

**APPENDIX H
SCOPE TOPICS**

AARP Foundation Tax-Aide helps low and moderate income taxpayers, with special attention to those 60 and older. Volunteers are trained to assist in filing Form 1040 and certain other schedules and forms. Under the Volunteer Protection Act (VPA), AARP Foundation Tax-Aide volunteers must stay within the scope of the program and do returns for which they receive training. Any Counselor who feels they do not have adequate training or knowledge should seek assistance from the LC (Local Coordinator).

The list below covers topics that volunteers certified through the advanced level are trained to do under the guidelines of the program. When using the list, please note that neither column 3 or 4 stand alone. They must be used together because a description in column 4 may include topics or certification levels which affect whether counselors can or cannot prepare the return under the VPA. The header further defines information in the two columns.

☼ Denotes the title of the line, box or form.

F(orm) S(chedule) #	L B #	IN SCOPE YES NO	Column 3: Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. No = The form, line or box is out of scope. Column 4: = Limitations or expansion of each scope topic including certification levels which may be in/out of scope.
F 1040		Yes	In scope except for: <ul style="list-style-type: none"> •Filing Status: Box 3-MFS taxpayers in community property states (listed on Main Information Sheet, Filing Status and Exemptions) unless volunteer is trained in community property tax law & trained to complete the Community Property Allocation Worksheet •Taxpayers who are not certain they are in a common law marriage •Taxpayers with F, J, M & Q VISAs (in scope only for Foreign Student certification) •Unmarried non-resident aliens who do not meet green card or substantial presence test •Taxpayers who cannot establish their identity
F 1040	7	Yes	In scope except for: <ul style="list-style-type: none"> • Ministers • Other members of the clergy who present issues such as: parsonage/housing allowance, whether earnings are covered under FICA or SECA or rules for determining exemption from coverage
F 1040	8-9	Yes	In scope except for: <ul style="list-style-type: none"> •Accrued savings bond interest •Interest on bonds bought or sold between interest dates •Dependent child under the age of 18 (age 24 if a full-time student), who has investment income of more than \$1,900
F 1040	10	Yes	In scope except for: Refund is not for the prior year
F 1040	12	Yes	See Schedule C limitations
F 1040	14	No	☼Other Gains or (losses)

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F 1040	15	Yes	<p>In scope except for:</p> <ul style="list-style-type: none"> •Distributions from SIMPLE & SEP IRAs •Additional tax due to excess IRA contributions •Roth IRA distributions that are taxable or partially taxable •IRA rollovers that do not meet the tax free requirements •General Rule was used to figure the taxable portion of pensions and/or annuities for past years (see 1099-R and Form 8606)
F 1040	17	Yes	See Schedule E limitations
F 1040	18	No	☼Farm income or (loss)
F 1040	21	Yes	<p>In scope except for:</p> <ul style="list-style-type: none"> •See 1099-Q for limitations •HSA Distributions (In scope for HSA only) •Credit card debt (In scope for COD only) •See Form 2555 for limitations (In scope for international only)
F 1040	24	Yes	In scope for military only
F 1040	25	Yes	In scope for HSA only
F 1040	26	Yes	In scope for military only
F 1040	28	No	☼Self-employed SEP, SIMPLE and qualified plans
F 1040	29	No	☼Self-employed health insurance deduction
F 1040	35	No	☼Domestic production activities deduction. Attach Form 8903
F 1040	36	Yes	In scope only for jury duty pay if given to the employer (See 1040 Instructions for line 36)
F 1040	40	Yes	See Schedule A limitations
F 1040	44	Yes	In scope except for: Boxes a-c
F 1040	45	No	☼Alternative minimum tax (see instructions) Attach Form 6251
F 1040	47	Yes	<p>In scope except for:</p> <ul style="list-style-type: none"> •\$301 or more (\$601 or more if filing status is MFJ) •See Form 1116 limitations
F 1040	52	Yes	In scope except for: Form 5695, part II
F 1040	53	Yes	<p>In scope except for:</p> <ul style="list-style-type: none"> •Boxes a & b •Box c in scope only for Schedule R (see 1040 Instructions)
F 1040	57	Yes	In scope except for: Box b (Form 8919)
F 1040	58	Yes	In scope except for: Form 5329, parts II through VIII
F 1040	59a	No	☼Household employment taxes from Schedule H

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F 1040	59b	Yes	In scope except for: Taxpayers who claimed credit and their home is destroyed, condemned or disposed of under threat of condemnation
F 1040	60	Yes	In scope except for: Codes listed in 1040 Instructions for line 60: •1 (in scope for HSA only) •2-19
F 1040	70	No	☼Credit for federal excise tax on fuels. Attach Form 4136
F 1040	71	No	☼Credits from a 2439, b 8839, c 8801, d 8885
F 1040	77	No	Form 2210, line 9 should default to \$0 to prevent volunteers from calculating the estimated tax penalty. The desktop software defaults are preset when the software is issued. For TWO, the default is set on the master template. If it appears taxpayers may owe an estimated tax penalty, let them know the IRS will calculate the penalty and send a bill.
F 1040-ES		Yes	☼Estimated Tax for Individuals
F 1040NR		No	In scope for Foreign Student certification only
F 1040X		Yes	In scope except for: •Original return was out of scope •Is not for the current year or one of the 3 years immediately prior and was not prepared at the same site or cannot be recreated based on the latest return submitted to the IRS •Taxpayers who may qualify for an exception to the three year time limit for filing an amended return
F W-2		Yes	In scope except for: Box 12 codes: •Q (in scope for military only) •R, T •W (in scope for HSA only)
F W-2G		Yes	☼Certain Gambling Winnings
S A		Yes	In scope except for: •Qualified medical expenses included on line 15, Form 8889 Schedule A lines: •14 •17 Donation is from Form 1098-C •Donation requires Form 8283 and is over \$5,000 •Donation of property previously depreciated •Donation of capital gain property •20 •21 See Form 2106 limitations
S B		Yes	☼Interest and Ordinary Dividends

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S C		Yes	<p>In scope except for:</p> <ul style="list-style-type: none"> •Expenses over \$5,000 •Net losses •“No” on line G (or the taxpayer does not meet any of the tests of material participation, or is uncertain about materially participating in a business) •Any credit card or similar payments that included amounts that are not includible in income •Depreciation •Expenses for employees •Business use of home •Casualty losses •Part I, lines 2, 4, & 6 •Part II, lines 9 (actual expenses), 11-14, 15 (health insurance for the sole proprietor and his or her family), 19, 20a (leases more than 30 days), 20b, 26 •Part III
S D		Yes	<p>In scope except for:</p> <ul style="list-style-type: none"> •Any assets sold other than stock, bonds, mutual funds, and a personal residence •Property received as a gift •Inherited property-before 2010 and after 2010 (if the basis of the inherited property is determined by a method other than the FMV of the property on the date of the decedent’s death) •Inherited property-2010 (taxpayer does not know the basis and the correct holding period) •Reduced exclusion on sale of home (failure to meet the ownership & use tests)
S E		Yes	<p>In scope except for:</p> <ul style="list-style-type: none"> •Part I, lines 5-19 •Parts II-IV
S EIC		Yes	☀️ Earned Income Credit
S F		No	☀️ Profit or Loss From Farming
S H		No	☀️ Household Employment Taxes
S K-1		Yes	<p>In scope except for:</p> <ul style="list-style-type: none"> •Form 1041, part III-boxes 5-14 •Form 1065, part III-boxes 1-4 & 10-20 •Form 1120S, part III-boxes 1-3 & 9-17 •Form 8865 & Form 1065-B
S R		Yes	☀️ Credit for the Elderly or the Disabled
S SE		Yes	☀️ Self-Employment Tax

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F 982		Yes	In scope for COD only In scope except for: •Reduction of Tax Attributes Due to Discharge of Indebtedness (and Section 1082 Basis Adjustment)
F 1099-A		Yes	In scope for COD only
F 1099-B		Yes	In scope except for boxes: • 5 •10-14
F 1099-C		Yes	•In scope for COD only •(Also see Pub 4731, pages D-4 & D-5 in Pub 4012)
F 1099-G		Yes	In scope except for: •Boxes 7-9 •See Instructions For Recipient for box 2 on 1099-G for amounts which may appear in the blank box beside box 9. Amounts in this blank box are interest and are in scope
F 1099-DIV		Yes	In scope except for boxes: •2c •8-9 •11
F 1099-INT	9	Yes	In scope except for: Form 6251
F 1099-LTC		No	☀Long Term Care and Accelerated Death Benefits
F 1099-MISC		Yes	In scope except for boxes: •2 •5-6 •8-15
F 1099-OID		Yes	In scope except for: If adjustment needed or no form received
F 1099-Q		Yes	In scope except for: Distributions from Educational Savings Accounts: •Funds were not used for qualified education expenses •Distribution was more than the amount of the qualified expenses
F 1099-R	7	Yes	In scope except for: •Codes 5, 8-9, A, E, J, L, N, R, S, U & W •SIMPLE & SEP IRAs
F 1099-S		Yes	In scope except for: •Sales of Business Property, Form 4797 •Installment Sales Income, Form 6252 •Like-Kind Exchanges, Form 8824

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F 1099-SA		Yes	In scope for HSA only In scope except for: •Archer MSA •Medicare Advantage MSA
F 1116		Yes	Entire form is out of scope unless certified for International. For other certification levels linking to it is permitted to use the Simplified Limitation Election (SLE) but SLE is: In scope except for: •Income derived from other than passive income (e.g., interest, dividends, or royalties), and/or reported on forms other than Forms 1099-INT/1099-DIV, or a similar substitute statement
F 1310		Yes	☼Statement of Person Claiming Refund Due a Deceased Taxpayer
F 2106		Yes	In scope for military only
F 2120		Yes	☼Multiple Support Declaration
F 2210		No	☼Underpayment of Estimated Tax by Individuals, Estates, and Trusts
F 2439		No	☼Notice to Shareholder of Undistributed Long Term Capital Gains
F 2441		Yes	☼Child and Dependent Care Expenses
F 2555		Yes	In scope for international only
F 2848		Yes	☼Power of Attorney and Declaration of Representative
F 3800		No	☼General Business Credit
F 3903		Yes	In scope for military only
F 4136		No	☼Credit for Federal Tax Paid on Fuels
F 4137		Yes	☼Social Security and Medicare Tax On Unreported Tip Income
F 4562		No	☼Depreciation and Amortization
F 4797		No	☼Sales of Business Property
F 4852		Yes	☼Substitute for Form W-2, Wage and Tax Statement, or Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
F 4868		Yes	☼Application for Automatic Extension of Time To File U.S. Individual Income Tax Return
F 4972		No	☼Tax on Lump-Sum Distributions
F 5329		Yes	In scope except for: Parts II through VIII
F 5405		Yes	In scope except for: Taxpayers who claimed credit and their home is destroyed, condemned or disposed of under threat of condemnation
F 5695		Yes	In scope except for: Part II

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F 6251		No	☀️ Alternative Minimum Tax
F 6252		No	☀️ Installment Sales Income
F 8283		Yes	In scope except for: • Total non-cash contributions in excess of \$5,000 • Parts II-IV
F 8332		Yes	☀️ Release/Revocation of Release of Claim to Exemption for Child by Custodial Parent
F 8379		Yes	☀️ Injured Spouse Allocation
F 8396		No	☀️ Mortgage Interest Credit
F 8453		Yes	☀️ U.S. Individual Income Tax Transmittal for an IRS e-file Return
F 8582		No	☀️ Passive Activity Loss Limitations
F 8606		Yes	In scope except for: Parts II through IV
F 8615		No	☀️ Tax for Certain Children Who Have Investment Income of More Than \$1,900
F 8801		No	☀️ Credit for Prior Year Minimum Tax
F 8812		Yes	☀️ Additional Child Tax Credit
F 8814		No	☀️ Parent's Election to Report Child's Interest and Dividends
F 8815		No	☀️ Exclusion of Interest From Series EE and I U.S. Savings Bonds Issued After 1989
F 8839		No	☀️ Qualified Adoption Expenses
F 8853		No	☀️ Archer MSAs and Long-Term Care Insurance Contracts
F 8862		Yes	☀️ Information to Claim Earned Income After Disallowance
F 8863		Yes	☀️ Education Credits (American Opportunity and Lifetime Learning Credits)
F 8880		Yes	☀️ Credit for Qualified Retirement Savings Contributions
F 8885		No	☀️ Health Coverage Tax Credit
F 8888		Yes	☀️ Allocation of Refund (Including Savings Bond Purchases)
F 8889		Yes	In scope for HSA only In scope except for: • Line 2 (Excess contributions not withdrawn by the due date of return) • Part III, lines 18-22
F 8917		Yes	☀️ Tuition and Fees Deduction
F 8919		No	☀️ Uncollected Social Security and Medicare Tax on Wages
F 8949		Yes	☀️ Sales and other Dispositions of Capital Assets
F 9465		Yes	☀️ Installment Agreement Request