

TRC-10 Training Overview

09-28-2012 TY2012 v0.9

New Preparers

Orientation

- Overview of program – certification, scope, logistics, time requirements, satisfaction, etc.

Familiarization

Prior Year

- Build confidence with TaxWise by preparing a series of simple returns (Federal and State)
- Minimal tax law

Tax Law

Prior Year

- Presentation of detailed tax law and TaxWise data entry techniques (Federal and State)
- Build familiarity with reference materials
- Incremental preparation of comprehensive return (Kent)
- Student Guide, CBT, and practice problems from 4491-W
- Quizzes and Discussions at each step

All Preparers (New & Returning)

Proficiency Part 1

Prior Year

- Quality reviewed returns (Federal & State)
- Assess knowledge and readiness of new and returning preparers

What's New – Federal

Current Year

- Presentation of new tax law and new TaxWise forms (Federal only)

Proficiency Part 2 (IRS Test)

Current Year

- Individual Certification (Federal only)
- Student Guide, CBT, and practice problems from 4491-W
- Build familiarity with new reference materials

All Preparers (New & Returning)

What's New – State

Current Year

- Presentation of new tax law and new TaxWise forms (State plus any late Federal developments)

Proficiency Part 3

Current Year

- Quality reviewed returns (Federal & State)
- Emphasis on new tax law & new TaxWise forms (Federal and State)