

**TAX PREPARER SYLLABUS**

**Course Description, Objectives, and Learning Outcomes**

This Job training program includes, but not limited to, interviewing clients, prepare or assist in preparing simple to intermediate income tax returns for individuals and/or small businesses, compute taxes owed or overpaid, using adding machines, computers, and software, follow tax form instructions and tax tables. Technology skills include, but not limited to, basic computerized tax preparer software, electronic mail software, database software, electronic mail software, and keyboarding and ten-key proficiency.

**Course Schedule, Hours, Cost**

Monday through Thursday; 18 Hours per week; 6 Weeks; 108 Total Hours; Total Cost \$1,500 (\$100 Non-Refundable Registration Fee; \$100 Materials; \$1,300 Tuition.)

**Instruction Materials, Mode and Method**

This is an in-class training program with a dedicated instructor. The training program utilizes materials produced by The Income Tax School, a 30-year-old respected company specializing income tax training. Training materials include manuals covering four modules of five chapters; tax forms and publications; PowerPoint lectures, and comprehensive testing and learning activities.

**WEEK ONE**

**SESSION 1: GENERAL OVERVIEW OF FEDERAL INCOME TAXES**

Who should file a return; filing requirements for most taxpayers; filing requirements for dependents; which IRS forms to use; when, where, and how to file; method of payment; various accounting periods and methods; Requirement for a correct social security number or taxpayer identification number when filing the tax return; filing status the taxpayer should use; determine if the taxpayer is a resident or nonresident alien; information presented on the taxpayer's W-2 form; records retention requirements of a paid preparer; getting started with the return preparation process.

**SESSION 2: STANDARD DEDUCTIONS AND EXEMPTIONS**

Calculate the standard deduction and determine when to use it; exemptions and identify when the taxpayer can claim an exemption; tests for determining when a dependent is a qualifying child or a qualifying relative; support provided to a potential dependent; Steps necessary to file a decedent's tax return; Identify the rules for tax withholding and estimated payments.

**SESSION 3: TAXABLE AND NON-TAXABLE INCOME**

Various types of employee compensation, including fringe benefits and tips; business income, including income from farming, rentals and bartering; Alimony received as taxable income; other types of income that may be fully or partially taxable; general rules of community property; compute taxable and nontaxable income; where to report various types of income.

**SESSION 4: INTEREST AND DIVIDEND INCOME**

Types of interest income; difference between taxable and nontaxable interest; tax reporting of interest income; dividend income; nontaxable distributions; the client interview process.

**SESSION 5: EARNED INCOME CREDIT**

Earned Income Credit (EIC); eligibility rules for the EIC; a qualifying child; taxpayers without children Schedule EIC; disallowance of the EIC; IRS due diligence requirements; special rules apply to certain taxpayers depending upon the circumstances

**WEEK TWO**

**SESSION 6: CHILD CARE AND OTHER CREDITS**

The child tax credit and/or the additional child tax credit; qualifications for the childcare credit; qualification for the credit for the elderly and disabled; qualification for the adoption credit; education credit; other less common credits.

**SESSION 7: RETIREMENT INCOME**

Retirement income defined; distinguishing between pensions and annuities; specific types of pension plans; distributions from plans; government retirement benefit programs; other types of income; specifically barter, activities not for profit, and partnership income, rental income, royalties, repayments, and non-taxed income.

**SESSION 8: ADJUSTMENTS TO INCOME**

Educator and moving expense adjustments; reporting of any of the four business-related adjustments; reporting of the retirement-related adjustments for self-employed and individual taxpayers; applicability and reporting of the adjustments related to education expenses; deductions for a Health Savings Accounts; penalty on early withdrawal of savings; alimony; other less common adjustments.

**WEEK THREE**

**SESSION 9: ITEMIZED DEDUCTIONS**

Standard versus itemized deductions; limitation on itemized deductions; eligible medical expenses; deductible taxes; interest deductions; charitable contribution deduction; casualties and thefts; miscellaneous deductions.

**SESSION 10: ELECTRONIC FILING**

Rules and regulations governing electronic filing; methods of receiving a refund through electronic filing; warning signs of taxpayer fraud; requirements for signing electronic returns; how to correct an electronic return rejected by the IRS.

**SESSION 11: EMPLOYEE BUSINESS EXPENSES AND MISCELLANEOUS DEDUCTIONS**

Miscellaneous itemized deduction limitation; deductible business expenses; standard mileage rate and the actual auto expense methods of tracking auto expenses; business use of a home; deductible travel, gift, and entertainment and other expenses.

**SESSION 12: EDUCATION TAX BENEFITS**

Education-related tax credits and adjustments; the American Opportunity Credit; the Lifetime Learning Credit; American Opportunity Credit versus the Lifetime Learning Credit; tuition and fees deduction; student loan interest deduction; requirements for claiming additional tax benefits related to education.

**WEEK FOUR**

**SESSION 13: CAPITAL GAINS AND LOSSES**

Gains and losses from the sale of capital assets; capital gain distributions and tax treatment; capital gains and losses on a tax return; basis of property in various circumstances; tax treatment for potential gains on the sale of a home or personal residence; tax treatment for an installment sale.

**SESSION 14: BUSINESS PROPERTY AND DEPRECIATION**

Types of property eligible for depreciation; definition of depreciation; various depreciation methods; Section 179 deduction; special depreciation allowance; reporting of dispositions of business property; guidelines related to the final repair regulations.

**SESSION 15: SELF-EMPLOYMENT INCOME AND TAXES**

Taxpayer as a sole proprietor; calculation of gross income on Schedule C; types of deductible business expenses; calculation of net profit or loss; self-employed health insurance and retirement plan contributions; other self-employment taxes; deductions for office-in-home.

**SESSION 16: RENTAL, ROYALTY, PARTNERSHIP INCOME**

Rental income and proper reporting; deductible rental expenses; renting vacation homes and other dwelling units; limits on rental and passive activity losses; rules for reporting rental property sales; reporting of royalties and partnership income.

**WEEK FIVE**

**SESSION 17: A.M.T. TAX, INJURED/INNOCENT SPOUSE, PENALTIES**

The Alternative Minimum Tax (AMT); an innocent spouse; an injured spouse; other types of less common credits; tax extensions and installment agreements; civil and criminal penalties.

**SESSION 18: KIDDIE/NANNY TAX AND AMENDED TAX RETURNS**

Kiddie and Nanny tax overview; how to file an amended return; tax preparer rules and regulations.

**SESSION 19: UNENROLLED AGENTS AND TAX UPDATES**

IRS voluntary program for unenrolled tax preparers; exempt unenrolled tax preparers; tax return preparer credentials; most recent tax laws and regulations; changes to Social Security and Medicare taxes; protecting taxpayer identity; features of the Affordable Care Act (ACA); states that have their own health insurance exchange; the ACA mandate for businesses.

**SESSION 20: ETHICS AND RESPONSIBILITIES OF TAX PROFESSIONALS**

Professional responsibilities of tax return preparers; IRS Circular 230 rules; American Institute of Certified Public Accountants (AICPA) Statements on Standards for Tax Services (SSTS).

**WEEK SIX**

**REVIEW TRAINING PROGRAM CHAPTERS, COMPLETE STUDY ACTIVITIES AND TESTING**

Review chapters, complete study questions, tests, and study activities; complete final exams.