| **Step** | **Form/Note**  | **TSO Navigation Path / Screen Line** | **Learning Points** |
| --- | --- | --- | --- |
| **0** | **Intake Sheet** |  |  |
|  | SS Cards |  | On Intake/Interview Sheet, change first name of taxpayer to Stephen, which is name on Social Security card. Note that all SS cards show a middle initial |
|  | Notes | Dependent Section, grey-shaded area labeled "To Be Completed by Certified Volunteer Preparer" | Fill in shaded area on Page 1, based on info in Notes: - Question 1 – NO  - Question 2 – NO - Question 3 – YES - Question 4 – YES - Question 5 – YESBased on these answers & Pub 4012 (Page C-5), Wanda can be claimed as a Qualifying Child for dependency |
|  | Notes |  | Since Paula's vision is less than 20/200 in both eyes, she is considered legally blind  |
|  | Notes in Step 16 | Health Care Coverage Section, gray-shaded area labeled “To Be Completed by Certified Volunteer Preparer” | Based on your client interview, you should fill in shaded area in Section VI for Health Care Coverage. You can then modify as needed when you complete the TSO Health Insurance section (Step 16)Enter Stephen on taxpayer line and check MEC Entire Year boxEnter Paula on spouse line and check MEC Entire Year boxEnter Wanda on dependent line; under Part Year MEC, circle February through June and September through December; under Exemption, circle January; under Notes write, “SRP for July and August – only 1 short-term coverage gap exemption” |
| **1** | **Intake Sheet** |  | **Basic Information** |
|  | Part II | Basic Information \ Filing Status | Use Chart on 4012 Page B-8 or TSO Filing Status Wizard to determine filing status. Click on appropriate circle - MFJ NOTE: If you use TSO Wizard, you must still manually click circle; TSO will not automatically populate based on filing status it determines |
|  | Part I | Basic Information \ Personal Information | TSO automatically populates spouse's last name the same as taxpayer's |
|  |  |  | To enter a date, choose from drop-down menu or type without leading zeroes |
|  |  |  | Enter current street address & zip code; TSO will automatically populate city & state. TSO will also default populate the same state as the resident state as of 12/31 of the tax year. If taxpayer has moved, change the resident state. TSO uses this to start the correct state return  |
|  | Part VII | Basic Information \ Personal Information | Check box that taxpayer wishes to contribute $3 to the Presidential Election Campaign Fund; do not check for spouse |
|  |  | Start of NJ Return | Based on the state selected as the resident state as of 12/31, TSO automatically starts the NJ return by asking you 4 basic questions: |
|  | Part I |  | * Municipality Code - Since Pluckemin is not listed in the drop-down menu, use the NJ Municipality Code Lookup Tool on TaxPrep4Free.org Preparer page to determine the proper township for Pluckemin (Somerset-Bedminster Twp)
 |
|  | Notes |  | * Dependent's Health Care Coverage - Answer YES to indicate that dependent has health care coverage as of now. It does not matter if she did not have coverage all of last year for this NJ question (See ACA information)

This info is not used for income tax purposes; it is used to identify and reach out to residents who are uninsured to make them aware of the availability of health care coverage under the Medicaid and NJ FamilyCare Programs |
|  | Notes |  | * Gubernatorial Elections Fund - Answer YES to indicate that Stephen wishes to contribute to the Gubernatorial Elections Fund; answer NO for Paula
 |
|  |  |  | * NJ PINs - Enter any 5-digit PIN for taxpayer and spouse; does not have to be the same as Federal PINs. You do not have to remember these PINs
 |
|  |  |  | Once the NJ return has been started, TSO automatically displays a refund monitor for both the Federal and the state as information is entered and saved |
|  | Part IPart VIINotes | NJ Checklist* Municipality Code Row
* Health Insurance for Children Row
* Gubernatorial Elections Fund Row
* Part Year Resident Row
 | Do not enter any other information in the TSO State section until you have finished all the Federal and Health Insurance inputs. Instead, as you go through the Federal section, note any information where NJ tax law requires different handling from the Federal. Capture that info on the NJ Checklist. You will then use the Checklist to enter items in the TSO State section laterCapture the information for the Municipality Code, Health Insurance, Gubernatorial Elections Fund, and Part Year Resident rows now. Even though you have already entered this information into TSO as you started the return, it is good to document it on the Checklist for the Quality Reviewer **SEE WORK PRODUCT – NJ CHECKLIST** |
|  | Part IINotes | * Disabled Row
 | Since neither Stephen nor Paula is disabled, circle NO for both on the NJ Disability row in the Basic Information section for entry later in the State sectionAlso enter NO for both on the Disability Status row in the Subtractions from Income Section**SEE WORK PRODUCT – NJ CHECKLIST** |
|  | Part II Notes | * Number of Dependents Under Age 22 that Attended College Full Time row
 | The Hales do not have any dependents under age 22 attending college so just enter 0 on this line on the NJ Checklist so Quality Reviewer knows you considered this **SEE WORK PRODUCT – NJ CHECKLIST** |
|  | Part II | Basic Information \ Dependents/Qualifying Person | Enter information about Stephen's sister, WandaTSO automatically populates Wanda's last name as Hale, the same as taxpayer’s. Change her last name to WintersEnter Sister and 12 months lived in homeCheck box that this person was disabled |
| **2a** | **Prior Year Return** |  | **State Income Taxes Paid** |
|  |  | Federal section \ Deduction \ Enter Myself \ Itemized Deductions \ Taxes You Paid | Search for "State" in the Search box at the top of the Main Menu. Choose "Go to Form Additional Paid State Tax now" |
|  |  | Additional State and Local Income Tax | During the 2016 tax year, the Hales paid $203 for the balance due with their 2015 NJ return, as well as $42 they owed from their NJ return from 3 years ago. Both of these amounts can be claimed as itemized deductions on Sch A Line 5a State and Local Income Tax on their 2016 Federal return (the year they paid). Use a scratch pad on TaxPrep4Free.org Preparer page to calculate the total amount of taxes they paid in 2016 ($203 + 42) **SEE WORK PRODUCT – SCRATCH PADS** Enter $245 as Additional State and Local Income Tax. TSO transfers to Sch A Line 5a |
| **2b** | **Prior Year Return** |  | **Capital Loss Carryover** |
|  |  | Federal section \ Income \ Capital Gain and Losses (Schedule D) \ Other Capital Gains Data (including Capital Loss Carryover) |  |
|  |  | Long Tem Loss Carryover from 2015 | Since the Hales’ return was not prepared at an AARP site last year, we have to manually enter the capital loss carryover from their prior year returnEnter $12,454 as the long-term carryover amount (Enter as positive number) |
| **3** | **1099-R** |  | **1099-R for Acme Pensions** |
|  |  | Federal section \ Income \ Enter Myself \ IRA/Pension Distributions (1099-R, RRB-1099-R, SSA-1099) \ Add or Edit a 1099-R |  |
|  | Payer's Name & AddressPayer Federal ID # | Payer Information | Enter Payer's Federal ID # (EIN). TSO populates name & address if in database. Always check to make sure it matches printed 1099-R; address can frequently change. Make necessary corrections. If TSO does not populate name & address, type it in |
|  | Recipient's Name & Address | Whose 1099-R is this? | Check that the 1099-R is for Stephen  |
|  |  | Recipient Information | TSO populates Stephen's name & address info from the Basic Information section. If printed 1099-R info is different, make necessary changes |
|  | Box 1 | Gross Distribution | Enter gross distribution amount ($23,793) |
|  | Box 2a | Taxable Amount | Box 2a is not populated on the 1099-R form. However, TSO automatically populates the amount from Box 1 in Box 2a. Since the 1099-R does not show any employee contributions in Box 9b, the full amount of the pension is taxable. Therefore, just leave Box 2a as isTSO transfers the taxable amount in Box 2a to 1040 Line 16b and to NJ 1040 Line 19aSince Stephen is eligible for a Pension Exclusion on Line 27a, and this is his 1099-R, $20,000 of his pension income will be excluded from taxation |
|  | Box 4 |  | Enter the Federal income tax withheld ($2,379). TSO transfers to 1040 Line 64 |
|  | Box 7 | Distribution Code | Enter code 7 for normal distributionThe IRA box should not be checked |
| **4a** | **CSA 1099-R** |  | **CSA 1099-R for Office of Personnel Management** |
|  |  | Federal section \ Income \ Enter Myself \ IRA/Pension Distributions (1099-R, RRB-1099-R, SSA-1099) \ Add or Edit a 1099-R | Add another copy of Form 1099-R IRA/Pension Distribution(s) by clicking on Add a Form 1099-R IRA/Pension Distribution(s) line |
|  | Payer's Name & AddressPayer Federal ID # | Payer Information | Enter Payer's Federal ID # (EIN). TSO populates name & address if in database. Always check to make sure it matches printed 1099-R; address can frequently change. Make necessary corrections. If TSO does not populate name & address, type it in  |
|  | Recipient's Name & Address | Whose 1099-R is this? | Check that the 1099-R is for Stephen  |
|  |  | Recipient Information | TSO populates Stephen's name & address info from the Basic Information section. If printed 1099-R info is different, make necessary changes |
|  | Box 1 | Gross Distribution | Enter gross distribution amount ($18,625) |
|  | Box 2a | Taxable Amount | Since the taxable amount is not shown on the 1099-R and Stephen made contributions to his pension, you must determine how much of the pension is taxable. If you do not know how much of his contributions Stephen has been able to exclude in the past, it is easier to use the Bogart Annuity Calculator on the TaxPrep4Free.org Preparer page to do this calculation |
|  |  | Bogart Annuity Calculator Data Entry | Enter 02/01/2009 as the annuity starting dateEnter annuitant's birth date (01/02/1938)Since this is a joint or survivor annuity, enter spouse's birth date (02/03/1957)TSO calculates that the combined age for the survivor annuity is 122Enter $18,625 as the gross distribution from the 1099-R Box 1Enter $15,984 as the total annuity contributions from Box 9bClick on the "Click here to calculate" button |
|  |  | Bogart Annuity Calculator Results | Since Stephen only received 11 months of his pension during his first year, the calculator determines that he excluded $567 of his contributions in 2009. For each year from 2010-2015, he received 12 months of pension and excluded $619 a year.The calculator also determined that the taxable amount of this year's distribution is $18,006. Enter that amount in Box 2a **SEE WORK PRODUCT – ANNUITY CALCULATOR** |
|  |  |  | TSO transfers the taxable amount of $18,006 to 1040 Line 16b & to NJ 1040 Line 19a (both totals now $41,799) |
|  | Box 4 | Federal Income Tax Withheld | Enter the Federal income tax withheld ($1,862). TSO transfers to 1040 Line 64 (total is now $4,241) |
|  | Box 7 | Distribution Code | Enter 7 as the distribution code - normal distribution |
|  | Box 9b | Total Employee Contributions | Enter the total employee contributions ($15,984) |
|  | Box 10 | State Income Tax Withheld | Enter the NJ income withheld ($700). TSO transfers to NJ 1040 Line 48  |
|  |  |  | Use a scratch pad on TaxPrep4Free.org Preparer page to calculate the excludable amount of the distribution that is not taxable this year ($18,625 – 18,006) **SEE WORK PRODUCT – SCRATCH PADS**Since Stephen was able to exclude $619 from his gross distribution, you have to enter that amount on NJ 1040 Line 19b as excludable pension. Note the amount on the Adjustments to Line 19b row in the Income Subject to Tax section of the NJ Checklist for later entry in the TSO State Section **SEE WORK PRODUCT – NJ CHECKLIST** |
| **4b** | **CSA-1099-R** |  | **Schedule A - Medical Deductions** |
|  |  | Federal section \ Deductions \ Enter Myself \ Itemized Deductions \ Medical and Dental Expenses |  |
|  |  |  | Box 5 on a 1099-R may contain the current year's amount of employee contributions or insurance premiums. On a CSA 1099-R, Box 5 contains the amount that the employee contributes to his health insurance premiums. This amount can be deducted as a medical expense on Sch AEnter $2,300 as a medical and dental insurance expense  |
|  |  |  | The Federal refund did not change when you entered the medical expenses because the Hales are still using the standard deductionThe NJ refund changed because TSO now calculated medical expenses on NJ 1040 Line 30. TSO calculates the amount that is greater than 2% of NJ Gross Income ($21,799 x .02 = $436). It further calculates an allowable NJ medical expense deduction of $1,864 ($2,300 - 436) on NJ 1040 Line 30. Due to this medical deduction, the NJ refund went up by $26 |
| **5** | **1099-R** |  | **1099-R for Acme IRAs** |
|  |  | Federal section \ Income \ Enter Myself \ IRA/Pension Distributions (1099-R, RRB-1099-R, SSA-1099) \ Add or Edit a 1099-R | Add another copy of Form 1099-R IRA/Pension Distribution(s) by clicking on Add a Form 1099-R IRA/Pension Distribution(s) line |
|  | Payer's Name & AddressPayer Federal ID # | Payer Information | Enter Payer's Federal ID # (EIN). TSO populates name & address if in database. Always check to make sure it matches printed 1099-R; address can frequently change. Make necessary corrections. If TSO does not populate name & address, type it in |
|  | Recipient's Name & Address | Whose 1099-R is this? | Check that the 1099-R is for Paula  |
|  |  | Recipient Information | TSO populates Paula's name & address info from the Basic Information section. If printed 1099-R info is different, make necessary changes |
|  | Box 1 | Gross Distribution | Enter gross distribution amount ($1,000) |
|  | Box 2a | Taxable Amount | TSO automatically transfers the gross amount from Box 1 into Box 2a as the taxable amount ($1,000). If the taxable amount should be something different, you must manually change it Since this is an IRA distribution (Box 7), TSO transfers the taxable amount to 1040 Line 15b (total is just $1,000, since the other 1099-Rs are on pension Line 16) & to NJ 1040 Line 19a (total now $42,799 for all 3 1099-Rs) |
|  | Box 4 | Federal Income Tax Withheld | Enter $100 as the Federal tax withheld. TSO transfers to 1040 Line 64 (total now $4,341) |
|  | Box 7 | Distribution Code | Enter code 7 for a normal distributionCheck box for IRA/SEP/SIMPLE to indicate that this is a distribution from an IRA |
|  |  |  | Paula took this IRA distribution in November. If she had taken it in June, she would have been younger than 59½. That means she would have been subject to a 10% early withdrawal penalty. The Federal refund would have decreased due to the additional tax due. The NJ refund would not have changed since NJ does not have an early withdrawal penalty  |
|  |  |  | In this step, the Hales' taxable income goes up by $1,000 and their Federal income taxes withheld goes up by $100. Since their taxable income is $12,549, they are currently in the 10% tax bracket ($0 - 18,550), so they owe $100 more tax on the $1,000 income. That was the amount withheld. Therefore, there is no change in the Federal refund |
| **6** | **SSA-1099** |  | **SSA-1099 for Social Security** |
|  |  | Federal section \ Income \ Enter Myself \ IRA/Pension Distributions (1099-R, RRB-1099-R, SSA-1099) \ Social Security Benefits/RRB-1099 |  |
|  | Box 5 | Taxpayer's Social Security Benefit | Enter $15,972 as Stephen's SS benefit. Always enter the amount from Box 5. It will be in pink on a real SSA-1099 TSO transfers to 1040 Line 20aSince Social Security is not taxable for NJ, nothing is transferred to the NJ 1040 |
|  |  |  | TW calculates that $9,217 of the Social Security is taxable on 1040 Line 20b (based on 1/2 of the Social Security + other gross income on 1040). If other income changes, TSO will re-calculate the taxable part of Social Security as needed |
|  | Box 6 | Taxpayer's Federal Tax Withheld | Enter $550 as Federal Tax withheldTSO transfers to 1040 Line 64. Total Federal tax withheld is now $4,891 |
|  | Description box | Taxpayer's Medicare Premiums | Use a scratch pad on TaxPrep4Free.org Preparer page to calculate the total amount of Medicare premiums ($1,385 + 810 = $2,195) **SEE WORK PRODUCT – SCRATCH PADS**Enter $2,195 as Stephen's Medicare premiums |
|  |  |  | TSO includes the Medicare premiums as a Sch A itemized medical deduction. Even though they are included, they do not show on the medical deduction screen |
|  |  |  | Social Security income is not taxable for NJ. However, medical expenses over 2% of NJ Gross Income on Line 28 can be claimed as a deduction on Line 30. TSO calculates the 2% ($22,799 x .02 = $456). It then subtracts the 2% from the total medical expenses so far ($2300 from the CSA 1099-R + 2195 from the SSA-1099 = $4,495 - 456 = $4,039) to determine the amount of medical expenses to claim. The medical deduction causes NJ Taxable Income and Refund to change |
| **7** | **K-1** |  | **K-1 for Acme Partners** |
|  |  | Federal section \ Income \ Enter Myself \ Other Income \ K-1 Earnings \ Sch K-1 (Form 1065) |  |
|  | Box F | Whose K-1 is this? | Check that the K-1 is for Stephen  |
|  | Boxes B&A | Partnership's Name | Enter Acme Partners as the partnership's name |
|  |  | Partnership's EIN | Enter Partnership's EIN. TSO populates address if in database. Always check to make sure it matches printed K-1; address can frequently change. Make necessary corrections. If TSO does not populate address, type it in |
|  |  |  | Check box that says, "This K-1 is from a Passive Entity" |
|  |  |  | Check box that says, "All Investment is At-Risk" |
|  |  |  | Click Continue |
|  | Box 6a | Ordinary Dividends | Enter $474 as ordinary dividends TSO transfers to 1040 Line 9a & NJ 1040 Line 16  |
|  | Box 6b | Qualified Dividends | Enter $101 as qualified dividendsTSO transfers to 1040 Line 9b |
|  | Box 7 | Royalties | Enter $976 as royaltiesTSO automatically creates a Sch E & transfers $976 to Line 4 as royalties income. It then transfers that amount to 1040 Line 17 & NJ 1040 Line 22 |
|  | Box 8 | Net Short-Term Capital Gain (Loss) | Enter $72 as net short-term gainTSO transfers to Sch D Line 5 |
|  | Box 9a | Net Long-Term Capital Gain (Loss)  | Enter 218 as net long-term gain |
|  |  |  | TS uses the $218 to offset part of the long-term loss that was carried over from last year ($-12,454). The net on Sch D Line 15 is now a $-12,236 lossCombining the short-term gain with the long-term loss produces a net loss of $-12,164 on Sch D Line 16Since the maximum you can claim in any one year is a $-3,000 loss to offset other income, TS transfers $-3,000 to 1040 Line 13TS then populates the rest of the loss ($-9,164) on Line 13 of the Capital Loss Carryover Worksheet as a long-term capital loss for next yearNJ does not allow you to carryover a loss from last year. Therefore, NJ 1040 Line 18 is now $290 ($72 in short-term gain + $218 in long-term gain from the K-1) |
|  | Box 18a | Tax Exempt Interest Income | Click Continue twice to get to Line 18AEnter $31 as exempt interest incomeTSO transfers to 1040 Line 8b & NJ 1040 Line 15b  |
|  |  |  | As of 11/24/2017, there appears to be a bug in TSO. Taxable interest from Sch K-1 Box 5 is not transferring to NJ 1040 Line 15a. Therefore, we purposely did not include taxable interest on the Sch K-1 |
| **8a** | **1099-INT** |  | **1099-INT for Acme Brokerage Statement (Interest only)**  |
|  |  |  | In the Federal section of TSO, you must enter Federal taxable interest income on a separate screen from Federal tax-exempt interest |
|  |  | Federal section \ Income \ Enter Myself \ Interest and Dividends (1099-INT, 1099-DIV) \ Interest or Dividend Income \ Interest Income, Form 1099-INT |  |
|  | Payer's Name & Address | Payer's Name | Enter Acme Brokerage as payer's name |
|  | Recipient's Name & Address | Taxpayer, Spouse, or Joint | Check that the interest was paid to Stephen, the taxpayer  |
|  | Line 1 | Interest Income (Line 1) | Enter $125 for taxable interestTSO transfers to Sch B Line 1, to 1040 Line 8a (total now $125) & to NJ 1040 Line 15a (total now $125) |
|  | Line 3 | Interest on U.S. Savings Bonds and Treasury obligations (Box 3) | Enter $506 as taxable interest on U.S. Savings Bonds (Not tax-exempt for Federal unless it is used for education expenses)TSO transfers to Sch B Line 1 & to 1040 Line 8a. Total Federal taxable interest is now $631 |
|  |  | Amount of Interest on U.S. Savings Bonds and Treasury Obligations that you want subtracted from your state return | Interest on U.S. Savings Bonds is not taxable in NJEnter $506 as the amount to subtract from the NJ 1040 taxable incomeChoose NJ from the drop-down menuTSO transfers to NJ 1040 Line 15b for tax-exempt interest (total $537), instead of Line 15a for taxable interest (total still $125) |
|  | Line 4 | Federal Tax Withheld (Box 4) | Enter $50 for Federal tax withheldTSO transfers to 1040 Line 64. Total Federal tax withheld is now $4,941 |
| **8b** |  | Federal section \ Income \ Enter Myself \ Interest and Dividends (1099-INT, 1099-DIV) \ Interest or Dividend Income \ Tax Exempt Interest Income, Form 1099-INT, Box 8 or Form 1099-DIV, Box 10 | Click on Add an Interest or Dividends line to add another Interest and Dividends form. Click on Tax Exempt Interest Income, Form 1099-INT, Box 8 or Form 1099-DIV, Box 10 to enter Federal tax-exempt interest |
|  | Payer's Name & Address | Payer's Name | Enter Acme Brokerage as payer's name |
|  | Recipient's Name & Address | Taxpayer, Spouse, or Joint | Choose Taxpayer from the drop-down menu since the tax-exempt interest is for Stephen  |
|  | Line 8 | Interest Income | Enter $338 as Federal tax-exempt interestTSO transfers to 1040 Line 8b (Total now $369) |
|  | Line 8New Jersey Muni Bond line under Interest Detail |  | To determine how much of the Federal tax-exempt interest is taxable for NJ, you must examine the detail behind the tax-exempt interest. Interest on NJ bonds are tax-exempt for NJ as well as for the Federal. Therefore, for the NJ Muni Bond, you do not have to do anything special for the NJ return once you have entered the Federal tax-exempt interestTSO transfers $149 to NJ 1040 Line 15b. Total NJ tax-exempt interest is now $686 |
|  | Line 8NY Muni Bond line under Interest Detail | Taxable State Interest Item | Interest on municipal bonds from states other than NJ are taxable for NJ even though they are tax-exempt for the Federal. Therefore, click on Edit Interest Items under Taxable State InterestChoose New Jersey from the drop-down menu as StateChoose Taxpayer from the drop-down menu as OwnerEnter $189 as the amount that should be added as taxable interest for NJTSO transfers to NJ 1040 Line 15a. Total NJ taxable interest is now $314 |
| **8c** |  | Federal section \ Other Taxes \ Alternative Minimum Tax (Form 6251) | Search for AMT or 6251 in the search box at the top of the main menuClick on Go to Form Alternative Minimum Tax now |
|  | Line 9 | Interest from Specified Private Activity Bonds Exempt from the Regular Tax | Interest from private activity bonds is not normally taxable. However, it is taxable for the Alternative Minimum TaxEnter $4 for the specified private activity bond interestIf the taxpayer now owed AMT on 1040 Line 45, the return would become Out of Scope |
| **9a** | **1099-DIV** |  | **1099-DIV for Acme Brokerage Statement (Dividends only)** |
|  |  | Federal section \ Income \ Enter Myself \ Interest and Dividends (1099-INT, 1099-DIV) \ Interest or Dividend Income \ Dividend Income, Form 1099-DIV | Click on Add an Interest or Dividends line to add another Interest and Dividends form. Click on Dividend Interest Income, Form 1099-DIV to enter taxable dividends |
|  | Line 1a | Ordinary Dividends | Enter $232 as ordinary dividendsTSO transfers to Sch B Line 5, to 1040 Line 9a (total now $706), & to NJ 1040 Line 16 (total now $706) |
|  | Line 1b | Qualified Dividends | Enter $125 as qualified dividendsTSO transfers to 1040 Line 9b (total now $226) |
|  | Line 2a | Capital Gain to Schedule D | Enter $69 as capital gains distributionTSO transfers to Schedule D Line 13 & to NJ 1040 Line 18 |
|  | Line 3 | Nondividend Distributions | Enter $32 as nondividend distributionsNondividend distributions are return of capital. They are not taxable when they are distributed, but they should be entered into TSO anyway. They should be subtracted from the cost basis when the investment is sold |
|  | Line 4 | Federal Income Tax Withheld | Enter $80 as Federal income tax withheldTSO transfers to 1040 Line 64. Total Federal tax withheld is now $5,021 |
|  | Line 6 | Foreign Tax Withheld | Enter $44 as foreign tax paidTSO transfers to 1040 Line 48  |
| **9b** |  | Federal section \ Income \ Enter Myself \ Interest and Dividends (1099-INT, 1099-DIV) \ Interest or Dividend Income \ Tax Exempt Interest Income, Form 1099-INT, Box 8 or Form 1099-DIV, Box 10 | Click on Add an Interest or Dividends line to add another Interest and Dividends form. Click on Tax Exempt Interest Income, Form 1099-INT, Box 8 or Form 1099-DIV, Box 10 to enter Federal exempt-interest dividends |
|  | Payer's Name & Address | Payer's Name | Enter Acme Brokerage as payer's name |
|  | Recipient's Name & Address | Taxpayer, Spouse, or Joint | Check that the interest was paid to Stephen, the taxpayer  |
|  | Line 10 | Interest Income | Enter $400 as exempt interest dividends received from a regulated investment company (mutual fund) TSO transfers to 1040 Line 8b. Total Federal tax-exempt interest is now $769  |
|  |  |  | Look at the Exempt-Interest Dividends detail to determine if the federal exempt- interest dividend is treated the same or differently for NJ. The rule is that interest attributable to NJ bonds held by mutual funds is only tax-exempt in NJ if the mutual fund is a “NJ Qualified Investment Fund” (has 80% or more of its investments in obligations that are exempt from NJ income tax - New Jersey will usually be part of fund name). See instructions for NJ 1040 Line15b and GIT-5 for more details, as well as NJ Special Handling document on TaxPrep4Free Page 2  |
|  | Line 10 Select US General Fund |  | The Select US Tax-Exempt Fund is not a NJ Qualified Investment Fund since it is not NJ specific. Therefore, the exempt interest attributable to NJ is taxable (10%-$20), as well as the part attributable to all other states (60%-$120), together totaling 70% ($140). The only part that is tax exempt on the NJ return is the part attributable to the US obligations, which includes the District of Columbia, Puerto Rico, and US possessions (30%-$60)  |
|  | Line 10 Select NJ Qualified Fund |  | The Select NJ Qualified Fund is considered a "NJ Qualified Investment Fund," so the exempt interest attributable to NJ obligations (70%-$140) is tax exempt, along with the part for US obligations (23%-$46). Only the part attributable to all other states (7%-$14) is taxable |
|  |  | Taxable State Interest Item | Click on Add Interest Items under Taxable State Interest to add the amounts that are taxable for NJChoose New Jersey from the drop-down menu as StateChoose Taxpayer from the drop-down menu as OwnerUse a scratch pad on TaxPrep4Free.org Preparer page to calculate the amount that should be added as taxable for NJ **SEE WORK PRODUCT – SCRATCH PADS** Enter $154 ($140 + 14)TSO transfers the taxable interest to NJ 1040 Line 15a. Total NJ taxable interest is now $468 (Step 8 $631 - 506 + 189 = 314 + Step 9 $140+14=154)TSO transfers the tax-exempt interest to NJ 1040 Line 15b. Total NJ tax-exempt interest is now $932 (Step 7 $31 + Step 8 $506 + 149 = 655 + Step 9 $60 + 186 = 246) |
| **9c** |  | Federal section \ Other Taxes \ Alternative Minimum Tax (Form 6251) | Search for AMT or 6251 in the search box at the top of the main menuClick on Go to Form Alternative Minimum Tax now |
|  | Line 9 | Interest from Specified Private Activity Bonds Exempt from the Regular Tax | Interest from private activity bonds is not normally taxable. However, it is taxable for the Alternative Minimum TaxThere is no way to add another AMT form, so you must just edit the form you started in Step 8c. Add $22 for the specified private activity bond interest dividends. Total is now $26If the taxpayer now owed AMT on 1040 Line 45, the return would become Out of Scope |
| **10** | **1099-B** |  | **Brokerage Statement for Acme Brokerage (Capital Gains/Losses Only) - 1099-B** |
|  |  | Federal section \ Income \ Enter Myself \ Capital Gain and Losses (Schedule D) \ Capital Gains and Loss Items |  |
|  | Description | Description of Property | Enter 50 ZACO (# of shares + symbol of stock) as description of property |
|  | Date Acquired | Date Acquired | Enter 9/1/1994 as date acquired |
|  | Date Sold | Date Sold | Enter 5/10/2016 as date sold |
|  | Proceeds | Sales Price | Enter $3,462 as sales price |
|  | Basis Not Reported | Select Cost Basis Type | Choose 1099-B, Box 3 Cost Basis NOT Reported to the IRS from the drop-down menu  |
|  | Cost or Other Basis |  Cost | Enter $3,181 as cost basis |
|  |  | Adjustment to Gain or Loss | No adjustment to profit/loss needed |
|  |  |   | TSO calculates a long-term gain of $281 |
|  |  |  | Click Save and Enter Another |
|  | Description | Description of Property | Enter 100 ZACO (# of shares + symbol of stock) as description of property |
|  | Date Acquired | Date Acquired | Enter 9/1/1994 as date acquired |
|  | Date Sold | Date Sold | Enter 10/20/2016 as date sold |
|  | Proceeds | Sales Price | Enter $7,226 as sales price |
|  | Basis Not Reported | Select Cost Basis Type | Choose 1099-B, Box 3 Cost Basis NOT Reported to the IRS from the drop-down menu  |
|  | Cost or Other Basis |  Cost | Enter $6,362 as cost basis |
|  |  | Adjustment to Gain or Loss | No adjustment to profit/loss needed |
|  |  |   | TSO calculates a long-term gain of $864 |
|  |  |  | Click Save and Enter Another |
|  | Description | Description of Property | Enter 65 ZAI (# of shares + symbol of stock) as description of property |
|  | Date Acquired | Date Acquired | Click on Alternate Option for date acquired. Choose Inherited - Long Term from drop-down menu |
|  | Date Sold | Date Sold | Enter 10/20/2016 as date sold |
|  | Proceeds | Sales Price | Enter $5,663 as sales price |
|  | Basis Not Reported | Select Cost Basis Type | Choose 1099-B, Box 3 Cost Basis NOT Reported to the IRS from the drop-down menu  |
|  | Cost or Other Basis |  Cost | Enter $7,222 as cost basis, the Fair Market Value of the stock on the date Stephen's uncle died |
|  |  | Adjustments to Gain or Loss | Enter $97 as a positive adjustment to the loss for this sale |
|  |  | Adjustment Explanation | This shows a code W in the Adjustment Code column. Check Pub 4012 Page D-26 to see that this indicates a wash sale. A wash sale means that Stephen sold a security at a loss, but he purchased something substantially identical within 30 days before or after the sale. Therefore, he was not allowed to claim the lossChoose Nondeductible Loss From a Wash Sale from the drop-down menu as the adjustment explanation  |
|  |  |  | TSO calculates a long-term loss of $-1,462 ($5,663-7,222+97) |
|  |  | Click Continue |  |
|  |  | **8949 with Code E Checked** | **Long-Term Capital Gains with No Cost Reported to IRS** |
|  |  |  | TSO transfers all the long-term capital gains transactions with no cost basis reported to the IRS |
|  |  | **Sch D** | **All Capital Gains Transactions** |
|  |  | Line 9 | TSO transfers totals from 8949 with Code E Checked (Sales Price $16,351, Cost $16,765, Adjustments to Gain or Loss $97, Gain or Loss $-317) |
|  |  |  | Prior to this step, Sch D already had a net loss of $-12,095 on Sch D Line 16. Adding the $-317 from this step results in $-12,412 on Line 16. Since the maximum loss allowed on 1040 Line 13 is $-3,000, which was already there from prior steps, the extra loss is just added to the loss carryover to next year ($-9,412). The Federal refund does not change |
|  |  |  | NJ does not allow carryover loss. Therefore, the capital loss from this step ($-317) is just combined with the short-term gain from the K-1 ($72) + the long-term gain from the K-1 ($218) + the capital gains distribution from the 1099-DIV ($69). The total ($42) is transferred to NJ 1040 Line 18Since the loss in this step decreases the amount of NJ capital gains and, thus, NJ taxable income, the NJ refund increases by $4 |
| **11** | **1099-B** |  | **Brokerage Statement for Acme Brokerage (Capital Gains/Losses Only) - Part 2 - 1099-B** |
|  |  | Federal section \ Income \ Enter Myself \ Capital Gain and Losses (Schedule D) \ Capital Gains and Loss Items  |  |
|  |  |  | You are allowed to consolidate a number of 1099-B transactions, instead of entering each one separately, as long as the transactions are all in the same category. Since all these transactions are the same 1099 code D (long-term transactions with cost reported to IRS), you can consolidate all of them and just report the totals. You would need to enter a separate line for the consolidation of each other 1099 Code grouping (A, B, E). Also, since the cost basis on all these transactions has been reported to the IRS, there is no need to mail in copies of the brokerage statement and Forms 8949 |
|  | Description | Description of Property | Enter Acme Brokerage as description of property |
|  | Date Acquired | Date Acquired | Click on Alternate Option under dated acquired. Choose Various - Long Term from the drop-down menu |
|  | Date Sold | Date Sold | Enter 12/31/2016 as date sold (just use the last day of the year as sell date for consolidated transactions) |
|  | Proceeds | Sales Price | Enter $18,360 as sales price |
|  | Basis Reported to IRS | Select Cost Basis Type | Choose 1099-B, Box 3 Cost Basis Reported to the IRS from the drop-down menu  |
|  | Cost or Other Basis |  Cost | Enter $8,000 as cost basis |
|  |  | Adjustments to Gain or Loss | Enter $0 as adjustment to gain or loss (or just leave blank) |
|  |  | Adjustment Explanation | Choose Reporting Multiple Transactions on a Single Row (Code M) from the drop-down menu as the adjustment explanation  |
|  |  |   | TSO calculates a long-term gain of $10,360 |
|  |  | **8949 with Code D Checked** | **Long-Term Capital Gains with Cost Reported to IRS** |
|  |  |  | TSO transfers the long-term consolidated capital gains transaction with the cost basis reported to the IRS |
|  |  | **Sch D** | **All Capital Gains Transactions** |
|  |  | Line 8b | TSO transfers totals from 8949 with Code D Checked (Sales Price $18,360, Cost $8,000, Gain or Loss $10,360) |
|  |  | **1040 Line 13** | **Capital Gain/Loss** |
|  |  |  | Prior to this step, Sch D had a net loss of $-12,412 on Sch D Line 16. Adding the $10,360 gain from this step results in $-2,052 on Line 16. TSO transfers this to 1040 Line 13. There is no longer any carryover to next year |
| **12** | **W-2G** |  | **W-2G for New Jersey Lottery** |
|  |  | Federal section \ Income \ Enter Myself \ Other Income \ Gambling Winnings (W-2G) | This step only deals with gambling winnings. Any offsetting gambling losses are dealt with in the Itemized Deductions section (For 2017, TSO is planning to allow you to enter gambling losses on the W-2G screen) |
|  | Winner's Name & Address | This W-2G Issued To: | Click that the W-2G is for Paula |
|  |  | Payee's Address | TSO populates Paula's address info from the Basic Information section. If printed W-2G info is different, make necessary changes |
|  | Payer's Name & AddressPayer Federal ID # | Payer's ID # | Enter Payer's Federal ID # (EIN). TSO populates name & address if in database. Always check to make sure it matches printed 1099-R; address can frequently change. Make necessary corrections. If TSO does not populate name & address, type it in |
|  | Box 1 | Gross Winnings | Enter $10,000 as gross winnings. Since the Federal taxes gross gambling winnings, TSO transfers $10,000 to 1040 Line 21 and populates GAMBLING WINNINGS as the Other Income Type |
|  |  |  | NJ does not tax lottery winnings less than or equal to $10,000 in one instance. Since this lottery winnings is exactly $10,000, it is not taxable for NJYou should note this information on the NJ Checklist in case there are other gambling winnings later in the problem. You would need this data in order to calculate the net gambling winnings for entry later in the State section. Note +$10,000 on the Total Gambling Winnings row and then -$10,000 on the NJ Line 23 - Gambling Winnings row as NJ Lottery Winnings (<=10,000). If there are no other gambling winnings, then you would not enter anything as the net taxable winnings in the State section **SEE WORK PRODUCT – NJ CHECKLIST** |
|  | Box 2 | Date Won | Enter 7/15/2016 as date won |
|  | Box 3 | Type of Wager | Enter LOTTERY as type of wager |
|  | Box 4 | Federal Tax Withheld | Enter $2,000 as the Federal tax withheld. Total is now $7,021 |
| **13** | **Notes** |  | **New Jersey Estimated Payments** |
| **13a** | **NJ Estimated Payment for 2015** | Federal section \ Deductions \ Enter Myself \ Itemized Deductions \ Taxes You Paid \ Edit  |  |
|  |  | Prior Year 4th Quarter State Estimates paid after 12/31/2015 | Since the last quarter NJ estimated tax payment for 2015 was paid at the beginning of January 2016, you can claim $50 as an itemized deduction for 2016 as State income tax on Schedule A Line 5aEnter $50 as the 4th quarter estimated tax payment for 2015 paid in 2016 |
| **13b** | **NJ Estimated Payments for 2016** | Federal section \ Payments & Estimates \ State Estimated Payments  |  |
|  |  | Estimated State Tax Paid on(4/15/2016) | Enter the $60 estimated tax payment made on 4/14/2016 |
|  |  | Estimated State Tax Paid on(6/15/2016) | Enter the $60 estimated tax payment made on 6/15/2016 |
|  |  | Estimated State Tax Paid on(9/15/2016) | Enter the $60 estimated tax payment made on 9/11/2016 |
|  |  | Estimated State Tax Paid ON or BEFORE(12/31/2016) | Enter the $70 estimated tax payment made on 12/28/2016. Make sure that you put it on the line for a payment made before 12/31/2016 so that TSO can properly handle the transfers to the 1040s |
|  |  | State Name | Choose New Jersey from the drop-down menu |
|  |  |  | TSO transfers the total of the amounts applied to 2016 NJ taxes ($250), no matter when paid, to NJ 1040 Line 50 |
|  |  |  | TSO also transfers $300 to Sch A Line 5a as State Income Taxes paid in 2016 (no matter what tax year they are for). Total itemized deductions are now $1,245 |
| **14a** | **Notes** |  | **Deductions - Medical & Dental Expenses** |
|  |  | Federal section \ Deductions \ Enter Myself \ Compare Deductions  | Before you start to enter the rest of the Hales’ itemized deductions, check that the total of their itemized deductions so far is $1,245. You can do this by looking at the Compare Deductions screen, which compares the family’s standard deductions vs. itemized deductionsNOTE: The Compare Deductions amount does not seem to update until you click Continue enough times to take you from the Deductions section to the Other Taxes section. Then go back to Deductions. Keep this in mind if you want to check the Itemized Deductions total after each sub-step |
|  |  | Federal section \ Deductions \ Enter Myself \ Itemized Deductions \ Medical & Dental Expenses | The IRS allows you to deduct qualified medical expenses that exceed 10% of your AGI or 7.5% if you or your spouse is 65 or older(it is 10% for everyone in 2017 tax year)NJ allows you to deduct qualified medical expenses that exceed 2% of NJ Gross Income  |
|  | Medicare – Parts B and D |  | Medicare premiums were already entered when the Social Security SSA-1099 was entered. The premiums are included in medical expenses, but they do not show up on the Medical Deductions screen |
|  | Insurance Paid by Office of Personnel Management |  | The medical insurance premiums shown on the CSA 1099-R from the Office of Personnel Management in Box 5 were already entered as Medical and Dental Insurance in Step 4b |
|  | Insurance Policy from HealthCare. gov |  | Paula purchased a Marketplace policy (Step 16). These premiums can also be claimed as medical expenses. However, in order to determine the correct amount to claim, you must first calculate the amount of Premium Tax Credits that the Hales are entitled to. Therefore, you must wait until Step 16b to enter these medical expenses |
|  | Doctor Co-Pays and Deductibles | Amounts Paid to Doctors/Dentists | Enter $300 as doctor bills |
|  | Long Term Care (LTC) Insurance | Qualified Long-Term Care Premiums | Click on Add Premiums button under Add/Edit Long-Term Care Premiums.Choose Paula from the drop-down menu. Be sure to choose the correct person, since allowable LTC premiums are based on attained ageEnter $1,800 as total premiums paidBased on Paula's attained age as of 12/31/2016, she is in the age bracket of more than 50 but not more than 60. Therefore, the maximum deduction that she can claim for LTC premiums is $1,460  |
|  |  |  | Total allowable medical expenses are now $6,255 (total of Medicare premiums + insurance from Office of Personnel Management CSA-1099-R + co-pays + allowable LTC premiums) |
|  |  |  | TSO calculates the amount that is greater than 7.5% of Federal AGI, since Henry is age 65 or older ($66,636 x .075 = $4,998). If both spouses were under 65, they could only claim medical expenses greater than 10% of AGI  |
|  |  |  | TSO calculates an allowable Federal medical expense deduction of $1,257 ($6,255 – 4,998 = $1,257). If AGI changes due to later entries and when Marketplace premiums are added, TSO re-calculates the medical deduction automatically |
|  |  |  | Itemized Deductions on Compare Deductions screen are now $2,502 vs. a Standard Deduction of $15,100. The Hales will still use the standard deduction at this pointTSO transfers $15,100 to 1040 Line 40 |
|  |  |  | The Medical and Dental Expenses on Sch A Line 1 ($6,255) are less than the total amount of medical expenses that you entered ($6,595). This is because not all of the LTC expenses can be claimed (only $1,460 out of $1,800) |
|  |  |  | TSO calculates the amount that is greater than 2% of NJ Gross Income ($35,351 x .02 = $707). It further calculates an allowable NJ medical expense deduction of $5,548 ($6,255 - 707) on NJ 1040 Line 30. This amount will be re-calculated later as necessary when Marketplace premiums are added or if NJ gross income changes |
|  **14b** | **Notes** |  | **Deductions - Taxes You Paid** |
|  |  | Federal section \ Deductions \ Enter Myself \ Itemized Deductions \ Taxes You Paid |   |
|  | **State Taxes Paid** |  | The Hales can claim either the state & local income taxes they have paid (Sch A Line 5a) **OR** the state sales tax (Line 5b), whichever is greater. TSO has been collecting all the state taxes you have entered for Line 5a. Now we need to calculate the state sales tax |
|  | **Sales Tax** | State and Local Sales Tax Paid | Click on Add Sales Tax Worksheet |
|  |  | Sales Tax Worksheet | Select New Jersey from the drop-down menu  |
|  |  |  | Enter zip code of locality. This is used when there is also a local sales tax. Even though NJ does not charge local sales tax, this is a required field. Therefore, just enter the Hales’ zip code |
|  |  |  | Enter 366 as number of days lived in the stateIf you do not enter at least the state, zip code and number of days, TSO will not consider the sales tax on Line 5b at all. It will just automatically choose state income taxes on Line 5a as the best option for the taxpayer |
|  |  |  | You do not have to enter the percents for the state and local sales tax |
|  |  |  | TSO uses sales tax charts to determine the allowable sales tax to claim. This is based on the taxpayer's state, tax rate, and total income (includes AGI plus non-taxable income)TSO transfers to Sch A Line 5bNOTE: If the client paid sales tax on a large purchase, such as a car, truck, RV, plane, boat or home-building material, you can claim that sales tax amount in addition to the amount from the sales tax charts. Enter in the box, “General Sales Tax Paid.”  |
|  |  |  | When calculating the sales tax deduction, there are certain non-taxable items that can be included in your income that do not appear on the tax return, such as cash gifts, inheritances, workers compensation, child support, etc. You can see a list of them in the Sales Tax tool on the TaxPrep4Free.org Preparer page. If any of these apply, you can add them to the Modified AGI that TSO calculates. Enter on the Sch A – Taxes You Paid screen in the Box labelled “Amount to Adjust the Calculated MAGI By” |
|  | **Real Estate Taxes** | Real Estate Taxes (Non-Business Property) | On Sch A, the Hales can claim the property taxes they paid on their principal residence in NJ ($7,135) plus the property taxes on the condo in Las Vega ($1,865) Use the property tax scratch pad on TaxPrep4Free.org to document the total amount of property taxes they can claimEnter $9,000 as property taxesTSO transfers to Sch A Line 6NOTE: Do not enter information about the Hales’ Property Tax Rebates in this step; they will be handled in Step 14f |
|  |  |  | The Hales meet the eligibility requirements to also claim the NJ property tax deduction/credit. Note the real estate tax information on the NJ Checklist in the Credits section for entry later in the TSO State section. Enter $7,135 on the Property Tax Paid rowNOTE: For NJ, you can only claim the property taxes you paid on your principal residence; you cannot claim taxes on a second property |
|  |  |  | Itemized Deductions on the Compare Deductions screen are now $11,502 vs. a Standard Deduction of $15,100. The Hales will still use the standard deduction1040 Line 40 will still be $15,100 |
|  **14c** | **Notes** |  | **Deductions - Interest You Paid** |
|  |  | Federal section \ Deductions \ Enter Myself \ Itemized Deductions \ Mortgage Interest & Expenses \ Mortgage Interest Reported on Form 1098  | Click on Edit Interest and Points Paid button |
|  | Lender's Name & Address | Recipient/Lender's Name | Enter Acme Mortgage as the lender's name for the mortgage on their principal residence |
|  | Box 1 | Interest Paid | The Hales paid mortgage interest related to the mortgage on their principal residence ($2,135)Enter $2,135 as the mortgage interest that can be claimedTSO transfers to Sch A Line 10 |
|  | Box 6 | Points Paid | The Hales also paid points on the purchase of their principal residenceEnter $565 as points paidTSO adds this to the amount on Sch A LIne 10. Total is now $2,700 |
|  |  |  | Click Continue and then Add a Schedule A Interest |
|  | Lender's Name & Address | Recipient/Lender's Name | Enter Acme Mortgage as the lender's name for their home equity line of credit |
|  | Box 1 | Interest | Enter $777 as the mortgage interest on their line of credit TSO adds this to the amount on Sch A Line 10. Total is now $3,477 |
|  |  | Federal section \ Deductions \ Enter Myself \ Itemized Deductions \ Mortgage Interest & Expenses \ Primary Mortgage Insurance (PMI) Deduction |  |
|  | Box 5 | Enter the amount of qualified mortgage insurance premiums on policies issued after 2006 that you paid during 2016 | Enter $300 as the amount of PMI premiums on their principal residenceTSO transfers this to Sch A line 13 |
|  |  |  | Itemized Deductions on Compare Deductions screen are now $15,279 vs. a Standard Deduction of $15,100. The Hales will now start to use itemized deductions instead of the standard deductionTSO transfers $15,279 to 1040 Line 40 |
| **14d** | **Notes** |  | **Deductions - Gifts to Charity** |
|  | **Cash Gifts to Charity** | Federal section \ Deductions \ Enter Myself \ Itemized Deductions \ Gifts to Charity \ Cash Gifts to Charity  |  |
|  |  |  | First you must determine which donations are deductible* Church cash donations are deductible, and there are written records
* You must determine if the Chughtai Foundation is an IRS Exempt Organization. There is a link on TaxPrep4Free.org Preparer page IRS section that links to an Exempt Organization Search tool. Just enter Chughtai or "Chughtai Foundation" in quotes. If you enter just Chughtai Foundation, you will get all listings with either Chughtai or Foundation in the name (lots). This foundation is exempt so you can claim the donation as a deduction. The Hales have a canceled check as documentation
* The donation to Santa is not deductible because there are no records
* Donations to a political party are not deductible
 |
|  |  | Total Cash Amount Donated | You can enter cash gifts to charity one by one, or you can group all cash contributions as one single entry. It is easier to group themClick on Override buttonUse a scratch pad on TaxPrep4Free.org to document the deductible cash donations ($520 + 80 = $600) **SEE WORK PRODUCT – SCRATCH PADS**Enter $600 as total cash amount donatedTSO transfers to Sch A Line 16 |
|  |  |  | Itemized Deductions on Compare Deductions screen are now $15,879 vs. a Standard Deduction of $15,100. The Hales will continue to use itemized deductionsTSO transfers $15,879 to 1040 Line 40 |
|  **14e** | **Notes** |  | **Deductions - Miscellaneous Deductions** |
|  |  | Federal section \ Deductions \ Enter Myself \ Itemized Deductions \ Miscellaneous Deductions |  |
|  | Gambling Losses | Gambling losses to the extent of gambling winnings | The Hales' gambling losses were $12,000. However, they can only claim losses up to the extent of their gambling winnings. Since their only win was the $10,000 lottery, they can only claim $10,000 of lossesEnter $10,000 as gambling lossesTSO transfers to Sch A Line 28 NOTE: Be sure not to enter a number larger than the actual gambling winnings, since TSO will use whatever number you enter |
|  |  |  | NJ reports the net amount of gambling winnings and losses, rather than keeping them separate as the Federal does. You now need to calculate the net amount for NJ. To document this, note the following on the LIne 23 - Gambling Winnings line on the NJ Checklist:* $10,000 as Total Gambling Winnings
* $-10,000 as NJ Lottery Winnings (<= 10,000)
* $-12,000 as Gambling Losses
* 0 as Net Total since NJ does not allow a net gambling loss

**SEE WORK PRODUCT – NJ CHECKLIST** |
|  |  |  | Itemized Deductions on Compare Deductions screen are now $25,879 vs. a Standard Deduction of $15,100. The Hales will continue to use itemized deductionsTSO transfers $25,879 to 1040 Line 40 |
|  |  |  | If later entries change any number on Sch A, TSO will automatically compare the revised total itemized deductions against the standard deduction and re-populate 1040 Line 40 as appropriate |
|  **14f** | **Notes** |  | **Deductions - Homestead Benefit Recovery** |
|  |  |  | If the client does not have documentation to show the amount of the Homestead Benefit credit on their property tax bill, you can look it up using the Online Inquiry for Homestead Rebate link on the TaxPrep4Free.org Preparer page. You must know the primary taxpayer’s Social Security # and zip code |
|  |  |  |  Be sure that all income, adjustments, and deductions have been entered first. Then use the NJ Property Tax Recoveries flowchart in the NJ Special Handling document to determine how to report this Homestead Benefit Recovery  |
|  |  |  |  Based on the flowchart, you can net this recovery on the Real Estate Taxes line on Schedule A |
|  |  | Federal section \ Deductions \ Enter Myself \ Itemized Deductions \ Taxes You Paid | You had previously entered $9,000 as the real estate taxes paid. Now subtract the $400 recovery from that amount ($9,000 - 400 = $8,600). Use the scratch pad on TaxPrep4Free.org to document this calculation **SEE WORK PRODUCT – SCRATCH PADS**Change the real estate taxes paid to $8,600TSO transfers to Sch A Line 6 |
|  |  |  | Check to make sure that the Hales are still itemizing. Itemized Deductions on Compare Deductions screen are now $25,479 vs. a Standard Deduction of $15,100. If the subtraction of the recovery had caused the Hales to revert to the standard deduction, you would have to put real estate taxes back to the original amount ($9,000) and claim the recovery as $400 income on 1040 Line 21 Other Income insteadTS transfers $25,479 to 1040 Line 40 |
|  |  |  | When the property tax recovery amount is netted on Sch A, it should not be entered on the NJ Checklist. Property taxes do not flow through from the Federal to the NJ return; you must enter the correct NJ property tax amount manually in the State section. It is frequently a different amount from the Federal amountIf you were not able to net the property tax recovery amount on Sch A and had to enter it as Other Income instead, then you would note the amount on the NJ Checklist. Since Other Income does flow through from the Federal to the NJ return, you would have to adjust NJ Other Income Line 25 to reflect that the recovery is not taxable for NJ |
| **15** | **Notes** |  | **Credit for the Elderly or Disabled** |
|  |  | Federal section \ Deductions \ Enter Myself \ Credits Menu \ Credit for the Elderly or Disabled (Schedule R) | TaxSlayer does not automatically check eligibility for the Credit for the Elderly or Disabled; the preparer must use the chart on Pub 4012 Page G-14 to manually determine potential eligibility. If you think the client is potentially eligible, then you must enter the information that TSO needs to calculate official eligibility and the amount of the credit, if any |
|  |  |  | The Hales do not qualify for this credit. Their AGI is over the limit for Married Filing Jointly. Therefore, you do not have to enter anything into TSO |
| **16a** | **Notes** |  | **ACA Health Insurance** |
|  |  | Health Insurance section |  |
|  |  | Did you or your family have health insurance at any time in 2016? | Answer Yes |
|  |  | Did you purchase health care via Healthcare.gov or a State Marketplace? | Answer Yes |
|  |  | Verify Your Household Members | Household members listed on this screen are the people listed under the Basic Information section. If you need to add or remove dependents, go to the Basic Information section. If you have additional household members that are neither a spouse nor a dependent, click "Add a New Household Member." If these situations do not apply, just click Continue  |
|  |  | Was your entire household insured for all 12 months of 2016? | Answer No. Then you must enter the number of months that each person was insured: 12 for Stephen and Paula, 9 for Wanda. Remember that coverage for one day in a month means the whole month is covered |
|  |  | Months Insured – Wanda Winters | Since Wanda only had coverage for 9 months, specify the months that she had minimum essential coverage. Click on February - June and September - December |
|  |  | Did you receive a 1095-A statement or any Premium Tax Credits to assist you in paying for your health care for 2016?Are you required to repay all of the APTC received?Is your household income below 100% of the federal poverty line, or do you meet all the requirements under either “Estimated household income at least 100% of the federal poverty line” or “Alien lawfully present in the United States”?Do all Forms 1095-A include coverage for January through December, with no changes in monthly amounts?Premium Amount (Form 1095-A, line 33A)Annual Premium Amount of SLCSP (Form 1095-A, line 33B)Annual Advance Payment of PTC (Form 1095-A, line 33C) | Answer Yes since Paula received a 1095-A, and it shows that she received Advance Premium Tax CreditsAnswer No. You would only answer Yes if you were not considered lawfully present in the U.S. or you meet the Health Coverage Tax Credit criteria. TSO automatically calculates a full repayment of APTC when the Modified AGI is greater than 400% of the Federal Poverty Line (See Pub 4012 Page H-21)Answer No.Answer Yes. This means that you can use the yearly totals from the 1095-A, instead of having to list all the monthly amountsEnter $6,840 as the annual premium amountEnter $7,553 as the annual premium amount of the Second Lowest Cost Silver Plan for the Hales' countyEnter $480 as the annual amount of Advance PTC that was paid to the insurance company on Paula's behalf during the year |
|  |  |  | TSO completes Form 8962 to calculate the Premium Tax Credit (PTC) that the Hales are entitled to claim ($810). It then compares the $810 with the Advance PTC that the Hales received during the year ($480)TSO determines that the Hales can claim an additional $330TSO transfers $330 to 1040 Line 69 as net PTC |
|  |  | Dependents Modified AGI | You must include a dependent's Modified AGI in household income if the dependent has an income tax filing requirement (refer to Pub 4012, Page H-9). Since Wanda only receives $250 per month in Social Security benefits, she does not have a filing requirementJust click Continue |
|  |  | Do you qualify for Health Care Exemptions? | The scenario tells us that the only exemption that Wanda might qualify for during the periods when she did not have insurance is the short coverage gap. This screen is referring to the “Coverage is Unaffordable” exemptionTherefore, just click on Continue NOTE: While it is possible that Wanda could qualify for the unaffordable coverage exemption, that is too complex for this training exercise. Therefore, just accept what the scenario tells you |
|  |  | Exemption for household or gross income below the filing thresholdDid you qualify for an exemption due to circumstances or receive an exemption from the marketplace? | Based on the information you have entered on the tax return, TSO tells you that the Hales do not qualify for an exemption for household or gross income below the filing thresholdWanda did not receive an exemption from the Marketplace, but she does qualify for a short coverage gap exemption on her income tax return (refer to Pub 4012, Page H-14)Answer Yes |
|  |  | Name of IndividualDo you have a marketplace-issued certificate for this exemption or going to apply for an exemption?Exemption Type on the Return | Choose Wanda Winters from the drop-down menuWanda has neither received nor applied for a Marketplace-issued exemption. Answer NoWanda had 2 short gaps in coverage during the year - January and July/August. You can only claim one short coverage gap exemption per year; it must be for the first eligible period. So Wanda can only claim this exemption for January, even though it would be more beneficial to claim for July and August Choose short gap in coverage from the drop-down menuClick on JanuaryNOTE: If someone lacks coverage in January, you have to look back at the ending months of the prior year to make sure that the gap is less than 3 months. Wanda had coverage for at least part of December last year so her gap is only one month |
|  |  | Health Coverage Exemptions | TSO completes Form 8965 to claim Wanda's exemption for January and displays the exemption code B on this screen. She is not eligible for any other exemption |
|  |  |  | Since Wanda did not have coverage for July/August nor did she have an exemption, the Hales will have to pay a shared responsibility payment (SRP) for these 2 months. TSO will calculate the amount: $695 or 2.5% of household income, whichever is higher, pro-rated for 2 months. The flat dollar SRP amount would be $116, and the percentage income amount would be $189There is a shared responsibility payment worksheet in the PDF file that shows the calculationsTSO transfers $189 to 1040 Line 61 |
|  |  |  | Once you have completed the TSO Health Insurance section, review your entries in Part VI of the Intake/Interview Sheet and make any necessary corrections  |
| **16b** | **Notes** |  | **ACA Health Insurance - Marketplace Premiums on Sch A** |
|  |  |  | Using a scratch pad on TaxPrep4Free.org Preparer page, calculate the amount the Hales can claim as medical expenses for their healthcare.gov policy **SEE WORK PRODUCT – SCRATCH PADS**The Hales can claim the premiums they paid for the Marketplace policy for Paula as a medical expense on Sch A. The total cost of the policy was $6,840 (Form 1095-A, Column A total). However, Healthcare.gov paid $480 to the insurance company on the Hales' behalf during the year as an Advance PTC (Form 1095 Column C total). Therefore, the Hales' out-of-pocket expenses during the year were $6,360. When you complete the Hales' income tax return, you see that they are entitled to a net PTC of $330 on 1040 Line 69. This is the additional PTC they will get after you reconciled the 1095-A form. So they will only pay $6,030 out of pocket in total |
|  |  |  | If the Hales had to pay back some of the Advance PTC they received, as shown on 1040 Line 46, you would add that amount to their out-of-pocket expenses (N/A in this problem) |
|  |  | Federal section \ Deductions \ Enter Myself \ Itemized Deductions \ Medical & Dental Expenses | There is already $2,300 on the medical and dental insurance line for the premiums shown on the CSA 1099-R. Add $6,030 for a total of $8,330Total itemized deductions are now $31,509, which the Hales will claim on 1040 Line 40 |
|  |  |  | **State Section (New Jersey)**  |
|  |  |  | As you have been completing the Federal section, you have been collecting information on areas where NJ tax law requires different handling from the Federal. Now you will enter that information into the State section  |
| **17a** | **NJ Checklist** |  | **NJ Checklist - Basic Information** |
|  |  |  | You need to click Continue a number of times when you are on a NJ screen until you get back to the original State screen. It is only then that TSO will recalculate the refund monitors. Make sure you see the spinning circles that indicate that TSO is recalulating |
|  |  | State section \ Edit \ Enter Myself \ Basic Information | You answered most of the Basic Information questions when the NJ return was started in Step 1. It may appear that TSO did not save all of your answers because some of those questions still say Select in the Answer field. If your answer was the same as TSO's default answer, it will not populate the answer on this screen. Any answers that are different than the default will show your answer Looking at the NJ Checklist, you see that there are no additional items in this section that you need to enter |
| **17b** | **NJ Checklist** |  | **NJ Checklist - Income Subject to Tax** |
|  |  | State section \ Edit \ Enter Myself \ Income Subject to Tax |  |
|  | NJ Line 23 - Gambling Winnings row | Enter Taxable Gambling Winnings | When you calculated the NJ net gambling winnings on the Checklist, the total came out to be less than 0. Since NJ does not allow a net gambling loss, you entered 0 on the Checklist. Therefore, you do not need to enter anything on the gambling winnings line |
|  | Adjustments to Line 19a row | Enter Military Pension or Survivor's Benefit Payments Received - Taxpayer | There are no adjustments needed to NJ 1040 Line 19a for the taxable amount of the Hales' pensions/IRAs |
|  | Adjustments to Line 19b row | Tax-Exempt Pensions and Annuities | You should have already noted the amount excluded from tax on the Office of Personnel Management pension in Step 4Enter $619 as the tax-exempt pension amount TSO transfers to NJ 1040 Line 19b |
|  | Adjustments to Line 25 | Taxable Amount of Scholarships included on Federal Return | There are no adjustments needed to NJ 1040 Line 25 Other Income |
| **17c** | **NJ Checklist** |  | **NJ Checklist - Subtraction from Income** |
|  |  | State section \ Edit \ Enter Myself \ Subtractions from Income |  |
|  |  |  | There are no additional items in this section that need to be entered |
| **17d** | **NJ Checklist** |  | **NJ Checklist - Credits** |
|  |  | State section \ Edit \ Enter Myself \ Credits |  |
|  | Property Tax row |  | Click on Begin |
|  |  | Did You Meet Property Tax Eligibility Requirements? | Answer Yes to indicate that the Hales meet the requirements to claim a NJ property tax deduction\credit |
|  |  | Enter Property Taxes Paid | You should have already noted the amount of the property taxes that the Hales paid on their principal residence from Step 14b ($7,135) on the NJ Checklist. Remember that NJ does not allow them to claim the property taxes they paid on their second home, the condo in Las VegasEnter $7,135 as property taxes |
|  |  | Were You a Homeowner in 2016? | Answer Yes  |
|  |  | Block Information | Enter 50001 as the block # of the Hales' residenceTSO transfers to NJ 1040 Page 1 |
|  |  | Lot Information | Enter 00002 as the lot # of the Hales' residenceTSO transfers to NJ 1040 Page 1 |
|  |  |  | TSO determines whether it is more beneficial for the Hales to claim a NJ property tax deduction or credit. In this case, the deduction is betterTSO transfers the $7,135 total property taxes paid to NJ 1040 Line 37aTSO transfers the $7,135 deduction that it calculates to NJ 1040 Line 38 |
| **17e** | **NJ Checklist** |  | **NJ Checklist - Tax** |
|  |  | State section \ Edit \ Enter Myself \ Tax |  |
|  | Use Tax | Use Tax Due on Out-of-State Purchases | Look up the amount of use tax that the Hales owe based on their NJ gross income of $35,351 (Use NJ 1040 instructions or the link on TaxPrep4Free .org Preparer page to determine the amount of use tax)Enter $64 for use taxTSO transfers to NJ 1040 Line 45 |
| **17f** | **NJ Checklist** |  | **NJ Checklist - Payments** |
|  |  | State section \ Edit \ Enter Myself \ Payments |  |
|  |  |  | There are no additional items in this section that need to be entered |
| **17g** | **Notes** |  | **NJ Checklist - NJ Estimated Payment Vouchers** |
|  |  | State section \ Edit \ Enter Myself \ Miscellaneous Forms \ Estimated Payment Vouchers, Form NJ-1040-ES |  |
|  |  | Select Yes and enter the amounts you would like to print on your estimated payment vouchers. | Select Yes from the drop-down menu |
|  |  | Payment Voucher | Enter $20 as the amount the Hales would like to pay each quarter TSO will include 4 vouchers in the print package for the HalesGo over with the Hales how to make out their checks, where to send the payments, due dates, etc. as you review their return with them |
|  |  | **E-File Section** |  |
|  |  |  | TSO will give you a “State Validation Errors” message about the NJ 1065 K-1. Ignore this message for practice returnsResolve any other warnings that TSO displays before moving on to e-filing |
| **18a** | **Intake Sheet** |  | **E-File - Return Type** |
|  | Part VII | Federal Return Type | Per the Intake Sheet, the Hales want to have their refund direct depositedChoose E-file: Direct Deposit from the drop-down menu |
| **18b** | **Notes** |  | **E-File - Tax Preparation & E-File Information** |
|  |  |  | The fees section does not apply to us |
|  |  | Client Email | Enter SandPHale@mail.com as the Hales' email |
|  |  |  | The E-file PINs are automatically generated |
| **18c** | **Notes** |  | **E-File - State Return(s)** |
|  |  | State Return Type | Per their interview, the Hales want to have their NJ refund direct deposited alsoChoose E-file: Direct Deposit from the drop-down menu |
| **18d** | **Notes** |  | **E-File - Taxpayer Bank Account Information** |
|  |  | Name of Bank | Enter Acme Bank as the name of the Hales' bank |
|  |  | Type of Account | Choose Checking as the type of bank account that will be used for the direct deposit |
|  |  | Routing Transit Number | Enter 081904808 as the routing number of the Hales' bank account |
|  |  | Bank Account Number | Enter 986532 as the Hales' bank account number |
| **18e** | **Notes** |  | **E-File - Third Party Designee Info** |
|  |  |  | Do not fill in anything in this section |
| **18f** |  |  | **E-File - Consent Placeholder for Global Carry Forward** |
|  |  | I/we, the taxpayer, have read the above information. By typing in my/our taxpayer PIN(s) and checking this input, I/we hereby grant/deny consent to “Consent placeholder for Global Carry Forward” as stated abovePrimary/Secondary PIN and date | Beginning in 2017 tax year, counselor will need to ask taxpayers if they will consent to carry forward their data from ANY still active VITA/TCE sites (global carry forward) into the following yearFirst, there will be a paragraph that will help the taxpayer understand global carry forwardThe taxpayer must then either grant or deny permission for global carry forward, and the appropriate statement must be checkedThe taxpayer’s PIN (5 numbers) and the date must be entered. If appropriate, spouse must do the same  |
| **18g** | **Intake Sheet****Notes** |  | **E-File - Questions** |
|  |  | Other than English what language is spoken in your home? | Choose Prefer No Answer from the drop-down menu |
|  |  | Are you or your spouse a Veteran from the US Armed Force? | Choose Yes from the drop-down menu |
|  |  | Do you or any member of your household have a disability? | Choose Yes from the drop-down menu |
|  |  |  Was the taxpayer physically present during the entire return preparation and quality review process? | Choose Yes from the drop-down menu |
| **18h** |  |  | **E-file – State ID (Optional)** |
|  |  |  | Ignore this screen |
| **18i** |  |  | **E-File - Submission** |
|  |  |  | When and How to check boxes on this page varies from one District / Site to another - Please follow local procedures |
|  |  |  | After the return is reviewed, you can print a copy of the returns for the client from this Submission screen or from the Office Client List screen. Custom print sets can be created in your district to choose which pages from the PDF should be printed |