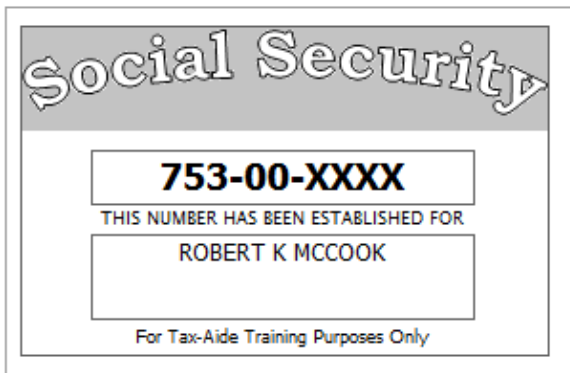
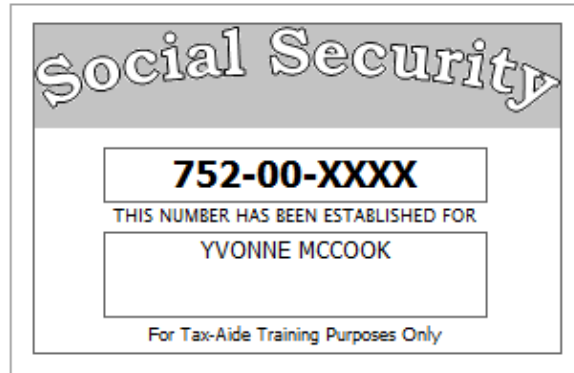
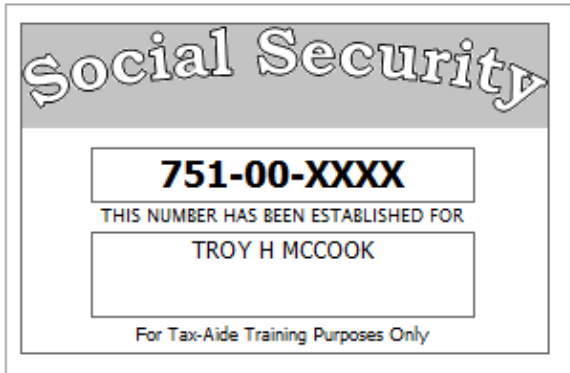


FAM-04 McCook Scenario

Step 0 Intake + Interview → Filing Status, Dependency

Documents:



FAM-04 McCook Scenario

Step 1 Basic Information

TP Form / Note	TS Screen	Notes
SS Card	<p>Start a New 2019 Tax Return</p> <p>Available Taxpayer Profiles</p>	<p>TS: Enter Social Security Number of Primary taxpayer twice.</p> <p>Hint: SSN format- Use any 4 digits for the last four numbers of the SSN.</p> <p>TS: Ignore the "Available Taxpayer Profiles"</p> <p>TS: Select "Start Return"</p>
Intake Sheet	What is your filing Status?	Answer: Filing Status: Married filing jointly "Continue"
SS Card Intake Sheet	<p>Personal Information</p> <p>Taxpayer Information</p> <p>Spouse Information</p> <p>Address & Phone Number</p>	<p>TS: Enter all information using "Caps Lock".</p> <p>Hint: Use Name and SSN from SS card. (Not Intake Sheet)</p> <p>Hint: SSN format - Use any 4 digits for the last four numbers of the SSN</p> <p>TS: Birth date can be entered using drop down menu or filling in the field.</p> <p>TS: Check any of the "Check here" questions that apply</p> <ul style="list-style-type: none"> • Check presidential election campaign fund for Spouse <p>TS: Spouses last name auto populates when field is selected. Change if required.</p> <p>TS: Enter Zip code- TaxSlayer fills in city and state. Correct if required</p> <p>TS: New Jersey automatically populates as the Resident State</p> <p>TS: "Continue"</p>
Intake Sheet	<p>New Jersey Return</p> <p>NJ Property Tax Credit or Deduction Do you meet Property Tax Credit or Deduction Eligibility Requirements?</p> <p style="color: blue;">Did you and, if applicable, all members of your health care shared responsibility family, have qualifying coverage for every month in 2019? NOTE: If you answer 'NO', you will need to identify for each person in the household, whom had health coverage for each month, if applicable.</p>	<p>TS Answer: At this point answer "No". We will go back and adjust after the Federal Return is complete</p> <p>TS Answer: "Yes"</p> <p>At this point just hit ""Continue"" We will go back and adjust after the Federal Return is complete</p>
Intake Sheet	<p>Dependents/ Qualifying Person(s)</p> <p>Do you have any Dependents or Qualifying Person(s) to claim on your return?</p>	<p>TS: Answer is "Yes".</p>

FAM-04 McCook Scenario

TP Form / Note	TS Screen	Notes
	Dependent/Qualifying Child Information	<p>Add dependent information Hint: Use name and SSN from SS card (Not Intake Sheet) TS: The last name auto populates. Change if required</p> <p>TS: Was this person a U.S. citizen, U.S. national, or U.S. resident alien? (See Pub. 519 for the definition of a U.S. national or U.S. resident alien) If they were not, you can't claim the child tax credit or the credit for other dependents for this person. *</p> <ul style="list-style-type: none"> • Answer Yes <p>Check the "Check all that apply" questions that apply</p> <ul style="list-style-type: none"> • Robert is a full-time student, but he is not over 18 <p>.TS: "Continue" – "Continue"</p>

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

Step 2 SSA-1099 Troy & Yvonne McCook

TP Form / Note	TS Screen	Notes
SSA-1099	Left Menu -Federal Section-Income 1099-R, RRB-1099, RRB-1099-R, SSA-1099 - Begin Social Security Benefits/RRB-1099 -Begin	<p>Enter SSA-1099 Data for TP and SP Hint: Use amount from Box 5 for Social Security Benefit Hint: Use TP4F Scratch Pad to document Medicare Parts B, C, D. Insert total in "Taxpayer's Medicare Premiums". Amount = \$1,618.80 TS: Continue, Continue</p>

FAM-04 McCook Scenario

FORM SSA-1099 - SOCIAL SECURITY BENEFIT STATEMENT		
<b style="font-size: 1.2em;">2019 <input type="checkbox"/> PART OF YOUR SOCIAL SECURITY BENEFITS SHOWN IN BOX 5 MAY BE TAXABLE INCOME. <input type="checkbox"/> SEE THE REVERSE FOR MORE INFORMATION.		
Box 1. Name TROY H MCCOOK	Box 2. Beneficiary's Social Security 751-XX-XXXX	
Box 3. Benefits Paid in 2019 \$12,765.00	Box 4. Benefits Repaid to SSA in 2019	Box 5. Net Benefits Paid for 2019 (Box 3 minus Box 4) \$12,765.00
DESCRIPTION OF AMOUNT IN BOX 3 Paid by check or direct deposit \$9,869.70 Medicare Part B premiums deducted from your benefits \$1,258.80 Medicare Prescription Drug premiums (Part D) deducted from your benefits \$360.00 Total Additions \$12,765.00 Benefits for 2019 \$12,765.00 Benefits for 2018 Benefits for 2017 Benefits for 2016		DESCRIPTION OF AMOUNT IN BOX 4 Box 6. Voluntary Federal Income Tax Withheld \$1,276.50 Box 7. Address TROY H MCCOOK 30911 CHARLES BUSBY ROAD PATERSON, NJ 07524 Box 8. Claim Number (use this number if you need to contact SSA) 751-XX-XXXXA

Form **SSA-1099-SM**

FORM SSA-1099 - SOCIAL SECURITY BENEFIT STATEMENT		
<b style="font-size: 1.2em;">2019 <input type="checkbox"/> PART OF YOUR SOCIAL SECURITY BENEFITS SHOWN IN BOX 5 MAY BE TAXABLE INCOME. <input type="checkbox"/> SEE THE REVERSE FOR MORE INFORMATION.		
Box 1. Name YVONNE MCCOOK	Box 2. Beneficiary's Social Security 752-XX-XXXX	
Box 3. Benefits Paid in 2019 \$10,200.00	Box 4. Benefits Repaid to SSA in 2019	Box 5. Net Benefits Paid for 2019 (Box 3 minus Box 4) \$10,200.00
DESCRIPTION OF AMOUNT IN BOX 3 Paid by check or direct deposit \$8,547.20 Medicare Part B premiums deducted from your benefits \$1,258.80 Medicare Prescription Drug premiums (Part D) deducted from your benefits \$.00 Total Additions \$10,200.00 Benefits for 2019 \$10,200.00 Benefits for 2018 Benefits for 2017 Benefits for 2016		DESCRIPTION OF AMOUNT IN BOX 4 Box 6. Voluntary Federal Income Tax Withheld \$394.00 Box 7. Address YVONNE MCCOOK 30911 CHARLES BUSBY ROAD PATERSON, NJ 07524 Box 8. Claim Number (use this number if you need to contact SSA) 752-XX-XXXXA

Form **SSA-1099-SM**

Federal AGI: 0 Federal Refund: 1,671 NJ Refund Amount: 0

FAM-04 McCook Scenario

Step 3 Dividends 1099-DIV - Oppenheimer

TP Form / Note	TS Screen	Notes
1099-DIV Oppenheimer	Left Menu- Federal Section -Income 1099-DIV, INT, OID Begin Interest or Dividend Income – Begin Dividend Income, Form 1099-DIV-Continue	Hint: Enter Payer's Name only Hint: Select for Taxpayer Enter values that apply "Continue"

<input type="checkbox"/> CORRECTED (if checked)				Dividends and Distributions		
PAYER'S name Street address City or town, state or province, country, ZIP or foreign postal code Telephone no. OPPENHEIMER FUND PO BOX 5270 DENVER, CO 80217		1 Total Ordinary Dividends \$23,500.00	OMB No. 1545--0110 2019 Form 1099-DIV	Copy B For Recipient This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.		
PAYER'S TIN 75-9000254		1b Qualified Dividends \$23,500.00	2a Total capital gain distr. \$7,775.00			2b Unrecap. Sec. 1250 gain
RECIPIENT'S name Street address (including apt.no.) City or town, state or province, country, ZIP or foreign postal code TROY H MCCOOK 30911 CHARLES BUSBY ROAD PATERSON, NJ 07524		2c Section 1202 gain	2d Collectables (28%) gain			
RECIPIENT'S TIN 751-00-XXXX		3 Nondividend distributions	4 Federal income tax withheld			
FATCA filing requirement <input type="checkbox"/>		5 Section 199A dividends	6 Investment expenses			
Account number (see instructions)		7 Foreign Tax Paid	8 Foreign Country or US possession			
13 State		9 Cash liquidation distributions	10 Noncash liquidation distribution			
14 State Identification no.		11 Exempt-Interest dividends	12 Specified private activity bond interest dividends			
15 State tax withheld						
Form 1099-DIV						

Federal AGI: 36,654	Federal Refund: 1,671	NJ Refund Amount: 0
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FAM-04 McCook Scenario

Step 4 1099-R Ameritech

TP Form / Note	TS Screen	Notes
1099-R Ameritech	Left Menu-Federal Section Income 1099-R, RRB-1099, RRB-1099-R, SSA-1099 Edit Add or edit a 1099-R Begin	Hint: "This 1099-R is for Troy Hint: Make corrections if required so that information matches the information on the 1099-R Hint: Taxable amount defaults to Gross Distribution Amount. Adjust as required. Hint: Did you check the Taxable Amount Not Determined Box? TS: You do not have to select a State for income to go to the State return. TS: Save & Enter Another

<input type="checkbox"/> CORRECTED (if checked)				2019		Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	
PAYER'S name Street address City or town, state or province, country, ZIP or foreign postal code Telephone no. AMERITECH PENSION TRUST PO BOX 1389 BOSTON, MA 02104			1 Gross distribution \$13,223.00	2019		Form 1099-R Copy B Report this income on your federal tax return. If this form shows federal income tax withheld in box 4, attach this copy to your return. This information is being furnished to the IRS	
PAYER'S TIN 75-8000254			2a Taxable amount \$13,223.00	2b Taxable amount not determined. <input checked="" type="checkbox"/> Total Distribution <input type="checkbox"/>			
RECIPIENT'S name Street address (including apt.no.) City or town, state or province, country, ZIP or foreign postal TROY H MCCOOK 30911 CHARLES BUSBY ROAD PATERSON, NJ 07524			3 Capital gain (included in box 2a).	4 Federal income tax withheld			
RECIPIENT'S TIN 751-XX-XXXX			5 Employee contributions/ Designated Roth contributions or	6 Net unrealized appreciation in employer's securities			
7 Distribution Code(s) 7			IRA/ SEP/ SIMPLE <input type="checkbox"/>	8 Other %			
9a Your percentage of total distribution %			9b Total Employee Contributions				
10 Amount allocable to IRR within 5 years	11 1st year of desig. Roth contrib.	FATCA filing requirement <input type="checkbox"/>	12 State tax withheld	13 State/Payer's state no.		14 State distribution	
Account number (see instructions)			Date of payment	15 Local tax withheld	16 Name of locality		17 Local distribution
Form 1099-R							

Federal AGI: 60,682 Federal Refund: 1,671 NJ Refund Amount: 0

FAM-04 McCook Scenario

Step 5 1099-R Phoenix

TP Form / Note	TS Screen	Notes
1099-R Phoenix Investments	Add a form 1099-R/Pension Distribution	Hint: "This 1099-R is for Yvonne Hint: Make corrections if required so that information matches the information on the 1099-R Hint: Taxable amount defaults to Gross Distribution Amount. Adjust as required. Hint: Did you check the IRA/SEP/Simple Box? TS: You do not have to select a State for income to go to the State return. TS: "Continue"

<input type="checkbox"/> CORRECTED (if checked)				2019 Form 1099-R		Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	
PAYER'S name Street address City or town, state or province, country, ZIP or foreign postal code Telephone no. PHOENIX INVESTMENT PARTNERS 101 MUNSON STREET GREENFIELD, MA 01301			1 Gross distribution \$12,250.00	2019 Form 1099-R		Copy B Report this income on your federal tax return. If this form shows federal income tax withheld in box 4, attach this copy to your return. This information is being furnished to the IRS	
PAYER'S TIN 75-7000254			2a Taxable amount \$12,250.00				2b Taxable amount not determined. <input type="checkbox"/>
			RECIPIENT'S name Street address (including apt.no.) City or town, state or province, country, ZIP or foreign postal YVONNE MCCOOK 30911 CHARLES BUSBY ROAD PATERSON, NJ 07524				3 Capital gain (included in box 2a).
RECIPIENT'S TIN 752-XX-XXXX							5 Employee contributions/ Designated Roth contributions or
			7 Distribution Code(s) 7				IRA/ SEP/ SIMPLE <input checked="" type="checkbox"/>
9a Your percentage of total distribution %							9b Total Employee Contributions
			11 1st year of desig. Roth contrib.		12 State tax withheld		13 State/Payer's state no.
Account number (see instructions)			15 Local tax withheld		16 Name of locality		
			Date of payment			17 Local distribution	
Form 1099-R							

Federal AGI: 76,268

Federal Refund: 1,671

NJ Refund Amount: 0

FAM-04 McCook Scenario

Step 6 Itemized Deductions – Taxes You Paid

TP Form / Note	TS Screen	Notes
Intake Sheet	Left Menu-Federal Section - Deductions –Itemized Deductions – Begin Taxes You Paid - Begin	<p>TS: Go to ADD SALES TAX WORKSHEET and enter ZIP Code and 365 days living in NJ</p> <p>TS: Continue - Continue</p> <p>TS: Enter real estate taxes paid. Use \$11,000</p> <p>“Continue”</p>

Federal AGI: 76,268 Federal Refund: 1,671 NJ Refund Amount: 0

Step 7 Compare Standard vs Itemized Deductions

TP Form / Note	TS Screen	Notes
	Federal Section Deductions Compare Deductions - Begin	<p>Check to see if using itemized deductions or standard deductions. Itemized = 10,000 (taxes are capped at \$10,000) Std = 27,000</p> <p>“Continue”</p> <p>Hint: You can view Schedule A (Itemized Deductions) by clicking on the Print Icon next to Itemized Deductions in the Deductions Menu.</p>

Federal AGI: 76,268 Federal Refund: 1,671 NJ Refund Amount: 0

Step 8 Health Insurance

TP Form / Note	TS Screen	Notes
Intake Sheet	Left Menu-Health Insurance Did you, your spouse, or a dependent purchase health insurance via HealthCare.gov or a State Marketplace?	<p>TS – No (Intake Sheet, Page 2, Part V, Line 9)</p> <p>“Continue”</p>

Federal AGI: 76,268 Federal Refund: 1,671 NJ Refund Amount: 0

FAM-04 McCook Scenario

Step 9 New Jersey Return

TP Form / Note	TS Screen	Notes
NJ Checklist	State Return –Edit	Hint: Use the NJ Checklist to enter NJ items
	NJ Property Tax Credit/Deduction	TS: Answer “Yes” to this question now Hint: Taxpayer meets Property Tax Eligibility Requirements Hint: See NJ Checklist, page 2, Credits for property tax number to use. Hint: Taxpayer was a Homeowner Hint: County Property located in- To select county and municipality select the drop-down arrow and type Passaic. Then scroll down to Paterson Hint: Use the “NJ Municipality Code Lookup” in the TaxPrep4Free Preparer’s Page to determine the county if you are not sure “SAVE”
	Taxpayer NJ Health Insurance	TS: Answer is “Yes”
	Basic Information - Edit	TS: Complete Basic Information. Use NJ checklist page 1 - Basic Information Hint: To select county and municipality select the drop-down arrow and type Passaic. Then scroll down to Paterson Hint: Use the “NJ Municipality Code Lookup” in the TaxPrep4Free Preparer’s Page to determine the county if you are not sure. Save back to the beginning of the State Return for the refund monitor to update

Federal AGI: 76,268	Federal Refund: 1,671	NJ Refund Amount: 0
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FAM-04 McCook Scenario

Step 10 Prepare for e-file

Intake Sheet	Left Menu – e-file –	TS – Clear up any diagnostic messages (if any) . Ignore any message about Identity protection Pin
	Federal Return Type	TS: Select Federal Return Type “E:file: Paper Check” Next
	Fees	TS: No entries in Fees section except for Client email address Next
	State Return Type	TS: Select State Refund Type “E:file: Mail Payment” <ul style="list-style-type: none"> The McCooks have a zero NJ balance. There is no option for “E-File Paper Check.” The only choices are “E-File Mail Payment” or “Paper Return”. It is OK to select “E-File Mail Payment” in order to get the return e-filed. Next
	Third Party Designee Info	TS: Skip Third Party Designee. It is Out of Scope for us. Next
	Consent to Disclose	TS: Consent to Disclose Tax Return Information – Check Deny since they did not sign the consent form.
	Questions	TS – Questions – Answer questions from Intake sheet Part VII, lines 5.6,7 and 8 <ul style="list-style-type: none"> If there are no question, ignore for now. Next
	Taxpayer ID Information	TS: Skip TP, SP ID Information Screen. Not required for NJ. Save
		You are Done

Federal AGI: 76,268

Federal Refund: 1,671

NJ Refund Amount: 0