

BASIC E: FORM M1PR & FINISHING A RETURN

TAX YEAR 2023

PREPARE + PROSPER

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



WELCOME BACK! SAY HI!

- (Re)introduce yourself to someone sitting near you
- Share your name (and your pronouns if you'd like)
- Share what you have found most interesting from training so far



BASIC E OVERVIEW



Form M1PR basics



Renters Refund



Homestead Credit



P+P financial services



Finishing a return



GOALS FOR TODAY

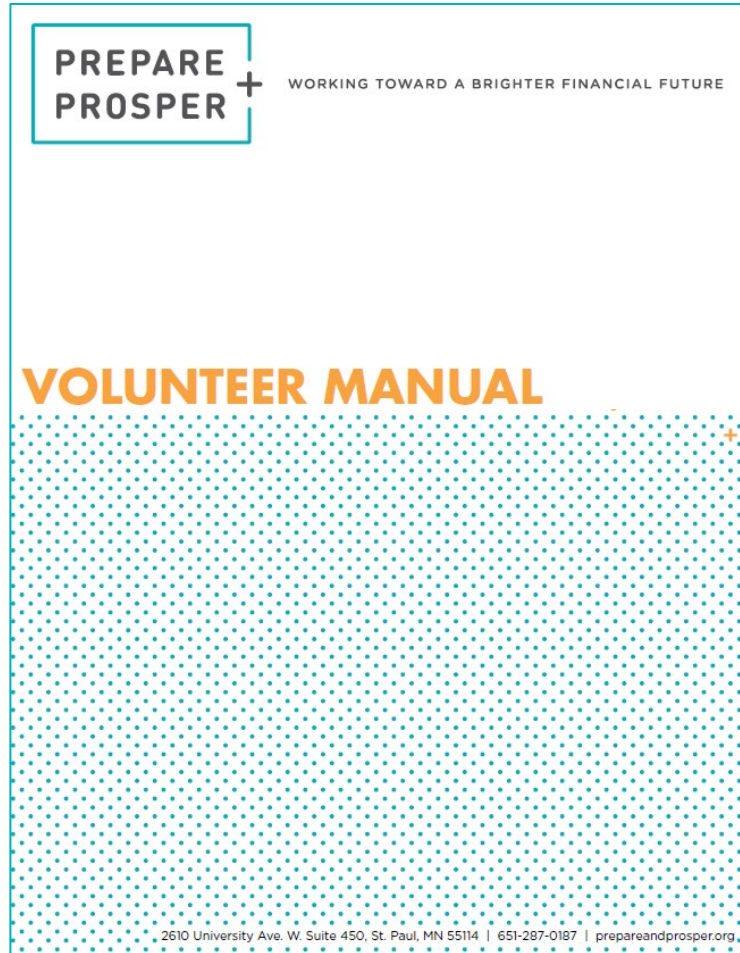
- You are aware of the qualifications for the Minnesota property tax refund.
- You know your role in connecting taxpayers to P+P's financial services.
- You understand the final steps in TaxSlayer for each return.
- You know what to look out for when helping taxpayers file prior year tax return.

**GROUP ACTIVITY:
DEAR IRIS REVIEW**



**USE SCENARIO SHEETS WITH
YOUR GROUP**

REMINDER: FOLLOW ALONG!



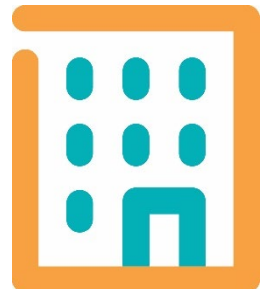
MINNESOTA HOMESTEAD CREDIT + RENTERS PROPERTY TAX REFUND

PREPARE + PROSPER



FORM M1PR OVERVIEW

- Form M1PR can be filed with or without an income tax return
- Credit calculated based on two main factors:
 - Household income
 - Property tax paid or rent paid
- Due date for filing is August 15th
 - Common to prepare it along with the income taxes
- Refunds are issued in the summer/fall



HOMEOWNER + RENTER INFO HANDOUT

PREPARE + PROSPER
651-287-0187
www.prepareandprosper.org

HOMEOWNER + RENTER INFO

If Prepare + Prosper (P+P) filed your federal + state income tax return, but you didn't have your 2023 Certificate of Rent Paid (CRP) or Statement of Property Taxes Payable in 2024, we can still complete and file your Property Tax Refund (also called the Renter's Property Tax Refund, "renter's rebate," or Homestead Credit Refund).

Please do the following:

- Answer all questions on the reverse side of this handout. We cannot complete the return unless ALL questions are answered.
- Mail, fax, or submit online via the QR link below, the reverse side of this handout with a copy of your CRP(s) and/or Property Tax Statement.

By mail:
Prepare + Prosper
Attn: tax department
2610 University Ave W, Ste 450
St. Paul, MN 55114

By fax:
Attn: tax department
651-287-0190
Don't forget to include both sides!

Online:

prepareandprosper.org/customer-tax-tools
- Wait for a copy of your completed forms to arrive by mail. Please note, we will prepare these returns AFTER April 15, 2024. The due date for your 2023 property return is August 15, 2025.

	<input type="checkbox"/> Renter	<input type="checkbox"/> Homeowner	<input type="checkbox"/> Mobile home owner
Required forms <i>(check all that apply)</i>	Your landlord is required by law to send you a completed Certificate of Rent Paid (CRP) by January 31. If you do not receive it, contact the landlord to request a copy be mailed to you. If your landlord refuses to give you a CRP, contact Minnesota Revenue after March 1, to request a Rent Paid Affidavit (see below).	The correct form for the 2023 return is the Property Tax Statement Payable in 2024 . The county mails this tax statement in March. A copy of your statement may be available online starting in March at your county website in the property tax section.	If you own your mobile home and rent the land on which it is located, you must <u>submit both the Property Tax Statement and a CRP to file</u> . Property tax statements for mobile home owners are generally mailed in June by your county.
Rent Paid Affidavit information	Gather this information before calling Minnesota Revenue to request a Rent Paid Affidavit (RPA) at 651-296-3781 or 1-800-652-9094. A return with an RPA must be paper-filed. (1) Landlord's name, address, and phone number (2) Address and county of rental unit (3) Your (spouse) Social Security Number(s) or Individual Taxpayer Identification Number(s) (4) Number of renters in the unit (5) Receipts with dates and amount of rent paid (include these if possible when filing) (6) Amount of rent subsidized (Section 8, HUD, etc.) (7) If the unit was an assisted living facility		

- For taxpayers to submit property tax refund information later
- Provide to the taxpayer if CRP or Property Tax Statement aren't available

HOUSING STATUS

- **Renter** – Certificate of Rent Paid (CRP)
- **Homeowner** – Property tax statement payable in 2024
- **Nursing Home or Adult Foster Care Resident** – Uses CRP and this status if they received benefits.
- **Mobile Home Owner** – Both CRP and Property tax statement
- **Renter *and* Homeowner** – Order matters!

EXAMPLE: HOME PURCHASE & HOME SALE

Claire bought a house

- House purchased in December of 2023
- Rented from January through November

Claire files as a **renter and a homeowner**.
Owned and lived in the home 1/2/2024.

Dana sold a house

- House sold in July of 2023
- Rented from July through December

Dana files as a **renter**.
Did not own or live in the home 1/2/2024.

MARRIED COUPLES

- Married taxpayers who lived together all year must file together
 - There is no MFS option for the M1PR
- Taxpayers who married or divorced/separated during the year have options:
 - File together
 - File separately and include the spouse's income for the period of time they lived together

ADDITIONS AND SUBTRACTIONS FOR FORM M1PR

- Form M1PR starts with federal AGI
- **Additions:** nontaxable household income
- **Subtractions:**
 - 65 or older
 - Person with a disability
 - Dependents
 - Retirement account contributions

FORM M1PR

DISABILITY DEFINITION

- Considered disabled by the Social Security Administration before the end of the year
 - Social Security Disability or SSI generally mean the taxpayer meets this qualification
- If no SSA determination, definition is:
 - Unable to work for at least 12 consecutive months because of a disability
- Blind taxpayers also meet the disability definition

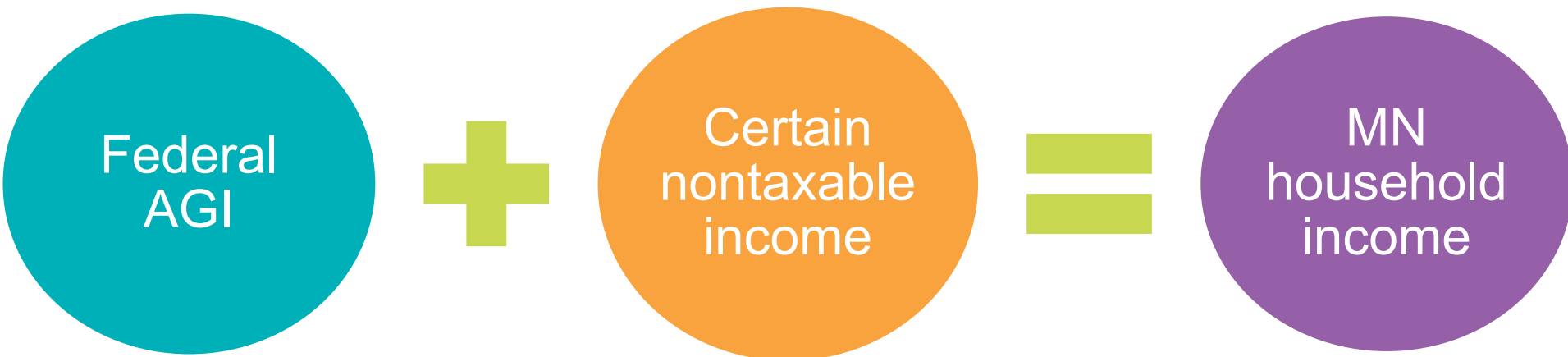


NONTAXABLE HOUSEHOLD INCOME



MINNESOTA HOUSEHOLD INCOME

- Nontaxable income must be used to calculate:
 - Renter's Property Tax Refund
 - Homestead Credit Refund for Homeowners



IMPACT OF HOUSEHOLD INCOME

- Property tax credits are based on household income
- Reporting correct income amounts reduces credits, but calculates them correctly
- Minnesota Department of Revenue reviews the income reported
 - Taxpayers may need to repay part a refund if it's calculated wrong when they file



NOT HOUSEHOLD INCOME

- Noncash benefits
 - SNAP (food support)
 - Fuel
 - Childcare assistance
- Child support
- Medicaid or medical care
- IRA rollovers
- Life insurance policy payments
- Property tax refunds
- Payments from someone else for the taxpayer's medical care
- Gifts or inheritances
- Dependent's income
- Nontaxable Holocaust settlement payments
- State income tax payments, not reported on federal return

PUBLIC BENEFITS

SSI

GA

MFIP

MSA

- Cash benefits are included in Household Income
- Benefits from the county may be reported on a verification letter
- Taxpayers can request a document from a case management team if needed

EXCEPTION TO A GENERAL RULE:

If the taxpayer knows the benefit amount, report benefits without a source document.

EVEN MORE NONTAXABLE INCOME

- Nontaxable scholarship amounts
- Nontaxable contributions to a retirement plan
- For homeowners – income of certain adults living in the home
- Workers' compensation
- HSA deduction
- Reduction in rent received for being a caretaker
- Nontaxable gain on the sale of a home
- Employer-paid dependent care benefits

MINNESOTA RENTERS PROPERTY TAX REFUND

PREPARE + PROSPER



RENTERS PROPERTY TAX REFUND

Taxpayers may be eligible for a refund of up to \$2,570, if that renter:

1. Has a household income of less than \$73,270;
2. Is not someone else's dependent;
3. Resided in a rental unit in 2023 that was subject to real estate taxes; **and**
4. Paid part or all the rent with the taxpayer's own funds

COMING IN TAX YEAR 2024

- Starting in tax year 2024, the credit will be part of the income tax return, Form M1
- Share this with renters using the talking points on the back of the customer envelope

IMPORTANT INFO FOR RENTERS!

Starting in 2025 when you file your 2024 taxes, you'll see changes to the Renter's Rebate. It will be issued earlier because your Minnesota tax refund will include your Renter's Rebate. Be prepared!

- You will need all your Certificates of Rent Paid (CRPs) when you file your federal and state income tax returns.
- There will not be a separate refund in the summer.
- If you only file for a Renter's Rebate, it will no longer be held until the summer. You can file as soon as you have all your CRPs, and your refund will be processed right after filing.

RENTER SITUATIONS

If...

A taxpayer and an adult dependent live together and the landlord issues 2 CRPs

Taxpayer rented two units during the same time period

Parent or guardian pays for their child's off campus rent

Then...

The taxpayer can claim the amounts from both CRPs

Cannot claim rent for more than 12 months, include the rent for the unit they lived in

No one qualifies to claim the credit

EXAMPLE: PRORATING RENT


- Terry received two CRP forms:
 - CRP 1: Jan 1 to April 30 and rent paid \$2,300
 - CRP 2: April 26 to Dec 31 and rent paid \$5,000
- Terry lived at the old unit through April 30, but started paying rent at the new unit on April 26
- Both units had rent of \$600 per month
- Prorate the rent to report remove the 5 days of overlapping time



Prorating	Rent used to calculate refund
$\$600 \text{ per month} / 30 \text{ days} = \20 per day	Rent used from CRP 1: \$2,300 (full amount)
$5 \text{ overlapping days} \times \$20 \text{ per day} = \$100$	Rent used from CRP 2: \$4,900 (5,000 - 100 for 5 day overlap)

CERTIFICATE OF RENT PAID (CRP)

- CRP shows basic property information and rent paid
- Landlords are required to issue CRP by January 31
- Rent is split equally between roommates regardless of actual amount paid by each renter



DEPARTMENT OF REVENUE

CRP, Certificate of Rent Paid



Renter/Unit Information

Renter First Name and Initial _____ Renter Last Name _____ Electronic Certificate Number (ECN) _____

Rental Unit Address _____ Unit _____ City _____ State _____ ZIP Code _____ County _____

Rented from (MM/DD/YYYY) to (MM/DD/YYYY) _____ Total Months Rented _____ Number of Adults Living in Unit _____

Property Information

Place an X if the property is: Adult Foster Care Assisted Living Intermediate Care Facility

Nursing Home Mobile Home Mobile Home Lot

Property ID or Parcel Number _____ Number of Units on This Property _____

Rent Details

A. Was any rent paid by medical assistance (Medicaid)? Yes No If yes, enter amount: A ■ _____

B. Did the renter receive housing support? Yes No If yes, enter amount: B ■ _____

Total Rent

1 Renter's share of rent paid 1 ■ _____

2 Caretaker rent reduction 2 ■ _____

3 Total rent (Add lines 1 and 2) 3 ■ _____

Property Owner

Property Owner Name _____ Daytime Phone _____

Property Owner Address _____ City _____ State _____ ZIP Code _____

Sign Here

I declare that this certificate is correct and complete to the best of my knowledge and belief.

Owner or Agent Signature _____ Date _____

Managing Agent Name, if Applicable (please print) _____ Daytime Phone _____

MISSING OR INCORRECT CRP

- Landlords occasionally refuse to issue or make corrections to a CRP
- Minnesota Department of Revenue can issue a Rent Paid Affidavit as an alternative to a CRP
- P+P Homeowner + Renter Info Handout has basic instructions for taxpayers


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By mail: Prepare + Prosper Attn: tax department 2610 University Ave W, Ste 450 St. Paul, MN 55114	By fax: Attn: tax department 651-287-0190	Online: 
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Don't forget to include both sides! prepareandprosper.org/customer-tax-tool

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- (1) Landlord's name, address, and phone number
- (2) Address and county of rental unit
- (3) Your (Spouse) Social Security Number(s) or Individual Taxpayer Identification Number(s)
- (4) Number of renters in the unit
- (5) Receipts with dates and amount of rent paid (include these if possible when filing)
- (6) Amount of rent subsidized (Section 8, HUD, etc.)
- (7) If the unit was an assisted living facility

NURSING HOME OR ADULT FOSTER CARE RESIDENT

- Special Form M1PR calculations are required for taxpayers meeting these qualifications:
 - Live in assisted living, nursing home, or adult foster care housing
 - Receive Medicaid housing assistance, SSI, MSA, or Housing Support (formerly GRH)



HOUSING SUPPORT

- Minnesota Housing Support is a rental assistance program formerly called Group Residential Housing (GRH)
- Renters receiving Housing Support use a special calculation to figure their renter's refund
- Commonly confused with other rental assistance
 - Landlords may incorrectly include Housing Support on the CRP as Section 8 or other housing grants
- Consult the P+P Volunteer Manual for interview questions when a CRP includes Housing Support

10 MINUTE BREAK



PREPARE + PROSPER

MINNESOTA HOMESTEAD CREDIT REFUND

PREPARE + PROSPER



HOMESTEAD CREDIT QUALIFICATIONS

A taxpayer may be eligible for a refund of up to \$3,310 if that taxpayer:

1. Has income of less than \$135,410 in 2023
2. Taxpayer is not a dependent
3. Owns **and** occupies a home on January 2, 2024
4. Lives in property classified as “homestead”
5. Does not owe delinquent property tax on the homestead

HOMESTEAD CREDIT FOR ITIN HOLDERS

- Starting in 2023, ITIN holders who own a home became eligible for homestead status
 - Must apply with the county property tax division
- Homestead status allows taxpayers to claim the property tax refund
 - Application must be approved by December 31, 2024, for taxpayers to claim the 2023 refund
 - If an application was approved by December 31, 2023, the taxpayer may also claim the 2022 refund



HOMEOWNER SITUATIONS

If...

A taxpayer experienced a foreclosure

Taxpayer was a part-year resident of Minnesota

Taxpayer lives in a co-op

Then...

The taxpayer does not qualify for a refund, because they no longer own the home

Enter household income from all states

Use the property tax statement from the co-op to file as a homeowner

CO-OWNERS AND CO-OCCUPANTS

- Refunds can only be claimed by one person who owns and lives in the home
 - Co-owners living together: one files and includes the income of the other
 - Co-owners living apart: person living in the home files with only their own income
- Homeowners living with other adults generally must include the income others
 - A co-occupant worksheet must be completed

MOBILE HOME OWNERS

- Often taxpayers own a mobile home but rent a mobile home lot
- Mobile home owners need:
 - 2024 property tax statement: usually available in June
 - 2023 CRP: usually available in January
- Refund is calculated differently from homeowners or renters
- A taxpayer may rent a mobile home and rent the lot, and then file as renter

PROPERTY TAX STATEMENT

- Need the Property Tax Payable in **2024** for 2023 M1PR
- Statements mailed out and available online in March
- Do not use proposed statements and valuation notices



Anoka County
 Jonell M. Sawyer, Division Manager
 Property Records and Taxation
 2100 3rd Avenue
 Anoka, MN 55303-2281
 www.anokacounty.us
 (763) 323-5400

Taxpayer(s): SMITH JOHN L
1234 ANYWHERE ST
ANOKA, MN 55303

Property I.D.: 03-01-01-01-1111
Property Description: LOTS 10 & 11 BLK D
 WATERVIEW HEIGHTS, SUBJ TO EASE OF RECORD

1234 ANYWHERE ST
 ANOKA, MN 55303

Owner(s): SMITH JOHN L

TAX STATEMENT		2024	
Values for Taxes Payable in			
Step 1	VALUES AND CLASSIFICATION		
	Taxes Payable Year		
	Estimated Market Value:	208,500	227,200
	Homestead Exclusion:	18,475	16,792
Step 2	Taxable Market Value:	190,025	210,408
	New Improvements:		
	Property Classification:	Res Hstd	Res Hstd
<i>Sent in March 2019</i>			
Step 3	PROPOSED TAX		
	Proposed Property Tax:	\$2,520.75	
<i>Sent in November</i>			
Step 3	PROPERTY TAX STATEMENT		
	1 st Half Taxes:	\$1,274.88	
	2 nd Half Taxes:	\$1,274.88	
	Total Taxes Due	\$2,549.76	

\$\$\$

REFUNDS?

You may be eligible for one or even two refunds to reduce your property tax.

Read the back of this statement to find out how to apply.

Taxes Payable Year:		2023	2024
1.	Use this amount on Form M1PR to see if you are eligible for a homestead credit refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible.	<input type="checkbox"/>	\$2,525.74
2.	Use these amounts on Form M1PR to see if you are eligible for a special refund.		\$2,378.63
Property Tax and Credits			
	Property taxes before credits		\$2,378.63
	Credits that reduce property taxes		\$2,525.74
	A. Agricultural and rural land credits	\$0.00	\$0.00
	B. Other credits	\$0.00	\$0.00
5.	Property taxes after credits	\$2,378.63	\$2,525.74
Property Tax by Jurisdiction			
6.	County		
	A. General county levy	\$671.35	\$725.32
	B. Regional rail authority	\$14.03	\$14.41
7.	County/municipal public safety system	\$9.23	\$9.15
8.	City or town	\$718.05	\$760.92
9.	State general tax	\$0.00	\$0.00
10.	School district: #11		
	A. Voter approved levies	\$499.00	\$483.36
	B. Other local levies	\$389.66	\$451.58
11.	Special taxing districts		
	A. Metropolitan special taxing districts	\$50.46	\$51.12
	B. Other special taxing districts	\$26.85	\$29.88
	C. Tax increment	\$0.00	\$0.00
	D. Fiscal disparity	\$0.00	\$0.00
12.	Non-school voter approved referenda levies	\$0.00	\$0.00
13.	Total property tax before special assessments	\$2,378.63	\$2,525.74
Special Assessments			
14.	Special Assessments		
	A. Solid waste management charge	\$24.02	\$24.02
	B. All other special assessments	\$0.00	\$0.00
	C. Contamination tax	\$0.00	\$0.00
15.	TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS	\$2,402.65	\$2,549.76

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SPECIAL PROPERTY TAX REFUND

The taxpayer may be eligible for a special property tax refund of up to \$1,000, if:

- The taxpayer owned and lived in the home on January 2, 2023 and January 2, 2024; and
- Net property tax increased by more than 12%; and
- The increase was more than \$100.

P+P FINANCIAL SERVICES

PREPARE + PROSPER



BOOST YOUR MONEY FORM

PREPARE + PROSPER

BOOST YOUR MONEY

Preferred name(s): _____
 (taxpayer) (spouse)

Phone number: _____ Email address: _____ Zip code _____

Check in on your financial health and build your financial well-being!

Check the boxes below to access free resources today or get referrals to other Prepare + Prosper (P+P) programs, or to one of our trusted partners.

PREPAID DEBIT CARD

The CFR Focus card is available regardless of credit or banking history. The card has no monthly fee or minimum balance required. It can be used for your tax refund and other deposits.

I want to open a CFR Focus card today for my refund to be direct deposited.

BANK ACCOUNTS

P+P FAIR Banking program offers checking and savings accounts with no overdraft fees or minimum balance requirements. They are available regardless of banking history (excluding bank fraud).

I want to make an appointment to open an account.

SAVE + WIN: Are you saving all or part of your federal or state refund? Enter our drawing to win \$100!

I want to save and enter for a chance to win \$100.

U.S. SAVINGS BONDS: You can build long-term savings by purchasing a U.S. savings bond for yourself or someone else using part of your federal tax refund.

I want more information about buying U.S. savings bonds.

FINANCIAL COACHING: Work with a P+P Money Mentors financial coach who will meet with you over a six month period to set a financial goal and develop a plan to reach it.

I want to work with a financial coach monthly to help me reach my financial goal(s).

CREDIT SERVICES: P+P can help you access your free credit report or (re)build your credit.

- I want to get a copy of my credit report today.
- I want to fill out a request form today to receive a copy of my free credit report by mail.
- I have little or no credit history and want to get more information about a credit builder loan.

PAYDAY LOAN HELP: Exodus Lending helps Minnesota families break the cycle of predatory loan debt with a refinancing program that has 0% interest and no fees.

I have a predatory loan and would like more information about Exodus Lending.



FREE FINANCIAL PLANNING: A Certified Financial Planner® is a financial expert who can meet with you for a free one-time consultation.

- I would like a financial planner to call me to set up an appointment to discuss:
 - Retirement savings or distribution options
 - Appropriate life insurance coverage
 - Opening a 529 College Savings Plan
 - Investing

FINANCIAL COUNSELING: LSS Financial Counselors are certified experts in helping people with issues like student loan repayment, credit card debt, and first-time homebuyer programs.

- I would like to meet with an LSS financial counselor regarding:
 - Student loans and/or understanding repayment options
 - Credit card debt
 - First time homebuyers information

CHILD SAVINGS ACCOUNTS (Saint Paul Residents Only): CollegeBound provides a college savings account with \$50 for each child who lives in Saint Paul and is born on or after January 1, 2020.

- I am a resident of Saint Paul and have a child born on or after Jan 1, 2020.
- I am currently expecting a child and live in Saint Paul.
- My child is already enrolled in CollegeBound.

I am not interested in any of the programs or services offered here.

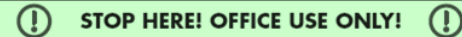
Consent to share information

By signing below, I give Prepare + Prosper consent to share the above contact information with the organization(s) I am requesting referrals for. This consent is valid for one year from today.

Signature: _____ Date: _____

Can we text you regarding your financial referrals*? Yes No

*We will never send any sensitive financial information or any personally identifiable information via text.



VOLUNTEER CHECKLIST: Follow this checklist for each service or referral that is of interest to the customer.

- Initial details:** I shared details of the referral or service and ensured the customer is eligible.
- Resources:** I provided a handout or brochure for each referral/service requested.
- Consents:** The customer signed the consent to share data for each referral/service requested.
- Financial Services Log:** I logged the customer information on paper financial services log.
- Tracking form:** I recorded the customer's name and the referrals/services requested in the online financial services tracking form www.tinyurl.com/fstracker2024
- Next steps:** I explained next steps for each referral/service requested.

Referral Notes (add to online tracking form)

FINANCIAL SERVICES OFFERED

- Customer Support Volunteers (CSVs) can help customers throughout the tax clinic process
- Key financial services offered:
 - Discussing financial plans and goals
 - Opening new accounts for direct deposit
 - Sharing information about savings and savings bonds
 - Referring to trusted financial organizations
 - Ordering credit reports

PREPARER ROLE IN FINANCIAL SERVICES

- Ensure the CSV connects with taxpayers
 - A completed Boost Your Money form is important for this connection
- Enter Savings Bond, split refund, and direct deposit information in TaxSlayer
 - Use the P+P tax intake sheet and Boost Your Money Form as a guide
 - Work with the taxpayer and the CSV for details
- Make sure savers get entered in Save + Win contest by talking to a CSV

CSV ROLE IN FINANCIAL SERVICES

- Collect the customer's Boost Your Money form
- Share expertise on products, services, and referrals that are available
- Check-in with customers about their financial situation
- Finalize all product offerings, contest entries, and referrals



NEW DIRECT DEPOSIT OPTIONS

- Many taxpayers use an account they already have to deposit their refund
- CSVs can connect people with a new direct deposit option if needed

Prepaid debit card	CSV opens during tax preparation. <i>Focus prepaid card offered by Community Financial Resources.</i>
Checking or savings account	Return is held until account is opened after the tax appointment. <i>Accounts offered by FAIR Banking, a P+P partnership with Sunrise Banks.</i>

SPLIT REFUND BASICS

- Federal tax refunds can be split into multiple accounts
 - Uses federal Form 8888
 - Enter in the E-file section of TaxSlayer
- Minnesota refunds cannot be split
 - MN refunds go into first account entered in TaxSlayer
- Makes saving part of a refund easy
 - Spend some now and save some for later



U.S. SAVINGS BONDS BASICS

- Purchase up to three U.S. savings bonds with a federal tax refund
 - Buy in increments of \$50
 - Uses Form 8888 on the federal tax return
- Long term, low risk investment earning interest for up to 30 years
 - Interest is generally higher than a savings account
- Get bonds in a loved one's name
 - Give the gift of savings
 - Buy up to two bonds for others

WHO SHOULD BUY SAVINGS BONDS?

Good fit

- Wants to save for a child's future
- Interested in a long-term, safe investment
- Wants to gift savings
- Can wait a year or more to access the funds

Not a good fit

- Wants to build emergency savings
- Dips into their savings frequently
- Is worried about losing the bond
- Does not have a federal refund

SAVE + WIN CONTEST

- **Save + Win** is a savings contest run by P+P
- Makes saving fun with the chance to win a prize
- Ways to save:
 - Put a full tax refund into a savings account
 - Split a federal tax refund to put some in savings
 - Buy a U.S. savings bond
 - Save a Minnesota renter's or homeowner's refund

HOW SUMMER SAVE + WIN WORKS

- **SAVE** \$50 or more into a savings account or buy a U.S. Savings Bond
- **ENTER** the contest by talking to a CSV and signing the Boost Your Money form
- **WIN** one of the weekly \$100 prizes (or stay in the drawing until summer tax preparation ends)

WHY IS SAVINGS IMPORTANT?

- Helps reach financial goals
- Provides a sense of security
- Offers financial freedom
- Save for a rainy day



Plant the seeds of a savings conversation and connect taxpayers to a customer support volunteer.

FINISHING A RETURN

PREPARE + PROSPER



VIEW & PRINT THE RETURN

Tax Return Summary

[View/Print Return](#) | [Prior Year Co](#)

Visit the Summary/Print section.

REASONS FOR NO EARNED INCOME CREDIT (EIC)

[There are No Qualifying Children Listed.](#)
[Your Earned Income is Greater than the Earned Income Tax Credit Limits.](#)
Your Adjusted Gross Income is Greater than the Earned Income Tax Credit Limits.
[Your Earned Income + Combat Pay is Greater than the EIC Limits.](#)


Print Results

Your return is ready to be printed. Please click the button below in order to view/print your 2020 Tax Return.
Direct Deposit information will be printed on your return once it has been accepted by the taxing authority, if applica

Print the return to a PDF.

[BACK](#) Last Checkpoint

Form 1040 page: [1](#) [2](#) [3](#) [4](#)

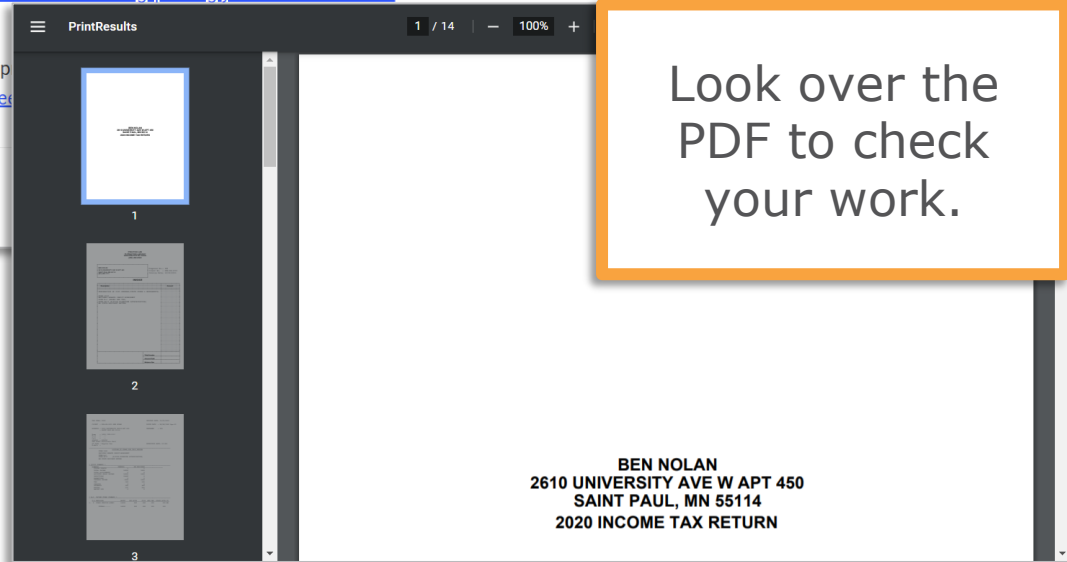
 [Print your 2020 Tax Return](#)

[Alternate Method for viewing/printing your 2020 Tax Return](#)

Look over the PDF to check your work.

Form **1040** Department of the Treasury—Internal Revenue Service
U.S. Individual Income Tax Return
Filing Status Single Married filing jointly
Check only one box. If you checked the MFS box, enter the person is a child but not your dependent.
Your first name and middle initial
BEN

Adobe Acrobat Reader is required to view/print your return.
• [Download the latest version of the free software.](#)



VALIDATION ERRORS

- TaxSlayer automatically checks a few things while completing a return
- Most validation errors must be resolved before a form can be saved
- Some validation errors, such as a missing form, will appear after the summary screen
- Resolve errors before sending for review



SAMPLE VALIDATION ERRORS

Errors Concerning Your Federal Return



The following errors concerning your Federal return were found.

Errors in red must be corrected.

Our records indicate the Health Insurance section is incomplete. Select Visit to correct this information.

Visit

Review yellow warnings. If it is accurate for the return situation, move on.

Warnings Concerning Your Federal Return



There may be an error on your federal return

Please take a moment to review the following before you continue

You indicated that you paid taxes to MN on your W-2, but you are not filing a MN state return. To add a state return, select the button below and follow the instructions to add your state return.

ADD STATE RETURN(S)

BACK

CONTINUE

STATE VALIDATION ERRORS

State Validation Errors

The following state returns will not be sent electronically at this time due to the errors listed below. You may still process and e-file any other returns you have prepared. However, the returns listed below will NOT be included. If you are able to fix the problem, please select the 'Make Corrections' button below. Once you have corrected the error, you can re-submit your return through the Efile Section.

If the problems indicated are ones that cannot be corrected, you will need to print your state return forms and you can print your state return(s) by clicking "View Return Summary" from the 1040 Main Menu.

Minnesota

* M1PR is not required to be filed if the Total Refund is Zero. Please remove the M1PR and file the M1 ONLY.

Minnesota

* Filing as a Renter but No Rent Information was entered.

Minnesota

* Filing as a Mobile Home Owner but neither

Minnesota

Form CRP or PROP Statement was entered.

MAKE CORRECTIONS

CONTINUE

PREPARE + PROSPER

Important to correct! State returns cannot be filed unless corrections are made.








Button does not move to the error. Visit the section using the left-hand navigation menu.

E-FILE SECTION

- E-file section is the final section of TaxSlayer
- Track important details about sending the return
- P+P only requires some of these sections

Practice Lab <<

Form Finder

-  Basic Information
-  Federal Section
-  Health Insurance
-  State Section
-  Summary/Print
-  E-file
-  2020 Amended Return

Return Details

Determine how the taxpayer wants to pay their taxes due or receive their refund.

Return Details

Fee Summary

Bank Account

State ID License

Taxpayer Consent

Custom Questions

Custom Credits

Submission Page

ERO *

EFIN *

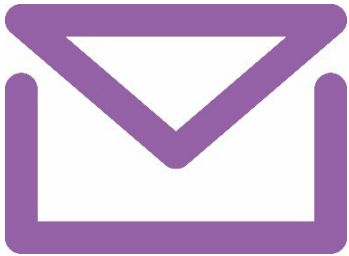
Federal return

How would the client like to send their tax return?



RETURN PROCESSING

RETURN TYPE – HOW TO SEND



Paper file: Sending the return by mail. Longer processing times.



E-file: Sending the return electronically to the IRS. Quicker processing times.

RETURN TYPE: REFUND OR BALANCE DUE

Refund

Customer receives money back when filing

Balance Due

Customer must make a tax payment when filing

Direct Deposit

Refund goes to a bank account

Paper Check

Refund comes as a check in the mail

Direct Debit

Balance due is withdrawn from an account

Mail a Payment

Balance due is paid later via mail or electronic means

ENTERING RETURN TYPES

- Final return type is a combination of:
 - How the return will be transmitted
 - How the taxpayer will get a refund or pay a balance
- Set a return type for each return the taxpayer has:
 - Federal
 - MN state
 - MN-M1PR

Federal return
How would the client like to send their tax return?

Federal refund - \$6,484 *

E-file: Direct Deposit ▾

Only transmit the state return(s)

State return
How would the client like to send their tax return?

MN state refund - \$1,886 * **MNM1PR state refund - \$1,932 ***

E-file: Direct Deposit ▾ E-file: Direct Deposit ▾

REFUND OPTIONS

1. Direct deposit
2. Split the refund
3. Purchase U.S. savings bonds
4. Receive a paper check
5. Apply it to 2024 taxes

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.


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.

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

DIRECT DEPOSIT DOCUMENTATION

- Documentation for routing and account numbers
 - Best practice: Have a document showing the routing and account number
 - Alternate option: Write numbers on page 4 of the P+P Tax Intake sheet
- Incorrect information can delay refunds by several weeks!



STOP HERE! THIS SECTION IS FOR TAX PREPARER USE!

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

Bank Account 1 Amount \$ _____ Refund Notes: _____

Same account for all refunds _____

Bank Account 2 Amount \$ _____ _____

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 type

Account 1 Account number: _____ Savings account

Account 2 Routing number: _____ Checking account

Account 2 Account number: _____

Account 2 type

Savings account

Checking account

ENTERING DIRECT DEPOSIT

Bank Accounts

Enter the taxpayer's bank account information for the account(s) they want the refund deposited into.

Bank Account 1
^

Bank Account Type *

Checking

Savings

Bank Name

X

Deposit Amount *

\$

Routing Number *

.....
🔍

Bank Account Number *

.....
🔍

Confirm Routing Number *

.....
🔍

Confirm Bank Account Number *

.....
🔍

PULL REFUND

- Indicate the account type
- Entering a bank name is **not** required
- Minnesota refunds go to the first account listed
- Savings bond entry is below the bank account entry

FILING WITH A BALANCE DUE

- Deadline for filing a return and paying a balance due is April 15, 2024
- Should file the return by the deadline even if unable to pay full balance
 - Avoid a failure-to-file penalty
 - Making a partial payment reduces interest and the failure-to-pay penalty



BALANCE DUE OPTIONS

Full or partial payments

- Direct debit
 - Set when filing the tax return
- Pay online
- Mail in a payment
 - Check or money order
 - Send with a payment voucher

Alternative options

- Set up a payment plan
- Consult with a Low Income Taxpayer Clinic for help with:
 - Options on a large balance
 - Balances causing a financial hardship

DIRECT DEBIT BASICS

- Direct debit can be a good option!
 - Easy to set up when filing
 - Funds come out of an account directly
 - Payment date can be set any time before April 15th
- Direct debit can be a challenging option!
 - Funds may come out when an account balance is low
 - Payment can happen at an unexpected time
 - May cause overdraft fees or inability to pay other important expenses on time





FINAL E-FILE SECTION STEPS

ENTERING CONSENTS

- P+P Permission to Use Your Information section from P+P tax intake sheet
 - Remember: returns cannot be e-filed if a taxpayer wishes to decline one of the P+P consents
- IRS intake sheet global carryforward consent
 - This can be declined, and the return can be e-filed

Form 15080 (October 2023)	Department of the Treasury - Internal Revenue Service Consent to Disclose Tax Return Information to VITA/TCE Tax Preparation Sites
<p>Federal Disclosure: Federal law requires this consent form be provided to you. Unless authorized by law, we cannot disclose information to third parties for purposes other than the preparation and filing of your tax return without your consent to the disclosure of your tax return information, Federal law may not protect your tax return information from further use or distribution.</p> <p>You are not required to complete this form to engage our tax return preparation services. If we obtain your consent to the disclosure of your tax return information, your consent will not be valid for 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.</p> <p>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 use in the next filing season. This means you will be able to visit any volunteer site using TaxSlayer to prepare your tax return populate with your current year data, regardless of where you filed your tax return this year.</p>	<p>PERMISSION TO USE YOUR INFORMATION</p> <p>Review the Prepare + Prosper (P+P) Permission to Use Your Information handout and the consents below.</p> <p><i>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.</i></p> <ul style="list-style-type: none"> • P+P may keep an electronic copy of my tax return for up to 6 years. <input type="checkbox"/> Yes <input type="checkbox"/> 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. <input type="checkbox"/> Yes <input type="checkbox"/> 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. <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Taxpayer signature _____ Date _____</p>

ENTERING CUSTOM QUESTIONS

Custom Questions

Answer any custom questions set up by your office.

Return Details Fee Summary Bank Account State ID License Taxpayer Consent **Custom Questions** Custom Credits Submission Page

10. REQUIRED A: What do you consider yourself? *

White, Non-Hispanic

11. REQUIRED B: What language do you primarily speak at home? *

English

12. REQUIRED C: Are you or a member of your household considered a person with a disability? *

Yes

13. REQUIRED D: What is your gender? *

Female

14. REQUIRED E: Enter email provided in the RETURN DETAILS section in the e-file section of TaxSlaye

I entered it!

15. REQUIRED F: Does the taxpayer want to receive text messages from Prepare + Prosper? *

Yes

16. REQUIRED G: Did the taxpayer put all or part of a refund into a savings account or purchase U.S. s

Yes

- Answers come from page 1 of the P+P tax intake sheet
- Only enter questions marked **REQUIRED**

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 American Sign Language
 Spanish Hmong
 Somali Vietnamese
 Oromo Karen
 Amharic Russian
 Not listed above, write in: _____

D. What is your gender?

Female
 Male
 Nonbinary
 Not listed above, write in: _____

SUBMISSION PAGE

PAPER FILE COPY

Share tax documents
Choose how to share tax documents with the client electronically

Receipt

Return Status Tag(s)
Select the tags below to sort returns from within the client list based on the predefined criteria below.

<input type="checkbox"/> Saver	<input type="checkbox"/> SE Clinic	<input type="checkbox"/> Power of Attorney (POA)
<input type="checkbox"/> Spanish	<input type="checkbox"/> ITIN application - paper return	<input type="checkbox"/> DONE-Paper return

[View all return tags](#)

Return review status

Transmit Return
E-file the completed tax return

Select one:

<input checked="" type="checkbox"/> Mark tax return ready for review
<input type="checkbox"/> Mark tax return as complete

- **Skip most sections on this page**
- Use the customized Return Tags when appropriate for the return
- After preparation mark the return **“Ready for Review”**

WRAP-UP AND PRE-SUMMER REMINDERS

PREPARE + PROSPER



VOLUNTEER CHECKLISTS

- Use the Preparer Checklist for every return
- Finish the Screening Checklist if the CSV 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 all people on the tax return.
- Income guidelines:** Total is within P+P limits:
 - o \$40k for single filers; \$60k for families
 - o More than \$10k of self-employment income - refer to SE clinic
- P+P scope:** No common out-of-scope issues.
 - o Renting property to another person
 - o Active military or national guard duty
 - o Driving a cab (not including Uber/Lyft)
 - o Cryptocurrency transactions
 - o 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 # _____

Notes from Screening or Preparation _____

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 MIPR, if needed.
- MIPR 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 MIPR 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 _____

TAXSLAYER ACCOUNTS

- You will have two TaxSlayer accounts
- **Practice Lab account**
 - Use for practice returns
 - Use to do your certification test
 - You created your username and password
- **TaxSlayer Pro Online account**
 - Use to prepare returns for taxpayers
 - Volunteer Resources Department will send your username to you



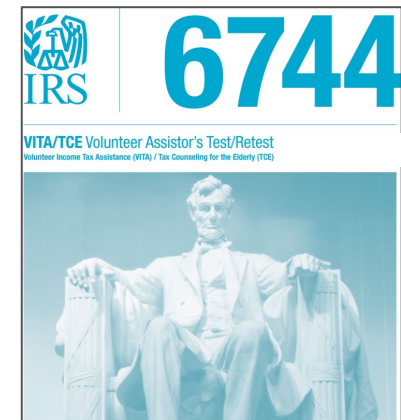
REMEMBER YOUR RESOURCES!

- You have tons of resources!
 - Managers
 - Other volunteers
 - Volunteer checklists
 - P+P volunteer tax manual
 - Pub 4012
 - Customer's intake paperwork
 - P+P volunteer website
 - prepareandprosper.moodlecloud.com



FINISH CERTIFICATION TESTS

- Tests must be completed before volunteering
- All preparers and reviewers must take these tests:
 - Volunteer Standards of Conduct
 - Intake/Interview and Quality Review
 - Basic tax law or Advanced tax law
- Test reminders:
 - Take the test online, but use the test booklet
 - No time limit, start and stop as needed
 - “Open book” tests -- use your resources
 - Prepare returns in the TaxSlayer Practice Lab
 - Retest option available if you don't pass



ATTEND SOFTWARE LAB

- Required for new volunteers
- Several practice tax returns
 - Helpful staff and experienced volunteers available
- Start your certification test if time allows



THANK YOU!

PREPARE + PROSPER

