How to Prepare Familiarization Returns

1. Go to the 2012 TP4F Familiarization page at http://taxprep4free.org/training/familiarization (Make it a Favorite or put it in your 'favorites bar'.)

2. Click the blue link for the problem you want to do (Andersen, Gallo, etc) and print the .pdf file which contains all the information for this taxpayer.

3. Click the blue 'Refund Monitor' link for the same taxpayer and print it.

4. Log on to TaxWise On Line at http//:twonline.taxwise.com/training11 (this should also be made a favorite Log on instructions are detailed in Familiarization Videos 'TWO-20 First Time Login' on the same 'Checklist' page as the practice returns (Note 1 above.)You can also link to it directly from the page you get at step 2 above.) You have also received printable logoninstructions in Memo #02. If you have trouble, call your Coach. Log on has to become an almost automatic process.

5. Click the New Return button at the top left of the TWO Home screen. You will get a small screen in which you will enter (twice) the Social Security number of the primary taxpayer (first person listed on the intake form) click 'Go to Tax Forms' and the TWO Main Information screen will appear. Note that all SSNs and Employer Identification Numbers appear in the scenario and paper documents as three specific digits followed by-xx-xxxx, e.g. 641-xx-xxxx. The first three digits should always be entered as printed, then each student should always enter their own unique <u>two digit student number</u> for the two digit middle 'xx' and <u>everyone</u> should always enter the digits 1879 for the last four digits.

6. Follow the action steps in the Refund Monitor, one by one, being sure to attend to the references to the scenario 'interview' notes and the monitor notes and hints. Check the AGI and Refund columns when you have completed each step to be sure the numbers match with those in the 'refund monitor' box at the upper left of your TWO screen above the 'forms tree'. If they do not match, STOP! You have made a mistake. Recheck the whole step. If you cannot correct the error, call or e-mail your Coach.

<u>Refund Monitor Columns</u>

<u>Process</u> column defines, in general, what the numbered Step (second column) is dealing with, entering into, or doing to, TaxWise.

TP Form/ Notes lists the taxpayer form or other taxpayer information (found in the scenario forms and 'interview notes') from which to obtain the data you must enter into TaxWise.

TW Form tells you which *on screen form* in TaxWise is used to enter this information. This form number or name will be found in the Forms Tree at the left of the TaxWise screen. Click it in the tree and it will appear for you to fill out. (Items in this column of the monitor are printed in blue in the on-line presentation– of the Monitor which you printed off for convenience in step 3, above . As a 'last resort' in troubleshooting you can direct your browser back to the Familiarization page, then click on the on-line version of the monitor –preferably opening it up in a new browser tab - click on the blue TW Form number for the step, which will get you a screen shot of the TaxWise form as it should look when correctly completed for that particular step in the return prep process. This screen shot can be magnified for easy readability by simply clicking anywhere in the body of it. Again, if you still can't get the AGI and Refund numbers to match in TaxWise, call your coach.

Payee/Name just tells where the information originated – helps to be sure you are entering data from the correct form, especially when the taxpayer information includes more than one of the same type of IRS form – e.g. two or more 1099 DIVs etc.

AGI and Refund columns should match the numbers on your TWO screen when you have completed the step as noted above. If they DON'T you have an error and absolutely must find it and correct it before proceeding.

NJ37 and NJ 55/65 are the 'error check' lines on pages 3 and 4 respectively of the NJ Form 1040 which should match what you have on your TaxWise NJ State forms (which don't look at all like the NJ paper 1040 form) when this step has been completed.

Notes are clues, helpful hints, 'how-to' instructions to aid in completing everything correctly in TaxWise.

Again, the purpose of the whole Familiarization procedure is just exactly that: To introduce you to the TaxWise program before formal training begins so that log on to TWO and the appearance and use of taxpayer information and the corresponding screen forms of the program are familiar to you beforehand.

Rock On!