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





Step 1 Basic Information

| **TP Form / Note** | **TS Screen** | **Notes** |
| --- | --- | --- |
|  | Basic Information – Filing Status  |  |
| Intake Sheet | What is your filing Status? | Select Filing status from drop down. Answer: Filing Status: Married filing jointContinue |
| SS Card Intake SheetI-Note 1G-Note 2 | Personal Information  Taxpayer Information Spouse Information Address & Phone Number | 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 | Just a Few More Questions (NJ Info) | 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: Enter Five Digit Pin for TP and SP. Any 5-digit number. TS: Select Continue |
|  | Dependents/ Qualifying Person 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)Answer: SSN format = YYY-00-0752Check the “Check if” questions that applyAnswer: Both dependents are full time students, but only George is over 18Add second dependent informationHint: Susan’s last name is Cox. Make the change.TS: Select “Continue” |

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

Step 2 SSA-1099

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| **TP Form / Note** | **TS Screen** | Notes |
| SSA-1099 | Federal SectionLet’s look at the money You earned Enter MyselfIncomeIRA/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 Refund: 1,333 NJ Refund Amount: 0**

Step 3 W-2 Green Grass Golf

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| W-2Green Grass Golf | IncomeWages & Salaries Form W-2Begin | Hint: Henry Brown W-2Hint: Make corrections so that information matches the information on the W-2Hint: 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 continue NJ warning TS: Click Continue |



 **Federal Refund: 7,880 NJ Refund Amount: 2,200**

Step 4 W-2 Joe’s Bar & Grill

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| **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: 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 Refund: 4,589 NJ Refund Amount: 770**

Step 5 Interest 1099-INT

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



**2016**

**Federal Refund: 4,433 NJ Refund Amount: 726**

Step 6 Dividends 1099-DIV

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



**2016**

781-00-XXXX

**2016**

**Federal Refund: 4,148 NJ Refund Amount: 612**

Step 7 1099-R

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| **TP Form / Note** | **TS Screen** | Notes |
| 1099-RFidelity Investments | IRA/Pension Distribution Form 1099-R / RBA, SSA – EditAdd or edit a 1099-R | Hint: “This 1099-R is for HenryHint: 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 back to Income |

 

**2016**

**Federal Refund: 2,291 NJ Refund Amount: 94**

Step 8 Unemployment 1099-G

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| **TP Form / Note** | **TS Screen** | Notes |
| 1099-GNJ Dep of Labor | UnemploymentCompensation 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 Refund: 1,762 NJ Refund Amount: 94**

Step 9 Student Loan Interest

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| **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 Refund: 1,785 NJ Refund Amount: 94**

Step 10 Itemized Deductions – Taxes You Paid

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| **TP Form / Note** | **TS Screen** | **Notes** |
| I-Note 4 | Federal Section -Deductions – Itemized Deductions – BeginTaxes You Paid - Begin | Enter real estate taxes paid Go to the Sales Tax Worksheet and enter NJ AND 366 days living in NJContinue Until Health Insurance Introduction |

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 Refund: 1,785 NJ Refund Amount: 94**

Step 11 Compare Standard vs Itemized Deductions

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| **TP Form / Note** | **TS Screen** | **Notes** |
|  | Federal SectionDeductionsEnter MyselfCompare Deductions - Begin | Check to see if using itemized or standard deductions.  Itemized = 5,392Std = 13,850Continue  |

**Federal Refund: 1,785 NJ Refund Amount: 94**

Step 12 Health Insurance

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| **TP Form / Note** | **TS Screen** | **Notes** |
| G-Note 2 | Left MenuHealth 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 Refund: 1,785 NJ Refund Amount: 94**

Step 13 New Jersey Return

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| **TP Form / Note** | **TS Screen** | **Notes** |
| I-Note 3 & 4G-Note 2,3,4 |  State Return –EditEnter MyselfBasic InformationCredits* Property Tax/Deduction-Begin
 | Hint: Use the NJ Checklist to enter NJ itemsHINT: Check Basic Information – Default values will not appear as selectedHint: 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: Enter the Block and Lot numbersHint: County Property Located in Denville.Continue 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.

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

**Federal Refund: 1,785 NJ Refund Amount: 201**

 Step 14 Prepare for e-file

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| 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”TS: No entries in Fees section except for Client email address TS – Pin numbers for e-file are automatically selectedTS: Select State Refund Type “E:file: Direct Deposit”TS: Enter Bank Information – Name of Bank not requiredTS: Skip Third Party Designee InfoTS – Questions – Answer questions from Intake sheet Part VII, lines 5.6 and 7, Supplemental Intake Sheet, TS: Skip TP ID Information ScreenSaveYou are Done |

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



**Federal Refund: 1,785 NJ Refund Amount: 201**