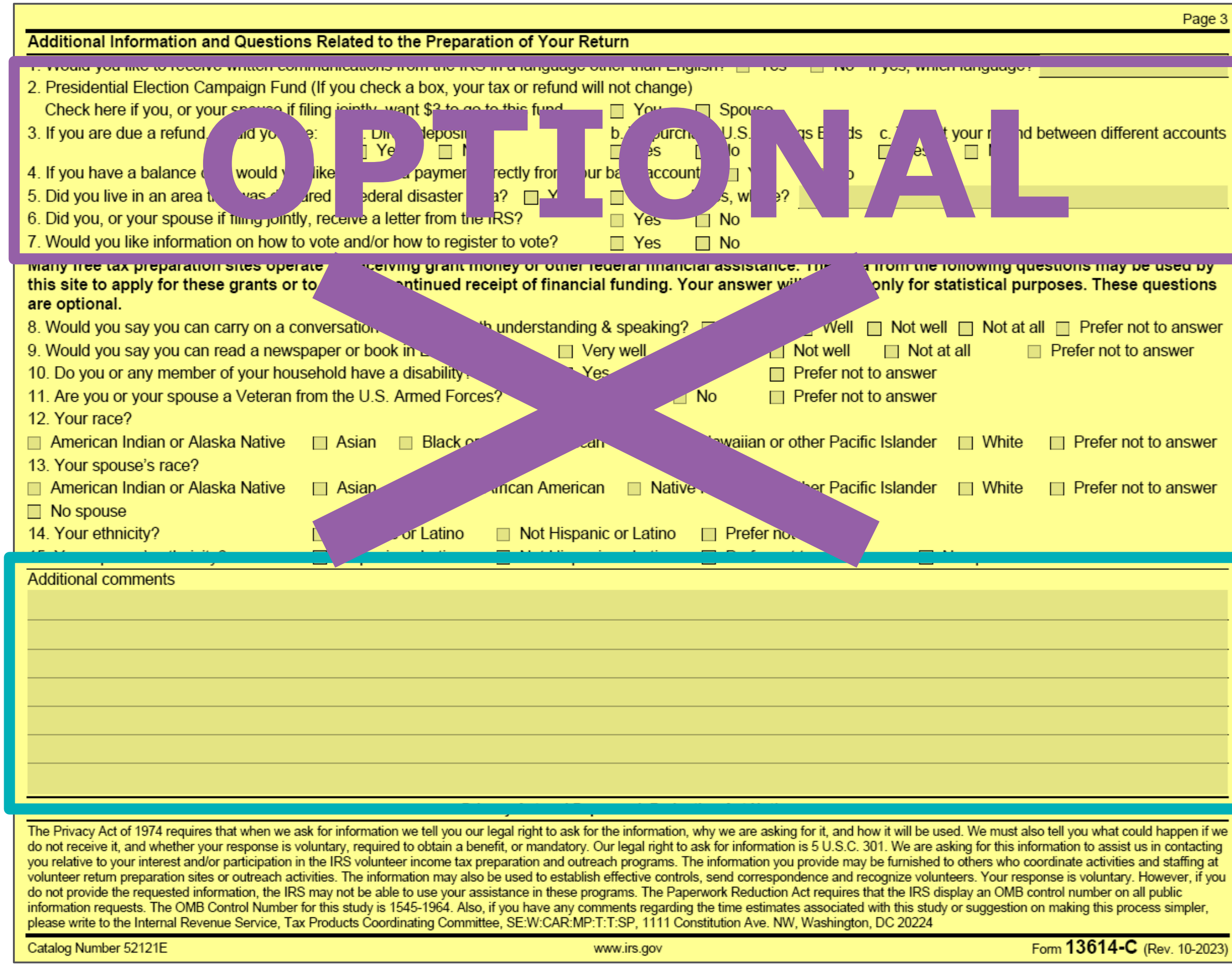
Catalog Number 52121E www.irs.gov Form **13614-C** (Rev. 10-2023)

PREPARE + PROSPER

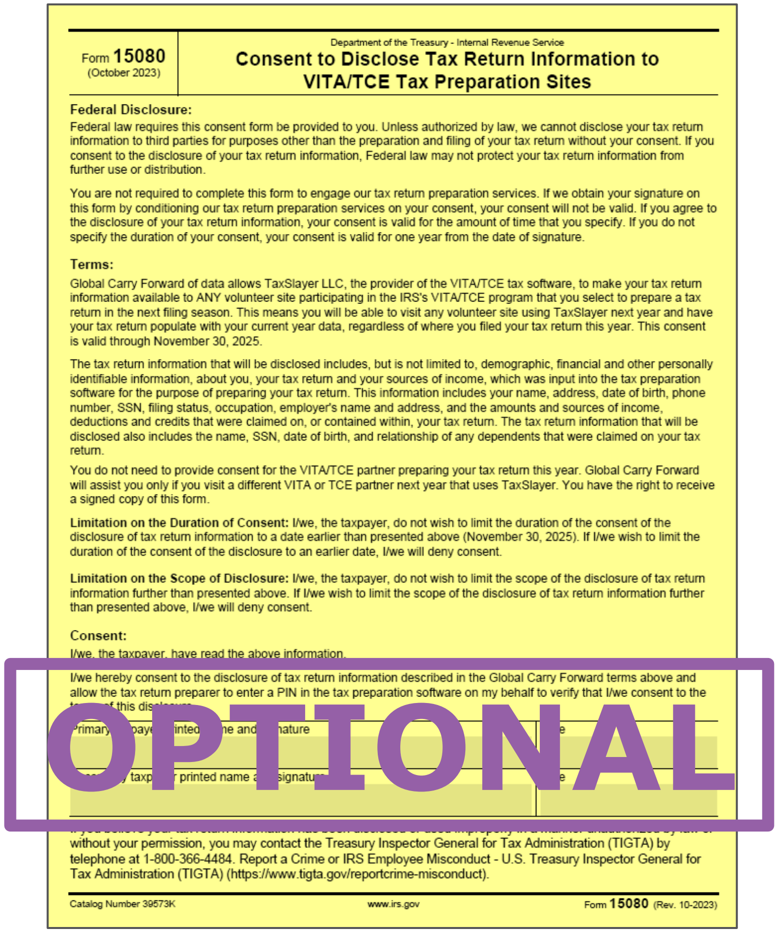
IRS INTAKE – FORM 13614-C

Page 3

- Not required
- Review questions 1 through 7 if completed
- P+P collects demographic data separately
- Use the comments section as needed



IRS INTAKE – FORM 13614-C


Department of the Treasury - Internal Revenue Service

Form **15080** (October 2023)

Consent to Disclose Tax Return Information to VITA/TCE Tax Preparation Sites

Federal Disclosure:
Federal law requires this consent form be provided to you. Unless authorized by law, we cannot disclose your tax return information to third parties for purposes other than the preparation and filing of your tax return without your consent. If you consent to the disclosure of your tax return information, Federal law may not protect your tax return information from further use or distribution.

You are not required to complete this form to engage our tax return preparation services. If we obtain your signature on this form by conditioning our tax return preparation services on your consent, your consent will not be valid. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature.

Terms:
Global Carry Forward of data allows TaxSlayer LLC, the provider of the VITA/TCE tax software, to make your tax return information available to ANY volunteer site participating in the IRS's VITA/TCE program that you select to prepare a tax return in the next filing season. This means you will be able to visit any volunteer site using TaxSlayer next year and have your tax return populate with your current year data, regardless of where you filed your tax return this year. This consent is valid through November 30, 2025.

The tax return information that will be disclosed includes, but is not limited to, demographic, financial and other personally identifiable information, about you, your tax return and your sources of income, which was input into the tax preparation software for the purpose of preparing your tax return. This information includes your name, address, date of birth, phone number, SSN, filing status, occupation, employer's name and address, and the amounts and sources of income, deductions and credits that were claimed on, or contained within, your tax return. The tax return information that will be disclosed also includes the name, SSN, date of birth, and relationship of any dependents that were claimed on your tax return.

You do not need to provide consent for the VITA/TCE partner preparing your tax return this year. Global Carry Forward will assist you only if you visit a different VITA or TCE partner next year that uses TaxSlayer. You have the right to receive a signed copy of this form.

Limitation on the Duration of Consent: I/we, the taxpayer, do not wish to limit the duration of the consent of the disclosure of tax return information to a date earlier than presented above (November 30, 2025). If I/we wish to limit the duration of the consent of the disclosure to an earlier date, I/we will deny consent.

Limitation on the Scope of Disclosure: I/we, the taxpayer, do not wish to limit the scope of the disclosure of tax return information further than presented above. If I/we wish to limit the scope of the disclosure of tax return information further than presented above, I/we will deny consent.

Consent:
I/we, the taxpayer, have read the above information.

I/we hereby consent to the disclosure of tax return information described in the Global Carry Forward terms above and allow the tax return preparer to enter a PIN in the tax preparation software on my behalf to verify that I/we consent to the ... of this disclosure.

Primary ... paye ... inted ... ne and ... nature | ...e

... taxp... printed name a... signatu... | ...e

... without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484. Report a Crime or IRS Employee Misconduct - U.S. Treasury Inspector General for Tax Administration (TIGTA) (https://www.tigta.gov/reportcrime-misconduct).

Catalog Number 39573K | www.irs.gov | Form **15080** (Rev. 10-2023)

- Optional consent for taxpayers to share data
- Global Carryforward consent allows basic taxpayer data to roll forward at any free tax preparation site nationwide
- Taxpayers do not need to fill this out to decline
- No signature is considered declining

TAXPAYER INTERVIEW

WHAT IS A TAXPAYER INTERVIEW?

- Discussion with the taxpayer to fully learn about the tax situation
- Assessment of the intake sheets and source documents to determine additional information needed
- Conversation that identifies returns that require an advanced VITA certification level or are out-of-scope

PREPARE + PROSPER

COMMUNICATION TIPS

- Talk in plain language
- Guide the conversation with good questions
- Listen carefully to responses
- Explain why personal information is needed
  - "I need your son's birthdate to help me determine if he qualifies as a dependent."
  - "I'm asking more about your school expenses to make sure you get all of the tax benefits you are eligible for."

PREPARE + PROSPER

P+P Manual inside cover

SCREENING TOOL

- Matches with the screening checklist
- Lists allowable options for identity verification
- Helps identify common out-of-scope situations

PREPARE + PROSPER

SCREENING TOOL

PROCESS

- **Tax preparation steps:** Screening, preparation, review, and checkout.
- **Financial services:** Direct deposit support, savings options, and financial referrals.
- **Wait time:** Usually 2 - 3 hours to complete the process. Complicated situations may take longer.
- **Questions:** Answer any questions about the process; the tax preparer will answer tax questions.

REQUIREMENTS

- **Filing a joint return?** If married taxpayers file a joint return, both spouses must be present or they must have a Power of Attorney form. Talk to a manager if the customer wants to obtain a POA.
- **Photo ID for taxpayer and spouse?** Acceptable documents (must be original):
  - ✔ Driver's license
  - ✔ Employer/school ID
  - ✔ Visa (see out of scope section)
  - ✔ Passport
  - ✔ State/national ID card
  - ✔ Military ID (see out of scope section)
- **SSN/ITIN verification for <u>everyone</u> listed on the return?** Acceptable documents showing the entire Social Security number (SSN) or Individual Taxpayer Identification Number (ITIN):
  - ✔ SSN card (original, digital, paper copy)
  - ✔ Prior-year tax return
  - ✔ Letter from IRS or MDOR
  - ✔ ITIN letter (original, digital, paper copy)
  - ✔ Form SSA-1099
  - ✔ SSA benefit letter/statement

  Documents listed above with truncated SSN may be accepted at a manager's discretion.

SCOPE OF SERVICES

- **Meets income limits?** $40,000 (single) or $60,000 (family - any return with more than one person). If over income, provide the *Referrals* handout with other tax preparation options.
- **Self-employment (SE) income?** (Form 1099-NEC or cash income)
  - » Refer to the SE clinic if SE income is over $10,000 or the taxpayer has: inventory, a home daycare, or an office in the home. For an appointment taxpayers should call 651-262-2169.
  - » If SE income is less than $10,000, file at site. Preparer must have advanced certification.
- **International student or scholar?** Returns are often out of scope.
  - » Ask if taxpayer needs to file as a non-resident. If yes, the return is out of scope - provide *Referrals* handout. If no, P+P can prepare the return. If unsure, ask a manager.
- **Out of scope returns:** Provide *Referrals* handout for other tax preparation options.
  - » Filed or has pending bankruptcy in the tax year or had income from: virtual currency/crypto currency exchange, rental property, active military/national guard duty, driving a cab (not including Uber/Lyft), or acting as a clergy member.

ENVELOPE & DOCUMENTS

- **Customer envelope details:** Taxpayer name, number, and appointment time is on the envelope. If filing prior years, make an envelope, Volunteer Checklist, and copies of intake sheets for each tax year.
- **Income statements & tax documents:** Taxpayer MUST have all W-2s, income statements, and other tax documents. If all forms are not present, the taxpayer must return with all required documents.
  - » If forms are available online, assist taxpayer with access to a computer and printer.
  - » Taxpayer should place SSN/ITIN documentation and all tax documents in the customer envelope.
- **Direct deposit:** Prioritize new prepaid card enrollment and FAIR referrals for those who need new accounts. Taxpayers with existing accounts should put the documentation in the customer envelope or write it on page 4 of the P+P Tax Intake Sheet.
- **Financial services:** Explain that someone will collect the Boost Your Money form and follow up on requests for financial services and referrals.

INTAKE SHEETS

- **Intake sheets completed:** Taxpayer should answer all questions on each intake sheet. If taxpayer needs help, assist if time allows or inform the preparer that assistance is needed.
- **Advanced return situations:** If taxpayer marked "yes" to a question next to an (A) on the IRS intake sheet, then preparer must have advanced certification. Make a note on the Volunteer Checklist.

PREPARE + PROSPER

WHAT IS AN ITIN?

- The IRS issues Individual Taxpayer Identification Numbers
- Nonresidents and others living in the U.S. who file a tax return, but are not eligible for an SSN
- P+P is a Certified Acceptance Agent and staff at the main office can assist with ITIN applications

ITINs must be renewed if they have not been used in the past three tax years! P+P CAA staff can assist with ITIN renewals.

INTAKE PAPERWORK & TAX DOCUMENT REVIEW

- Are all the intake forms filled out completely?
- Does the taxpayer need to file a return?
- Is the return in-scope for VITA and P+P?
- What IRS certification level is needed for preparation?
- Are any documents or pieces of information missing?
- Which financial services and referrals might benefit the customer?

WHO MUST FILE TAXES?

Taxpayers with income above a certain amount

Taxpayers with special tax situations

- Income over:
  - $13,850 for most single filers
  - $27,700 for most married filers
- Situations like filing as a dependent or having self-employment income have different limits
- Use your resources if you're not sure

WHO SHOULD FILE TAXES?

- Federal or state income tax withheld from income
- Qualifies for federal and state tax refundable credits
- Made estimated tax payments during the year
- Eligible for a renter’s or homeowner’s refund (Minnesota Form M1PR)

PREPARE + PROSPER

SCOPE OF SERVICE AND CERTIFICATION LEVELS

- Limited types of returns
  - Scope is set by the IRS
  - Detailed scope charts in P+P manual and Pub 4012
- Income limits for P+P
  - $40,000 or less for an individual filer
  - $60,000 or less for a family or self-employed taxpayer
- Certain tax topics require advanced certification
  - IRS intake sheet shows level next to each question
  - Transfer the preparation to another volunteer if needed

10 MINUTE BREAK

PREPARER PRIORITIES

- Do a tax interview to get all the information needed to prepare an accurate return
- Provide tax preparation using TaxSlayer software and keep appropriate documentation
- Work with Customer Support Volunteers (CSV) to connect customers to financial services
- Work with Reviewers to provide additional customer information if needed
- Provide respectful and professional service to all customers

P+P Manual pg. #’s here!

FOLLOW ALONG IN YOUR P+P VOLUNTEER TAX MANUAL

PREPARE + PROSPER

P+P Manual pg. 50-56

DEPENDENCY

TAX BENEFITS FOR CLAIMING A DEPENDENT

- Head of Household filing status
- Child Tax Credit
- Credit for Other Dependents
- Child and Dependent Care Credit
- Earned Income Credit
- Child and Working Family Credits
- American Opportunity and Lifetime Learning Credit
- Minnesota K-12 Education Credit
- Minnesota dependent deduction

CLAIMING DEPENDENTS

- A dependent will be:
  a **Qualifying Child** or a **Qualifying Relative**
- Use the IRS intake sheet to determine people a taxpayer may be able to claim
- Generally, the taxpayer will be financially supporting the person claimed

2. List the names below of:
- **everyone** who lived with you last year (other than your spouse)
- **anyone** you supported but did not live with you last year

If additional space is needed check here ☐ and list on page 3

Name (first, last) Do not enter your name or spouse's name below (a)	Date of Birth (mm/dd/yy) (b)	Relationship to you (for example: son, daughter, parent, none, etc) (c)	Number of months lived in your home last year (d)	US Citizen (yes/no) (e)	Resident of US, Canada, or Mexico last year (yes/no) (f)	Single or Married as of 12/31/22 (S/M) (g)	Full-time Student last year (yes/no) (h)	Totally and Permanently Disabled (yes/no) (i)	To be completed by a Certified Volunteer Preparer: Is this person a qualifying child/relative of any other person? (yes/no)	Did this person provide more than 50% of his/ her own support? (yes,no,n/a)	Did this person have less than $4,400 of income? (yes,no,n/a)	Did the taxpayer(s) provide more than 50% of support for this person? (yes/no/n/a)	Did the taxpayer(s) pay more than half the cost of maintaining a home for this person? (yes/no)

Catalog Number 52121E www.irs.gov Form 13614-C (Rev. 10-2022)

WHAT IS AN EXEMPTION?

- Many tax laws are built on personal and dependency "exemptions"
- Exemptions changed in tax year 2018
  - Pre-2018: exemptions reduced taxable income for each person on the return
  - Now: exemptions remain part of federal tax law but are set at $0
- Minnesota dependent exemption tax benefit
  - Reduce Minnesota taxable income by $4,800
  - Reduce income for calculating Property Tax Refund

P+P Manual pg. 51

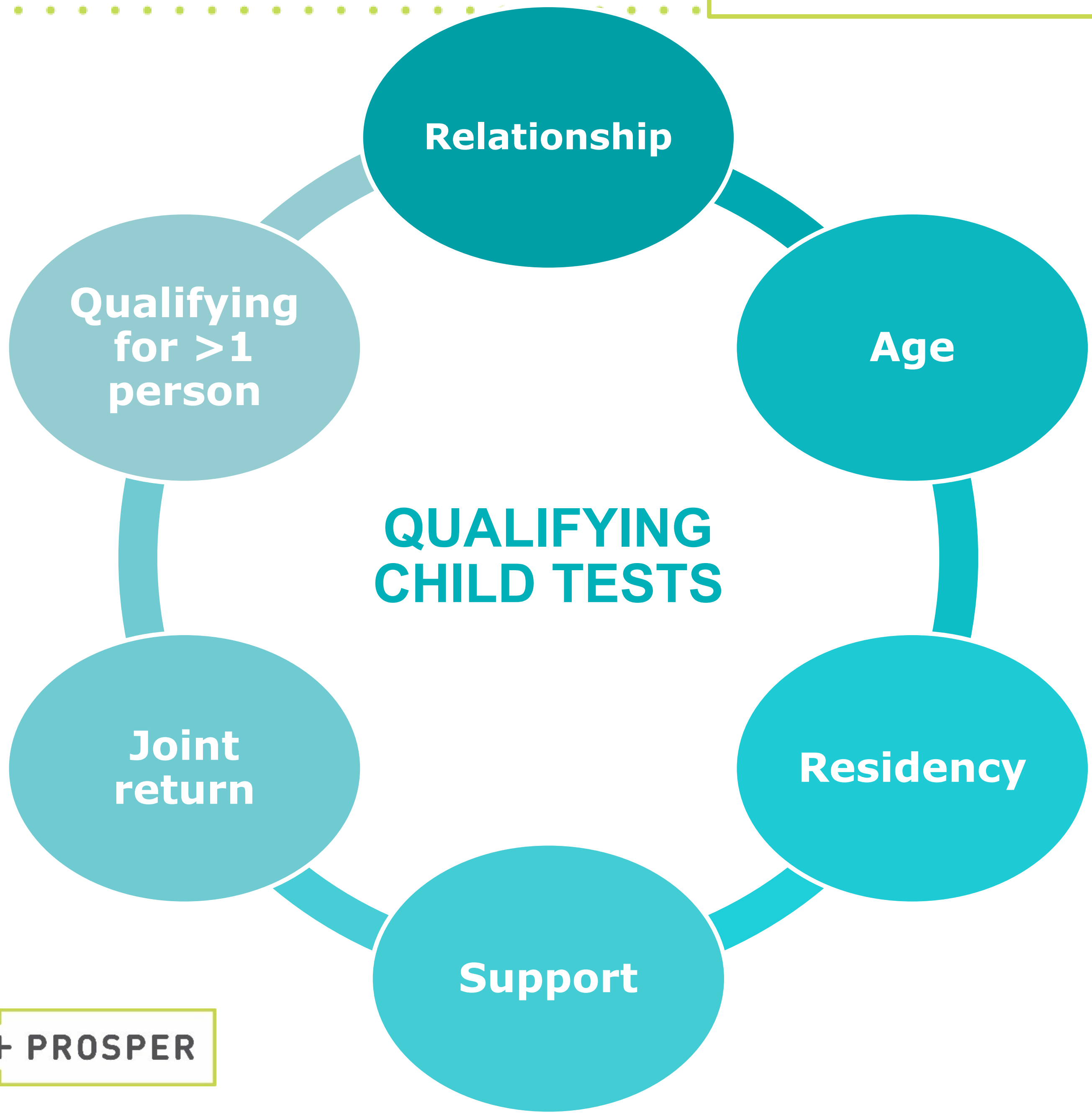
YOUNG ADULT TAXPAYER

- Young adults often answer “NO” or “UNSURE” when asked about being a dependent
  - Ask more questions
  - Discuss the rules for being a dependent as part of the interview
- Parents and guardians may be unsure if a child can still be claimed as a dependent
  - Take time to determine how much support the young adult provided for themself

P+P Manual pg. 52

CLAIMING A QUALIFYING CHILD

- Taxpayer (spouse) on the return cannot be claimed on another tax return
- Person being claimed must
  - Be a U.S. citizen/resident alien/national or a resident of Canada or Mexico
  - Meet the six tests for Qualifying Child


Relationship
Age
Residency
Support
Joint return
Qualifying for >1 person
QUALIFYING CHILD TESTS

TIE-BREAKER RULES

- Child is a Qualifying Child for more than one person *and taxpayers disagree* about who will claim the child
- IRS will use tie-breaker rules to decide who is entitled to claim the child

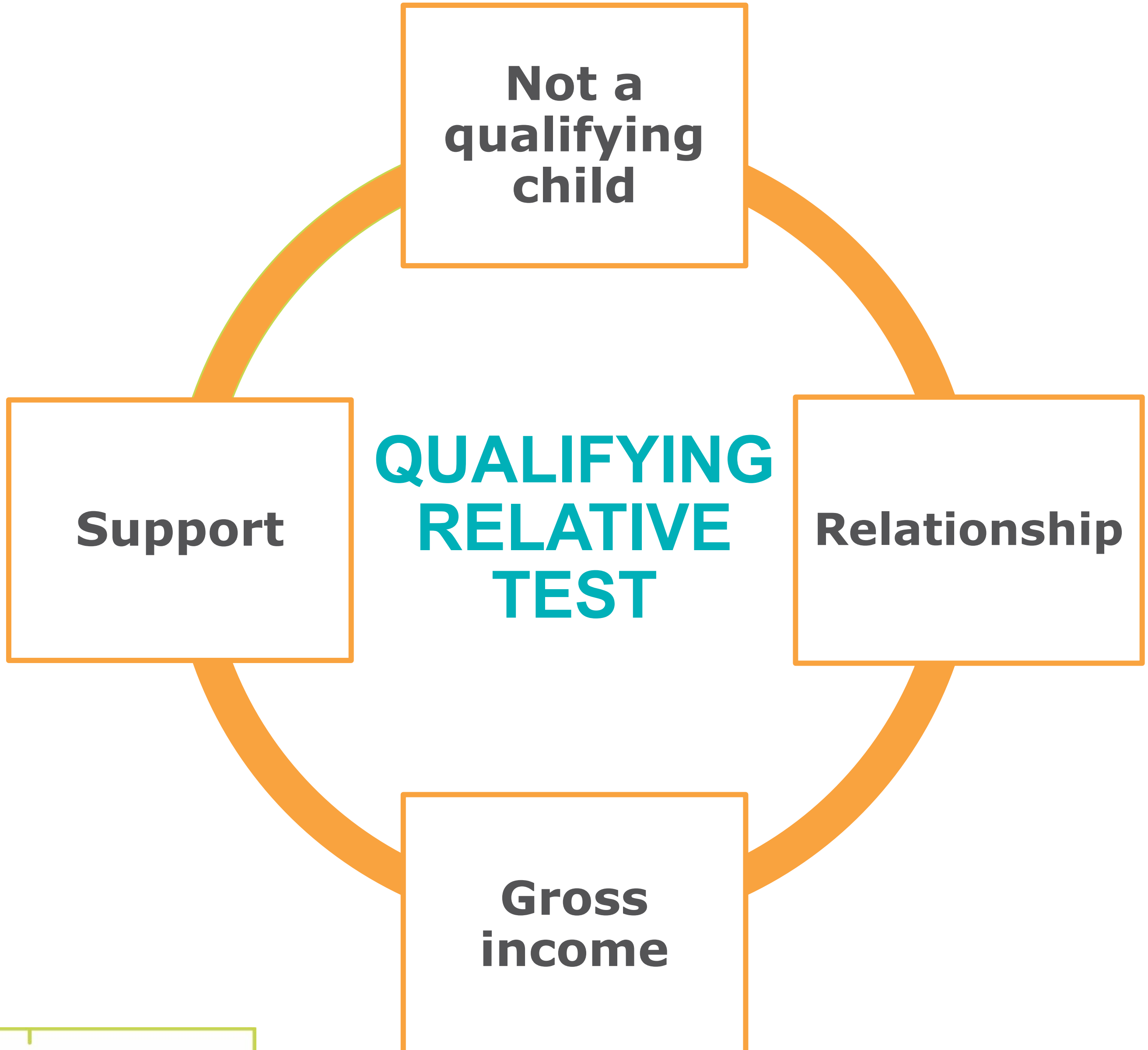
If…	**Then the child is treated as the qualifying child of the…**
Only 1 person is the child's parent…	Parent
Both people are the child's parent…	Custodial parent
Both people are the child's parent and the child lived with each parent the same amount of time during the year…	Parent with higher AGI
None are the child's parent…	Person with the highest AGI

DIVORCED OR SEPARATED PARENTS

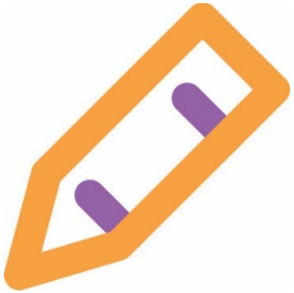
- **Custodial parent:** The parent with whom a child has spent the most nights
- **Noncustodial parent:** The parent with whom a child has spent fewer nights
- Custodial parents generally receive the tax benefits for a Qualifying Child
- Custodial parents may authorize a noncustodial parent to claim some tax benefits

CLAIMING A QUALIFYING RELATIVE

- Taxpayer/spouse on the return cannot be claimed on another tax return
- Taxpayer cannot claim a married person who files a joint return
  - Exception: the married person files only to claim a refund and has no tax liability
- Person being claimed must be U.S. citizen or resident, or a resident of Canada or Mexico
- Person must meet the four tests to be a Qualifying Relative


Not a qualifying child
QUALIFYING RELATIVE TEST
Support
Relationship
Gross income

ACTIVITY:
DEPENDENCY QUIZ



OPEN YOUR P+P MANUAL TO PAGE 57

DEPENDENCY QUIZ ANSWERS

1. No
   - Qualifying relative rules; income is too high
2. Yes
   - Meets qualifying relative rules
3. Yes
   - Meets qualifying relative rules
4. Yes
   - Meets qualifying relative rules
5. No
   - Qualifying relative rules; income is too high
6. Hope
   - Qualifying child rules; residency test
7. Mike
   - Qualifying child tie breaker rules; tie goes to the parent
8. Yes
   - Qualifying as a dependent requires filing as a dependent

P+P Manual pg. 46-48
Pub 4012 Tab B, page B-10

FILING STATUS

FILING STATUS OPTIONS

Single (S): unmarried or legally separated

Married filing jointly (MFJ): married

Qualifying surviving spouse (QSS): spouse passed away in 2021 or 2022 and taxpayer did not remarry

Married filing separately (MFS): married

Head of Household (HOH): unmarried or considered unmarried

P+P Manual pg. 47

MARITAL STATUS

- Marital status is not the only factor in determining filing status
- Other considerations:
  - Dependents?
  - Supporting others?
  - Recently lost a spouse?

Part II – Marital Status and Household Information

1. As of December 31, 2023, what was your marital status?	☐ Never Married	(This includes registered domestic partnerships, civil unions, or other formal relationships under state law)		
	☐ Married	a. If Yes, Did you get married in 2023?	☐ Yes	☐ No
		b. Did you live with your spouse during any part of the last six months of 2023?	☐ Yes	☐ No
	☐ Divorced	Date of final decree		
	☐ Legally Separated	Date of separate maintenance decree		
	☐ Widowed	Year of spouse's death		

Marital status on the IRS intake sheet is not always the same as filing status.

MARRIAGE

- To file a joint tax return, taxpayers need to be legally married
- Married taxpayers must file using a married filing status (file jointly or separately)
- Cultural marriage or common law marriage without a license is not recognized in Minnesota
  - *Exception:* the couple was legally married in a state or country recognizing cultural or common law marriages prior to moving to Minnesota

MARRIED FILING SEPARATELY

- Married taxpayers may choose to file separately
- This is the least advantageous filing status
  - Tax rate is generally higher than MFJ
  - Not eligible for many credits
- Consider if taxpayer can be "considered unmarried" for Head of Household status
- If the spouse's Social Security number is not available, the return must be paper filed

INJURED SPOUSE ALLOCATION

- Joint filer option when one spouse owes past-due debt
- Form 8379 allows the "injured spouse" to receive their portion of the federal refund
  - The "injured spouse" is the spouse that does not owe the past-due debt
- MN does not have an injured spouse program

HEAD OF HOUSEHOLD (HOH)

Taxpayer must meet these qualifications:

- Be unmarried or "considered unmarried"

  AND

- Pay more than ½ the cost of keeping up a home for the year

  AND

- Have a Qualifying Person that lived in the home for more than ½ the year

"CONSIDERED UNMARRIED"

- Married taxpayers can be "considered unmarried" and use the HOH filing status
- Rules to be "considered unmarried":
  - Will file a separate return
  - Paid over half the cost of keeping up the home
  - Did not live with spouse (last 6 months of the year)
  - Main home for their child, stepchild, or foster child for more than half the year
  - Eligible to claim an exemption for the child

QUALIFYING PERSON FOR HH

Unmarried

- A *Qualifying Child*
  - Lived with the taxpayer more than ½ the year
- A dependent parent
- A *Qualifying Relative* who:
  - Lived with the taxpayer more than ½ the year
  - Is <u>closely related</u> to the taxpayer

"Considered unmarried"

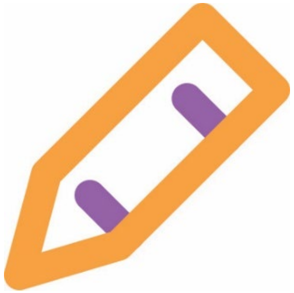
- Child, stepchild, or foster child who:
  - Lived with the taxpayer more than ½ the year
  - Taxpayer qualifies to claim the exemption for the child

FILING STATUS CHANGES

- Filing status is the first data entry in TaxSlayer
- Important to determine filing status BEFORE starting the return
- If the filing status is changed state returns are deleted
  - Information entered for the Minnesota M1 return will be deleted and information need to be re-entered
  - All information entered for Minnesota M1PR return will be deleted and need to be re-entered

P+P Manual pg. 49

ACTIVITY:
FILING STATUS QUIZ



OPEN YOUR P+P MANUAL TO PAGE 49

FILING STATUS QUIZ ANSWERS

1. Head of Household
   – Parents are qualifying people when living apart
2. Yes, Married Filing Separately
   – Scott is "considered unmarried" with a qualifying child and Kathy is not with no child
3. No
   – Robert is not a qualifying person for HH; not a Qualifying Relative
4. No
   – Trinity is not a qualify person for HH; not related to Chris
5. No
   – David is not a qualifying person for HH; not related to Mae
6. Yes
   – Amara is a qualifying person for HH; closely related to Abdullah
7. Married Filing Jointly
   – Joint filing permitted in the year of a spouse's death

P+P Manual pg. 7-8

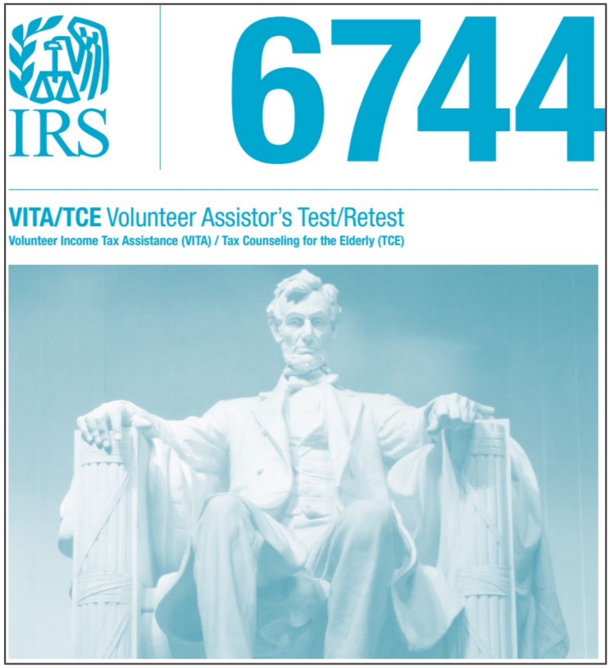
VOLUNTEER STANDARDS OF CONDUCT

VOLUNTEER STANDARDS OF CONDUCT (VSC)

- Six VITA volunteer standards of conduct
- Provide a shared ethical code for VITA sites across the nation
- Standards require volunteers to:
  - Not solicit payments or business from taxpayers
  - Conduct accurate, respectful, and professional work
  - Follow specific tax clinic procedures related to intake process and data security

IRS VSC CERTIFICATION TEST

- All volunteers must take the Volunteer Standards of Conduct test
- Standards of Conduct resources
  - Self-paced training on P+P training site
  - Overview in P+P manual
- Open book test so use your resources
- This test must be completed before you take your tax certification test



WRAP UP

NEXT STEPS AFTER BASIC B

- View self-paced online courses
  - preapareandprosper.moodlecloud.com
- Start answering questions for your certification tests using the Form 6744 booklet
  - Volunteer Standards of Conduct
  - Intake, Interview & Quality Review
- Attend Basic C: Income & Adjustments

PREPARE + PROSPER

THANK YOU!

PREPARE + PROSPER