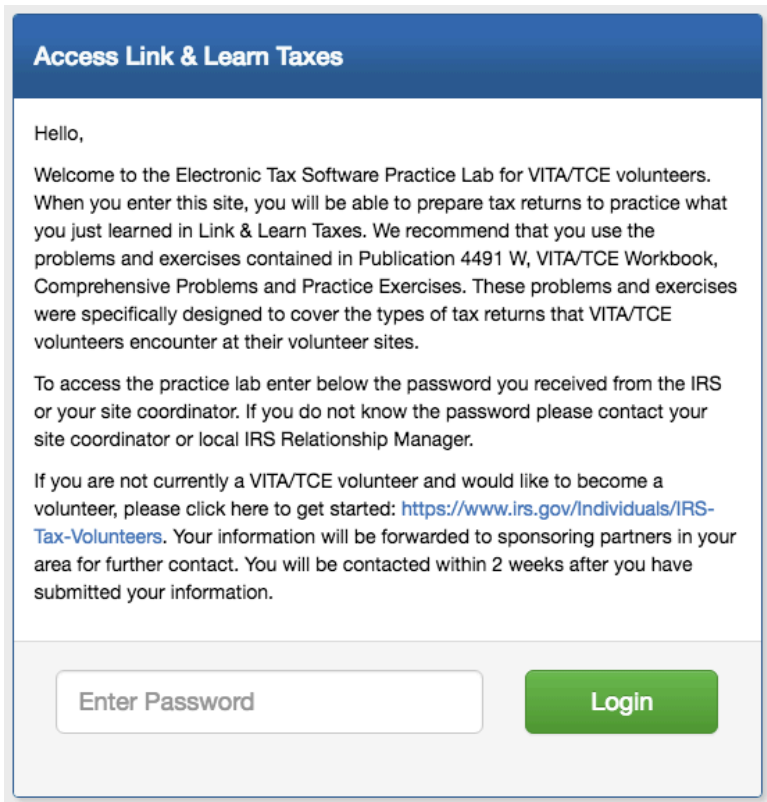
TaxSlayer Basics Guide

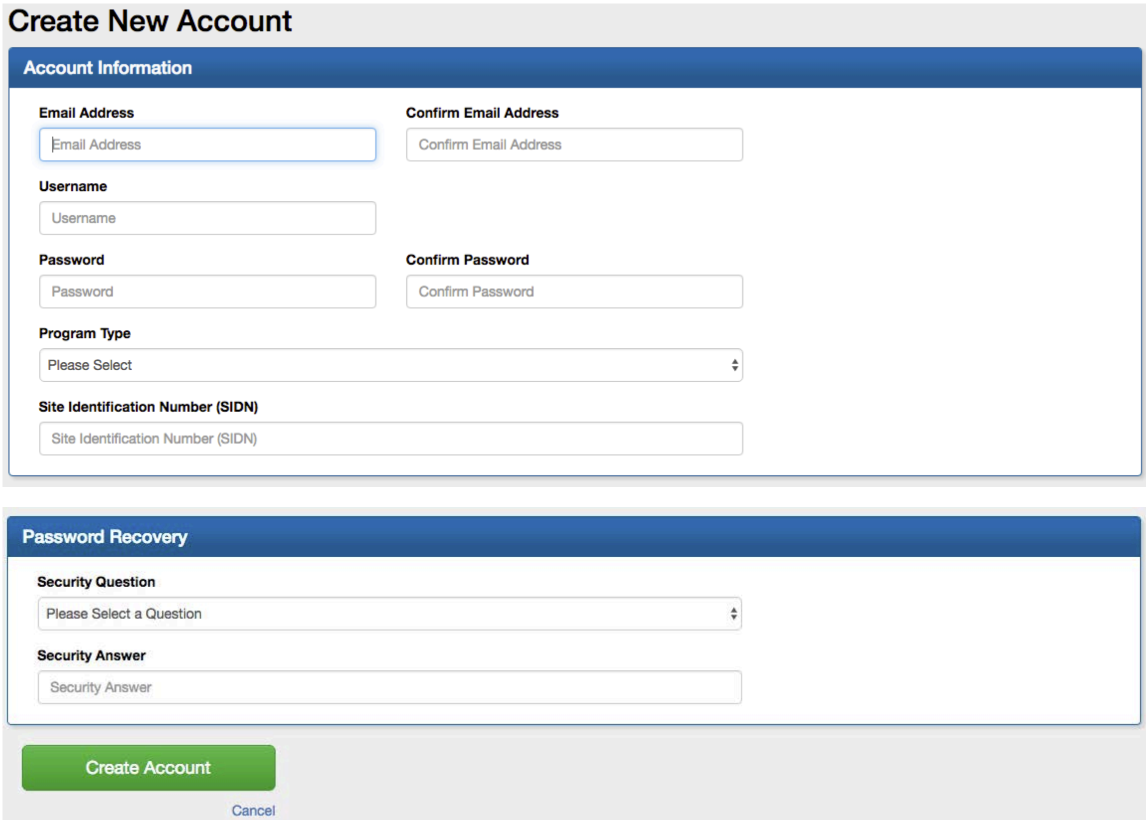
TaxSlayer is the IRS sanctioned software that is used to prepare and e-file tax returns. As pictured in Section 2 – Filing Basics, taxpayers will complete an Intake/Interview & Quality Review sheet. The information provided on this sheet will be entered into TaxSlayer and used to prepare a quality tax return.

To access TaxSlayer, go to http://vita.taxslayerpro.com/IRSTraining
Enter Password: TRAINPROWEB
Note: You will need to use the link and password whenever accessing the practice lab.

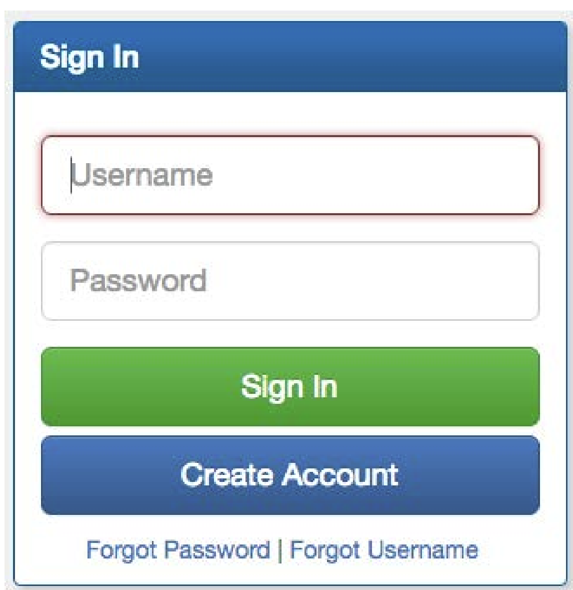


Create a new Account

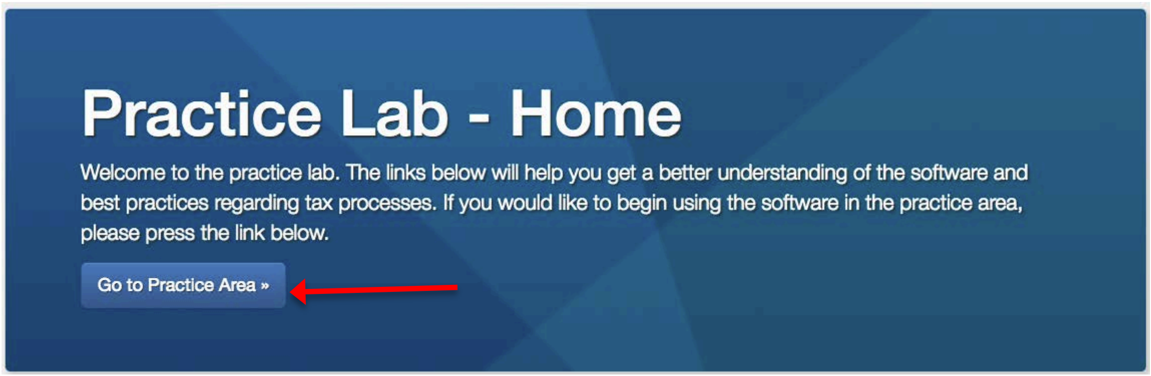
1. Enter the following information
    a. Email (must confirm email)
    b. Username
        i. Use “Test” in the username. For example TestCourtney16
    c. Create password (confirm password)
        i. Write password here: ____________
    d. Program Type
        i. Select VITA
    e. Site Identification Number (SIDN)
        i. Use: S81012057
    f. Select Security Question for Password Recovery
    g. Provide Security Answer you will remember



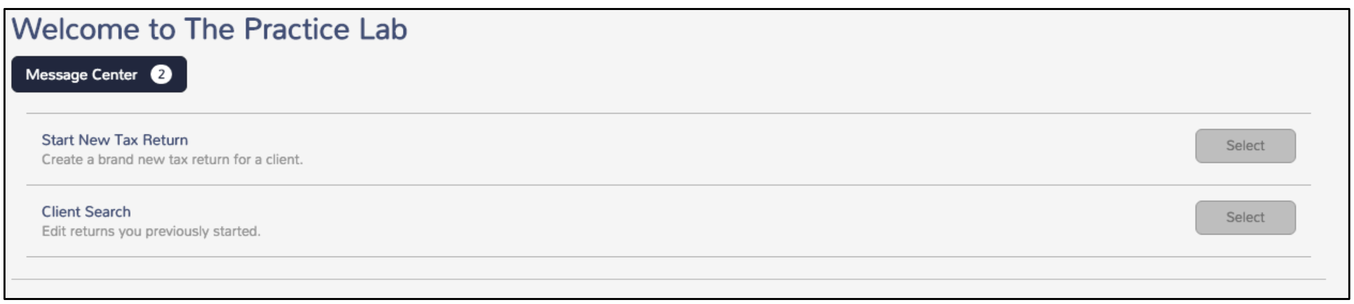
Sign into TaxSlayer with Username & Password



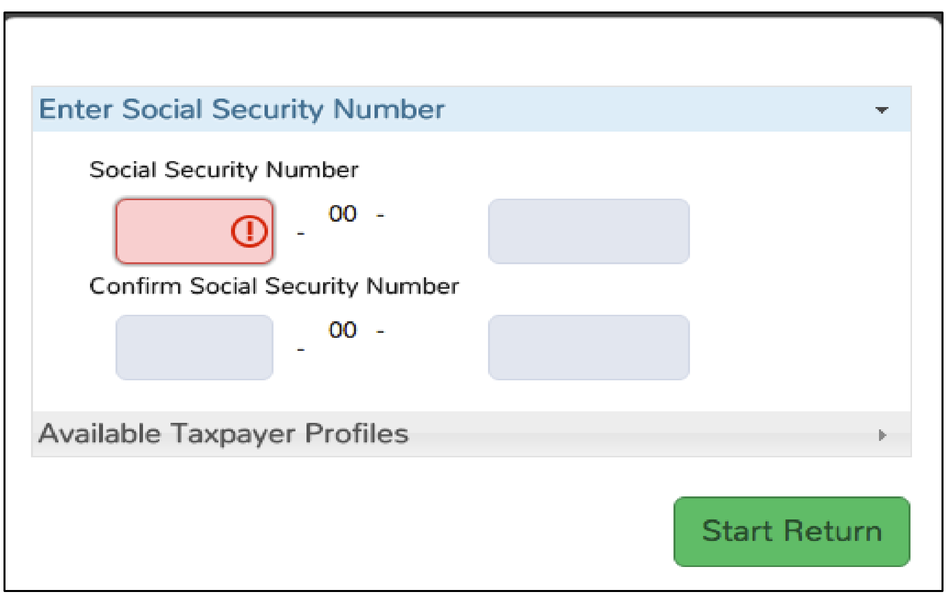
Select “Go to Practice Area”



From here you can Start a New Tax Return or use the Client Search to continue on a previously created return. **Note: Make sure all information entered on the tax return is in ALL CAPS.**



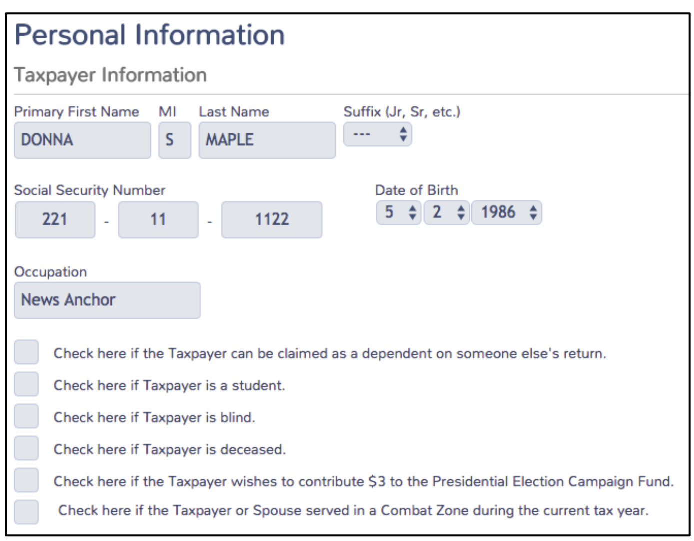
When starting a new return, enter the Social Security Number exactly as it is on the Social Security Card. **Note: In the practice lab the middle two numbers will be 00. This will not affect completion of practice returns.**



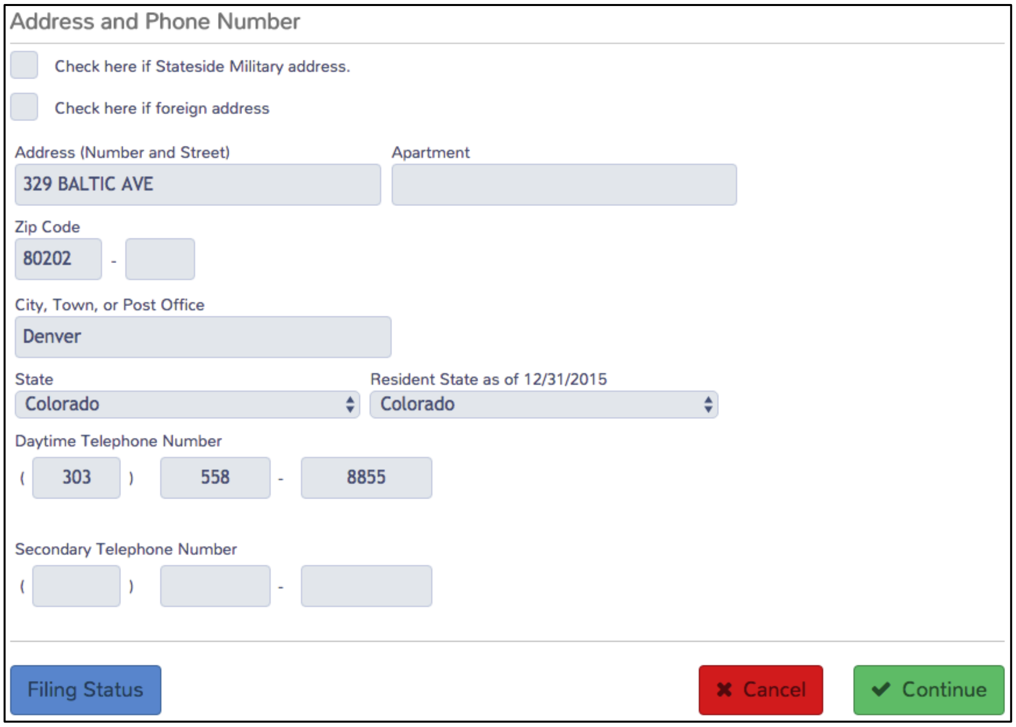
1. Basic Information

- You will first enter the filing status of the taxpayer. You can use the Filing Status Wizard to help determine the filing status. NOTE: The filing status wizard will not enter the filing status for you; so make sure to select a filing status.

- Next, use the intake sheet and social security cards or ITINS to fill all fields for the taxpayer's personal information:
    - Enter the taxpayer's name <u>exactly</u> as it is on the Social Security Card or ITINS.
    - TaxSlayer will fill the Social Security Number field for you.
    - Read the Intake Sheet carefully to determine if any of the boxes need to be checked off.

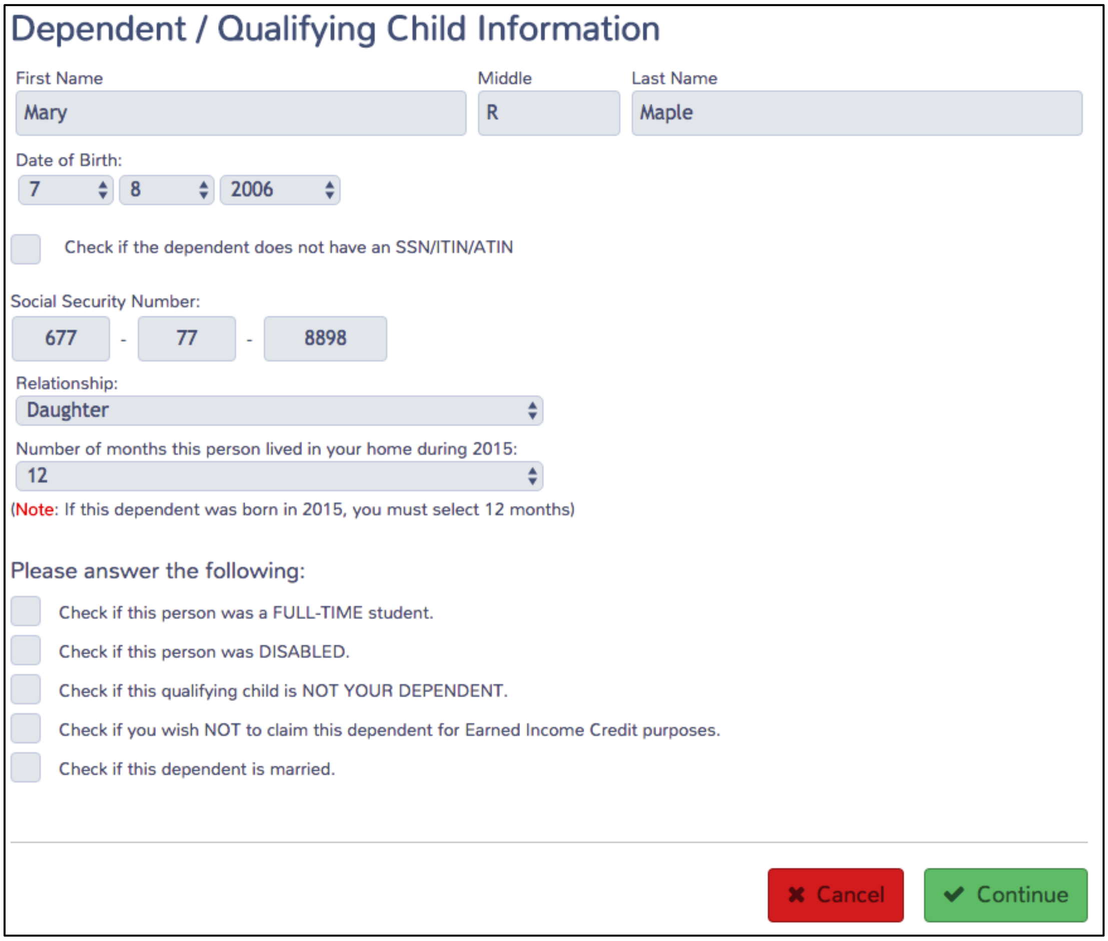


- Enter taxpayer's current address and at least one phone number. Select "Continue" after each page to ensure the information saves.



- Dependents – If the taxpayer has dependents, select Yes

- Dependent/Qualifying Child Information- Fill all fields
    - Enter the Dependent(s) name as it is on the Social Security Card.
    - Note: TaxSlayer will automatically fill in the dependent's last name with the taxpayer's last name. Make sure to correct this if the dependent's last name is different.
    - Use the intake sheet/ask the taxpayer questions to check off all appropriate boxes.


Dependent / Qualifying Child Information

First Name: Mary
Middle: R
Last Name: Maple

Date of Birth: 7 8 2006

Check if the dependent does not have an SSN/ITIN/ATIN

Social Security Number: 677 - 77 - 8898

Relationship: Daughter

Number of months this person lived in your home during 2015: 12

(Note: If this dependent was born in 2015, you must select 12 months)

Please answer the following:

Check if this person was a FULL-TIME student.
Check if this person was DISABLED.
Check if this qualifying child is NOT YOUR DEPENDENT.
Check if you wish NOT to claim this dependent for Earned Income Credit purposes.
Check if this dependent is married.

Cancel
Continue

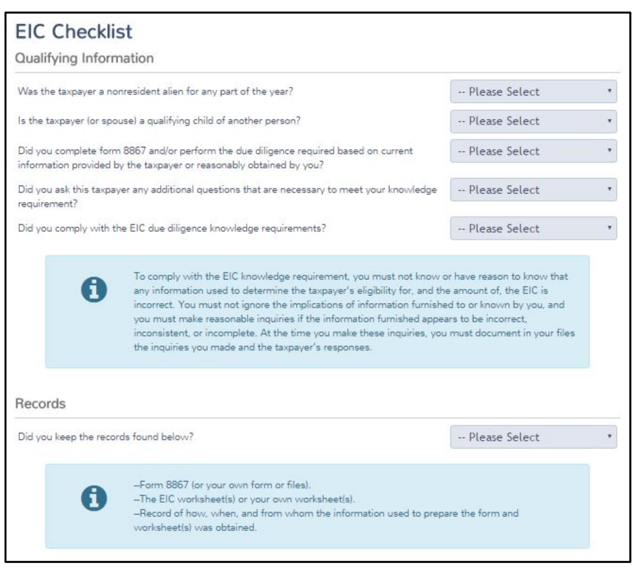
2. **Federal Section**
   - Select “Enter Myself” for all sections.
   - It is important to enter information exactly as it appears on all tax forms.
   - Income: Work down the forms list to report all income such as W2, 1099, etc. It is important to enter information exactly as it appears on all tax forms. Double check addresses and withholding amounts on all forms. If a taxpayer’s current address does not match the address listed on the tax form, correct the address on TaxSlayer to match the form. This will not change their mailing address on the basic information page.
   - Deductions: This is where you report deductions, adjustments, and credits.
   - Other Taxes: This is where you report miscellaneous taxes, like the First-time Homebuyer Repayment.
   - Payments and Estimates: This is where you enter estimated payments and withholdings.
   - Miscellaneous Forms: Includes Injured Spouse form and ITIN Application.

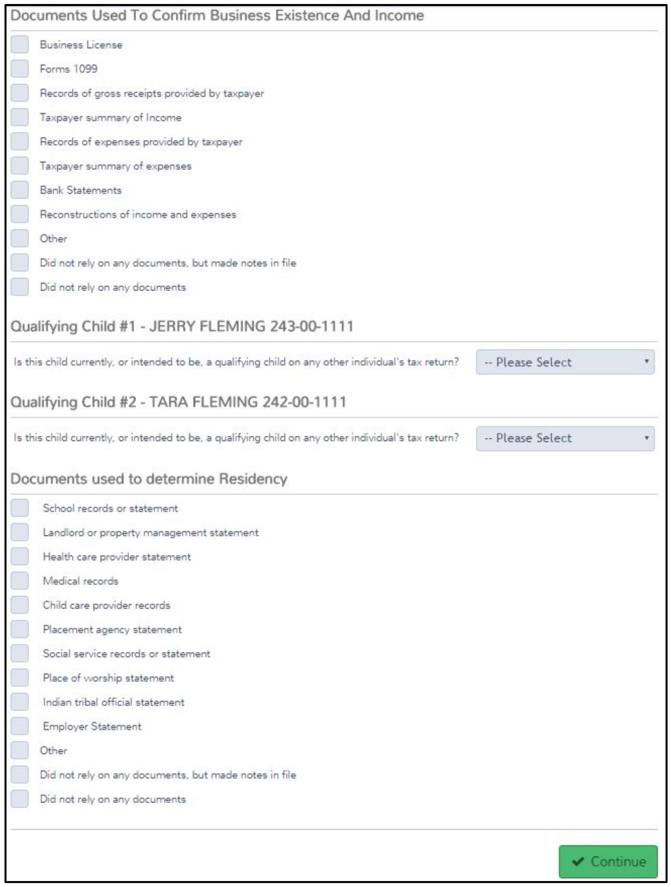
3. **Health Insurance**: Report information about health coverage. Includes Marketplace coverage, Penalties and Penalty Exemptions.

4. **State Section:** Add state return here. **Note: For most Tax Help Colorado locations, only the Colorado State return can be completed.**

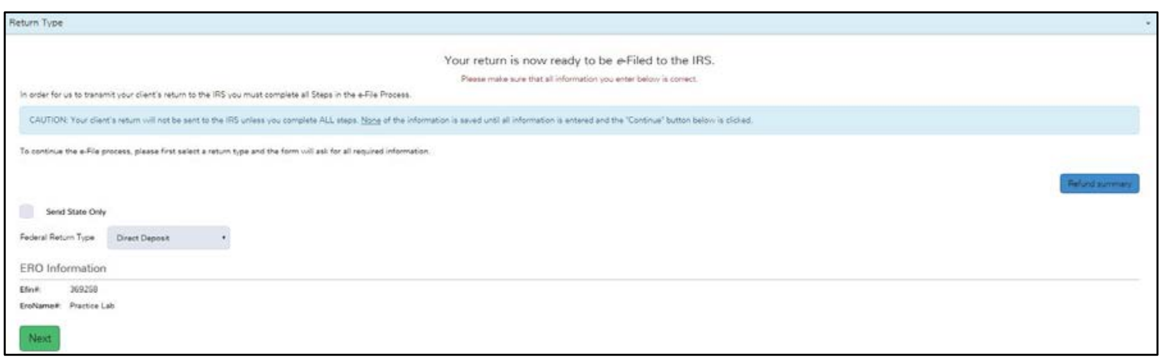
5. **Summary/Print:** Here you can preview form 1040. Clicking on the amount on any line will direct you to the specific page associated with the line.

6. **E-File**
   - You will be prompted to answer questions regarding the EIC, if the taxpayer appears eligible for the tax credit.
     - Nonresident alien: Answer accordingly
     - Taxpayer a qualifying child: Answer accordingly
     - Did you complete form 8867 and/or perform the due diligence required: Answer yes to this question if you went through the intake sheet with the taxpayer thoroughly and ensured that the dependents listed are qualifying children for EITC purposes. See section 9 in the curriculum or 4012, Tab I for more information.
     - Additional questions: Answer "Does Not Apply"
     - Records: As a VITA site, we do not need to keep any records
     - Documents to confirm business: Only necessary if they were self-employed. If the taxpayer is not self-employed, select, "Did not rely on any documents".
     - Qualifying Child Question: Answer accordingly
     - Document used to determine residency: Select, "Did not rely on any documents".



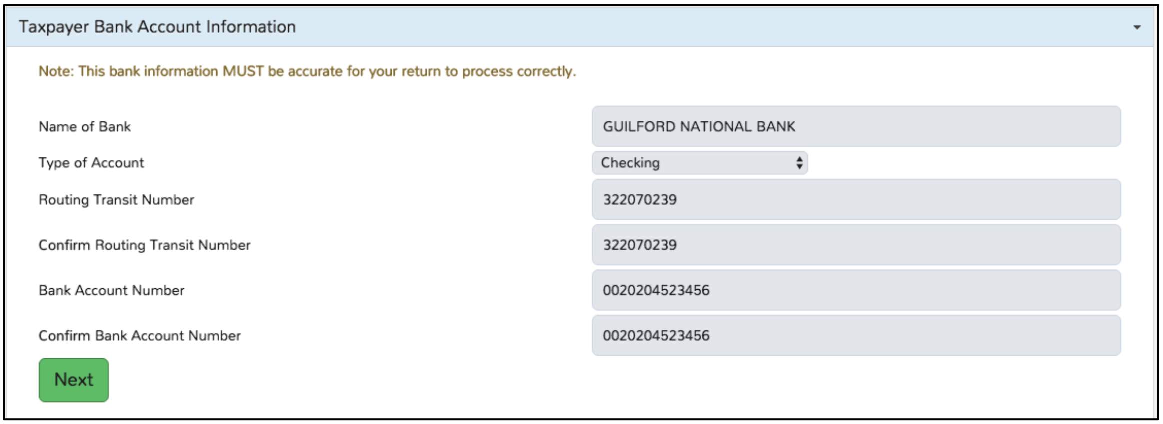


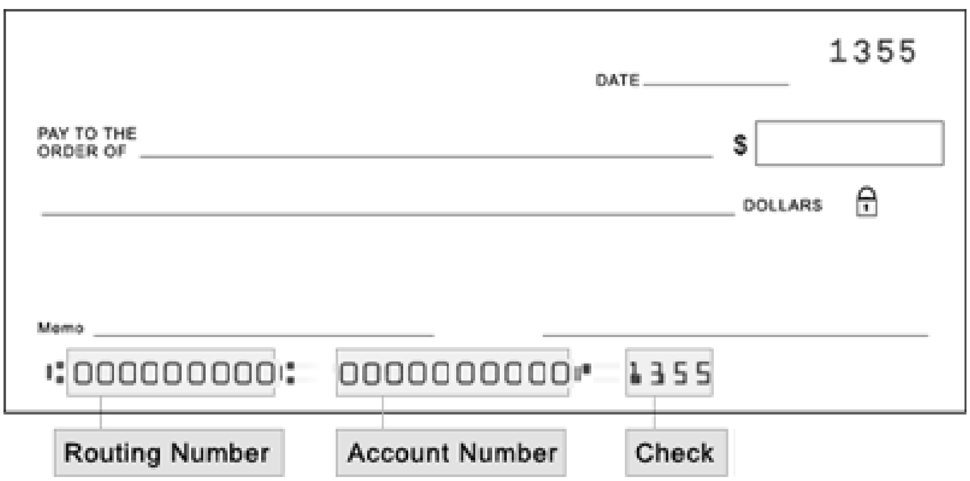
- **Return Type:** If direct deposit information is desired select either "Direct Deposit" or "Paper Return with Direct Deposit".



- **Tax Preparation and E-File Information** – Do Not use this section
- **State Return** – Select how the taxpayer would want to receive their state refund and return type

- **Taxpayer Bank Account Information** – Use information provided by taxpayer to fill out the direct deposit information. **When confirming the routing and account numbers, do not use the numbers already entered but once again take it from the information provided by the taxpayer to ensure accuracy. If either account numbers are entered incorrectly, the taxpayer may not receive their refund.**





7. **2015 Amended Return -** Here you can find information for amending the current return.

8. **Save & Exit Return -** When you need to exit a return, be sure to save.