Step 0 Intake + Interview 🡺 Filing Status, Dependency

# Interview Notes: (See also: General Notes)

1. George was a full-time student at a local college
2. Mary paid $144 in Student Loan interest during the tax year
3. The Browns paid $9,000 in rent while living in Dover through June (They had lived at the Dover address for many years)
4. The Browns moved in July when they inherited a house in Denville. They paid $4,534 in property taxes, but had no mortgage payments. According to the postcard from the tax office: – Block=50001, Lot=00002, Qualifier is blank.
5. Henry started receiving his pension from Fidelity this year
6. Neither Henry or Mary are Veterans.
7. The Browns filed for and are eligible for a Homestead Benefit property tax credit





Step 1 Basic Information

| **TP Form / Note** | **TS Screen** | **Notes** |
| --- | --- | --- |
| SS Card | Start a New 2017 Tax ReturnAvailable Taxpayer Profiles | Ignore the ProfilesSelect “Enter Social Security Number” at the bottom of the screenEnter the TP SSN twice and “Start Return” |
| Intake Sheet | What is your filing Status? | Answer: Filing Status: Married filing jointContinue |
| SS Card Intake SheetG-Note 2 | Personal Information  Taxpayer Information Spouse Information Address & Phone Number | TS: Enter all information using “Caps Lock” Hint: Use Name and SSN from SS card. (Not Intake Sheet)Hint: SSN format YYY-00-0752TS: Birth date can be entered using drop down menu or filling in the field. TS: Check any of the “Check here” questions that apply – TS: Spouses last name auto populates when field is selected. Change if required.TS- Check presidential election campaign fund for SPTS: Enter Zip code- TaxSlayer fills in city and state. Correct if requiredTS: Enter New Jersey as the Resident StateTS: Select Continue |
| Intake SheetG-Note 2, 3 | New Jersey Return | Hint: Begin NJ Checklist TS: Select Municipality from drop down menu (Listed by county). Start typing Morris to quickly scroll downTS: Answer question regarding dependent Health Insurance. Answer is Yes. TS: Select Yes or No for the Gubernatorial Election Fund. See Intake Sheet page 3 and General Note 3. No for TP, Yes for SP.TS: Five Digit Pin for TP and SP is automatically selected TS: Select Continue |
| I-Note 1 | Dependents or Qualifying Person(s)Do you have any Dependents or Qualifying Person(s) to claim on your return? | TS:  Answer is “Yes”. |
|  | Dependent/Qualifying Child Information | Add dependent informationHint: Use name and SSN from SS card (Not Intake Sheet)TS: Last name auto populates. Change if requiredAnswer: SSN format = YYY-00-0752Check the “Check if” questions that applyAnswer: Both dependents are full time students, but only George is over 18 and a full time student at an eligible educational institutionAdd second dependent informationHint: Susan’s last name is Cox. Make the change.TS: Select “Continue” |

**Federal AGI: 0 Federal Refund: 0 NJ Refund Amount: 0**

Step 2 SSA-1099

|  |  |  |
| --- | --- | --- |
| **TP Form / Note** | **TS Screen** | Notes |
| SSA-1099 | Federal SectionIncomeIRA/Pension Distribution Form 1099-R/RRB/SSA- BeginSocial Security Benefits/RRB-1099 -Begin | Enter SSA-1099 Data Hint: Use TP4F Scratch Pad to document Medicare Parts B, C, D. Insert total in “Taxpayer’s Medicare Premiums”. Amount = $1889TS: Continue, Continue |



**Federal AGI: 0 Federal Refund: 1,333 NJ Refund Amount: 0**

Step 3 W-2 Green Grass Golf

|  |  |  |
| --- | --- | --- |
| W-2Green Grass Golf | Left Menu - IncomeWages & Salaries Form W-2Begin | Hint: Henry Brown W-2Hint: Make corrections so that information matches the information on the W-2. TP address shown on the TS W-2 should match the paper W-2Hint: Use EIN 70-9000752Hint: If the name and address of the employer come up after inputting the employer Identification Number, check that the information is correct Hint: Always round up for amounts ending in .50Hint: Box 14 NJ Codes are selected from drop down menu. All other entries in box 14 are lumped under “Other”Hint: If NJ State EIN auto populates, check to be sure it is correctTS: Click Save & Enter Another |



 **Federal AGI: 15,100** **Federal Refund: 7,924 NJ Refund Amount: 2,216**

Step 4 W-2 Joe’s Bar & Grill

|  |  |  |
| --- | --- | --- |
| **TP Form / Note** | **TS Screen** | Notes |
| W-2 Joe’s Bar & Grill | Add W-2 Statement | Hint: W-2 for Mary BrownHint: Make corrections so that information matches the information on the paper W-2* Change address on TS W-2 to match paper W-2

Hint: Use EIN 70-8000752Hint: If the name and address of the employer come up after inputting the employer Identification Number, check that the information is correct TS: Certain characters are not allowed for E-File (#, ‘). TS will remove them once the form is savedHint: Check boxes 3-7 for correct entriesHint: Always round up for amounts ending in --.50Hint: Box 14 NJ Codes are selected from drop down menu. All other entries in box 14 are lumped under “Other”Hint: If NJ State EIN auto populates, check to be sure it is correctTS: Click continue NJ warning TS: Click Continue |



 **Federal AGI: 41,335 Federal Refund: 4,743 NJ Refund Amount: 800**

Step 5 Interest 1099-INT

|  |  |  |
| --- | --- | --- |
| **TP Form / Note** | **TS Screen** | Notes |
| 1099-INTNational City Bank | Left Menu - IncomeInterest and Dividend Income, Form 1099-INT/ 1099-DIV - BeginInterest or Dividend Income -BeginInterest Income, Form 1099-INT,Form  1099-OID….. -ContinueContinue | Hint: Select for TaxpayerEnter values that applyContinue  |



**Federal AGI: 41,823 Federal Refund: 4,587 NJ Refund Amount: 755**

Step 6 Dividends 1099-DIV

|  |  |  |
| --- | --- | --- |
| **TP Form / Note** | **TS Screen** | Notes |
| 1099-DIVDreyfus | Add an Interest and DividendsDividend Income, Form 1099-DIVContinue | Hint: Select for TaxpayerEnter values that applyContinue |



**Federal AGI: 43,174 Federal Refund: 4,302 NJ Refund Amount: 641**

Step 7 1099-R

|  |  |  |
| --- | --- | --- |
| **TP Form / Note** | **TS Screen** | Notes |
| 1099-RFidelity Investments | Left Menu -Federal Section- IncomeIRA/Pension Distribution Form 1099-R / RBA, SSA – EditAdd or edit a 1099-R-Begin | Hint: “This 1099-R is for HenryHint: EIN – 70-5000752Hint: Make corrections so that information matches the information on the 1099-RHint: Taxable amount defaults to Gross Distribution Amount. Adjust as required. TS: You do not have to select a State for income to go to the State return.TS: Continue  |



**Federal AGI: 51,462 Federal Refund: 2,311 NJ Refund Amount: 94**

Step 8 Unemployment 1099-G

|  |  |  |
| --- | --- | --- |
| **TP Form / Note** | **TS Screen** | Notes |
| 1099-GNJ Dep of Labor | Left Menu- Federal Section - IncomeUnemploymentCompensation Form 1099-G Box 1 – BeginAdd or Edit a 1099-G - Begin | TS: This 1099G worksheet is for the: SpouseHint: Phone number not requiredHint: State information not requiredContinue |



 **Federal AGI: 58,950 Federal Refund: 1,782 NJ Refund Amount: 94**

Step 9 Student Loan Interest

|  |  |  |
| --- | --- | --- |
| **TP Form / Note** | **TS Screen** | **Notes** |
| I-Note 2 | Left MenuFederal Section – DeductionsEnter MyselfAdjustments - BeginStudent Loan Interest Deduction - Begin | Enter Student Loan Interest AmountContinue to Deductions |

 Mary paid $144 in Student Loan interest during the tax year

**Federal AGI: 58,806 Federal Refund: 1,805 NJ Refund Amount: 94**

Step 10 Itemized Deductions – Taxes You Paid

|  |  |  |
| --- | --- | --- |
| **TP Form / Note** | **TS Screen** | **Notes** |
| I-Note 4 | Left Menu-Federal Section -Deductions – Enter MyselfItemized Deductions – BeginTaxes You Paid - Begin | Enter real estate taxes paid Go to ADD SALES TAX WORKSHEET and enter ZIP Code and 365 days living in NJContinue back to Deductions |
|  | Continue back to Deductions-Compare Deductions – Begin | Check to see if using itemized deductions or standard deductions- Standard Deduction= 13,950 Itemized Deductions – 5,383Continue |

The Browns moved in July when they inherited a house in Denville. They paid $4,534 in property taxes but had no mortgage payments.

**Federal AGI: 58,806 Federal Refund: 1,805 NJ Refund Amount: 94**

Step 11 Compare Standard vs Itemized Deductions

|  |  |  |
| --- | --- | --- |
| **TP Form / Note** | **TS Screen** | **Notes** |
|  | Federal SectionDeductionsEnter MyselfCompare Deductions - Begin | Check to see if using itemized or standard deductions.  Itemized = 5,383Std = 13,950Hint: You can view Schedule A (Itemized Deductions) by clicking on the Print Icon next to Itemized Deductions in the Deductions Menu. Continue  |

**Federal AGI: 58,806 Federal Refund: 1,805 NJ Refund Amount: 94**

Step 12 Health Insurance

|  |  |  |
| --- | --- | --- |
| **TP Form / Note** | **TS Screen** | **Notes** |
| G-Note 2 | Left Menu-Health InsuranceStart Questionnaire | Answer questions in the Health Insurance Section |

Every person on the return had health insurance that met Minimum Essential Coverage rules for the entire year. They did not purchase it through the marketplace.

**Federal AGI: 58,806 Federal Refund: 1,805 NJ Refund Amount: 94**

Step 13 New Jersey Return

|  |  |  |
| --- | --- | --- |
| **TP Form / Note** | **TS Screen** | **Notes** |
| I-Note 3,4,6,7G-Note 2,3,4 |  State Return –EditBasic Information - EditCredits* Property Tax/Deduction-Begin
 | Hint: Use the NJ Checklist to enter NJ itemsHINT: Check Basic Information SaveHint: Use scratch pad at TP4F to determine the proper value for Property Tax PaidHint: Property Taxes Paid = (rent\*.18) + Property taxes paid * (9,000\*.18) + 4,534 = $6,154

Hint: Taxpayer meets Property Tax Eligibility RequirementsHint: Taxpayer was a homeowner in 2017Hint: Brown filed for homestead benefit Hint: Enter the Block and Lot numbersHint: County Property Located in Denville.Save back to the beginning of the State Return |

The Browns paid $9,000 in rent while living in Dover through June (They had lived at the Dover address for many years)

The Browns moved in July when they inherited a house in Denville. They paid $4,534 in property taxes but had no mortgage payments. According to the postcard from the tax office: – Block=50001, Lot=0002, Qualifier is blank.

The Browns filed for and are eligible for a Homestead Benefit property tax credit

County Property located in: Morris-Denville

They had no out-of-state purchases on which they did not pay Use tax

**Federal AGI: 58,806 Federal Refund: 1,805 NJ Refund Amount: 201**

 Step 14 Prepare for e-file

|  |  |  |
| --- | --- | --- |
| Intake SheetG Note 5 | Left Menu – e-file –  | TS – Clear up any diagnostic messages (if any)TS: Select Federal Return Type “E:file: Direct Deposit” NextTS: No entries in Fees section except for Client email address TS – Pin numbers for e-file are automatically selected NextTS: Select State Refund Type “E:file: Direct Deposit” NextTS: Enter Bank Information – Name of Bank not required. Deposit amount is required. Click “PULL REFUND” NextTS: Skip Third Party Designee Info NextTS: Consent to Disclose Tax Return Information – Check DENY and enter 5 digit pin ( any 5 digit number) and date for TP and SP NextTS – Questions – Answer questions from Intake sheet Part VII, lines 5.6 and 7 NextTS: Skip TP ID Information ScreenSaveYou are Done |

They want to handle any state refund / amount due like their federal refund / amount due



**Federal AGI: 58,806 Federal Refund: 1,805 NJ Refund Amount: 201**