



2007 VITA/TCE

Publication 1155E

Electronic Facilitator's Kit

(for use in preparing Tax Year 2007 Returns)

Coming together to
strengthen communities
through free volunteer
tax return preparation
programs

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information and other training options
such as visit www.irs.gov.



Department of the Treasury
Internal Revenue Service

www.irs.gov

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Technical Updates

Tax law changes implemented after this product was published may cause various forms, tables, and worksheets to change. The supplemental changes (if any) are normally available in mid-December on www.irs.gov (keyword: Community Network).

Technical updates are also conveyed in Volunteer Quality Alerts during the filing season on www.irs.gov. Also, consult your course facilitator and/or site coordinator.

The IRS Mission

Provide America's taxpayers top quality service by helping them understand and meet their tax responsibilities and by applying the tax law with integrity and fairness to all.



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Confidentiality Statement

All tax information received from taxpayers in your volunteer capacity is strictly confidential and should not, under any circumstances, be disclosed to unauthorized individuals and should be properly safeguarded.

All persons, scenarios and addresses appearing in this product are fictitious. Any resemblance to persons living or dead is purely coincidental.

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WAGE AND INVESTMENT DIVISION

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
ATLANTA, GA 30308

November 9, 2007

Dear Facilitators,

Let me first offer my thanks for an exceptional 2007 filing season. The knowledge and expertise you shared with your volunteers helped us achieve another year of amazing results.

Since it's important that we all continue to **Keep an Eye on Quality**, I am asking you to help our volunteers stay focused on providing accurate, quality service while continuing to safeguard taxpayer information.

After years of conducting volunteer instruction, we've found the best training tool is **demonstration**. Please use as many practice exercises and role plays to help volunteers learn about their responsibilities. We want to make sure every volunteer knows what to expect and how to react appropriately in different situations.

During classes, direct volunteers to the IRS.gov home page where they can find a Web page dedicated to Partner Resources. These pages are specifically tailored for them and include valuable products and information. Be sure to remind volunteers to search for the keyword "**Community Network**" on IRS.gov to access these pages.

Remember to direct your students to Link & Learn Taxes, where they can be certified. We also ask you to reinforce the use of our established quality tools such as Form 13614, *Intake and Interview sheet* and Publication 4012, *VITA/TCE Resource Guide*. Additionally, please advise your sponsoring organizations that IRS relationship managers review and monitor the number and accuracy of returns at tax preparation sites.

If you have suggestions and ideas for improving our training materials, please send your feedback by completing the evaluation form in your kit. You may also send an e-mail to partner@IRS.gov, or share your comments with your local relationship manager. All written comments can be mailed to:

Internal Revenue Service
Stop 45-WI-VITA/TCE Training
401 West Peachtree St., NW
Atlanta, GA 30308

I know I can count on all of you to deliver quality training to your volunteers. Thank you in advance for your hard work and dedication. Enjoy the Training!

Sincerely,

Julieta D. Garcia
Acting Director,
Stakeholder Partnerships,
Education & Communication

Welcome to the Tax Year 2007 Volunteer Income Tax Assistance (VITA)/Tax Counseling for the Elderly (TCE) volunteer preparer training program. There are five volunteer return preparation courses—Basic, Intermediate, Advanced, Military, and International—presented in this guide. This information augments Publication 678, Student Guide (in your kit), and provides you with the information and flexibility needed to facilitate discussions on the “whys and hows” of return preparation, both electronic and paper.

Breathe life into the course you teach by sharing your experiences and insights. As you prepare your lesson plans, we encourage you to “connect the dots” for new and returning volunteers. Each volunteer should fully grasp the correlation between all components (tax law, intake and interview process, reference tools, and quality review of their work) of the return preparation process.

Remember, an accurate return is one of the cornerstones of the VITA/TCE program. Your ability to convey the importance of preparing an accurate return contributes to the taxpayer’s experience and confidence in the program.

We welcome your comments for improving these materials and the VITA/TCE programs. You may follow the evaluation procedures in this kit or e-mail your comments to partner@irs.gov.

Introduction

This publication is a slimmed down version of the traditional Publication 1155, VITA/TCE Facilitator’s Guide. It contains only administrative guidance for facilitating the five VITA/TCE courses and is available on www.irs.gov.

While every class is unique, we strive for consistency in the training that is presented to volunteer return preparers. Your local IRS relationship manager is available to assist you in planning your training and providing insights into the printed and electronic training products available from the IRS.

For specific guidance for presenting the VITA/TCE courses and/or lessons, you will need to download the suggested notes, guided questions, etc. from the IRS internet site at www.irs.gov (keyword: Community Network).

In addition to this publication, you will need the following materials for traditional classroom training. These products are available from your local IRS-SPEC relationship manager.

1. **Student Guide (Publication 678)** contains administrative guidance and tax law you should cover in your course. The technical lessons contain charts, graphics, narratives, examples, exercises, and interview tips to assist volunteers in learning and applying tax law.
2. **Comprehensive Problems and Practice Exercises (Publication 678-W)** is a workbook that contains comprehensive problems and practice exercises for all five VITA/TCE courses. The problems allow the volunteers to practice completing returns using the intake and interview sheet (Form 13614) and quality review sheet (Form 8158) in both paper and electronic tax preparation settings.

Instructions for using the practice exercises and comprehensive problems are included in the publication. The comprehensive problems should be reviewed and discussed in class (at a minimum).

3. **Volunteer Resource Guide (Publication 4012)** assists volunteers in “asking the right questions” to get to an accurate and quality return. The guide contains interview questions and tax law tips along with charts, decision trees, and graphics. It also provides TaxWise[®] guidance.

All volunteers should use Publication 4012 during training and at their site to assist in return preparation. Publication 4012 is not available on the Internet.

4. **Test and Retest (Form 6744)** - Volunteers may take the test and retest in their kit or on-line using Link & Learn Taxes available at www.irs.gov (keyword: Link and Learn Taxes).
5. **Plastic Bag (Publication 1278)** may be used to carry your training materials.
6. **Student Course Evaluations (Form 13222)** should be completed by each student. Additional guidance is provided later in this publication.
7. **Test and Retest Answers (Publication 4189)** are available from your local IRS-SPEC relationship manager via e-mail, small package carrier, or on CD-ROM.

For immediate testing, scoring, and certifications, the VITA/TCE e-learning application, Link and Learn Taxes, is available on the Internet. In addition to acknowledging correct answers, L< contains a reference tool for researching incorrect answers.

Your students can also use Link and Learn Taxes to reinforce their classroom training. Log on at www.irs.gov and check it out yourself—keyword: Link and Learn Taxes.

VITA/TCE Courses and Content

All five VITA/TCE courses—**Basic, Intermediate, Advanced, Military, and International**—can be presented using the materials in this kit. The Basic and Intermediate courses are designed for students who will assist taxpayers in filing return Forms 1040EZ, 1040A, and simple 1040. The Advanced, Military, and International courses are designed for students who will assist taxpayers with the more complex VITA/TCE returns.

The courses can be presented in 16 to 40 hours, depending on the student’s tax law expertise and skill levels. Suggested presentation and teaching times for each course are shown in Appendices A and B.

The content of each course is shown in the exhibit on the next page. The information is summarized below:

1. The **Basic** course covers income from wages, interest and dividends, and tax credits for individuals and couples.
2. The **Intermediate** course covers all the tax topics in the Basic course and additional income topics, including alimony, social security income, etc., itemized deductions, adjustments to income, and some pension issues for individuals and families with no stock or sale of home considerations.
3. The **Advanced** course covers all the tax topics in the Basic and Intermediate courses including additional pension topics. Also covered are stock and sale of home issues for individuals and families.
4. The **Military** course is generally the Advanced course with special emphasis on tax issues impacting armed services personnel and their families, i.e., combat pay, moving expenses, etc.
5. The **International** course is generally the Advanced course with special emphasis on international tax law for U.S. residents living outside the United States (nonmilitary), especially those served by U.S. embassies and consulates.

Proof Copies of Forms and Tables

Forms, schedules, and worksheets in the training materials were current as of the “draft/proof” date shown on each product. Final forms may be found at www.irs.gov and may have supplemental changes. Be sure to compare the final forms with those in this publication and make sure you understand processing changes (if any) before sharing them with your students. Draft copies of the Tax Tables and Earned Income Credit Tables are in Publication 678-W.

A set of the draft forms that were available at the time this publication went to print is included in Publication 678-W. Make sure all of the forms your students need to complete the comprehensive problems and practical exercises for the course you’re teaching are available to them.

Exhibit: Content and Courses

Content	Course
Highlights of Changes	All courses
Introduction and Administrative Guidelines	All courses
Lesson 1—Taxpayer Identification Numbers and Exemptions	All courses
Getting Started—Military	Military
Lesson 2—Filing Status and Filing Requirement	All courses
Filing Status—Military	Military
Filing Status—International	Military
Lesson 3—Income	See below
Wages, Interest, Dividends, Unemployment, and Gambling	Basic
Wages, Interest, Dividends, Unemployment, Gambling, State and/or Local Tax Refunds, Premature Pensions or Deferred Compensation Distribution, Alimony, Social Security Income, and Schedule C-EZ	All courses (except Basic)
Income—Military	Military
Other Income—Military	Military
Rental Income and Expenses—Military	Military
Foreign Income Exclusion—International	International
Worldwide Income—International	International
Self-Employment Tax—International	International
Lesson 4—Deductions and Tax Computation	See below
Standard Deductions	Basic
Standard and Itemized Deductions	All courses (except Basic)
Tax Computation	All courses
Travel Expenses—Military	Military
Other Miscellaneous Deductions—Military	Military
Business Travel Expenses—International	International
Lesson 5—Earned Income Credit	All courses
Lesson 6—Child Tax Credit	All courses
Lesson 7—Child and Dependent Care Credit	All courses
Lesson 8—Education Credits	All courses
Lesson 9—Miscellaneous Credits	See below
Elderly or Disabled and Qualified Retirement Savings	All courses
Residential Energy, Alternative Motor Vehicle, Mortgage Interest Credit, and Foreign Tax Credit (Form 1116 not required)	All courses (except Basic)
Foreign Tax Credit (Form 1116 required)—International	International
Lesson 10—Adjustments to Income	All courses (except Basic)
Moving Expenses—Military	Military
Lesson 11—Pensions and Other Retirement Income	Advanced, Military, & International (except below)
Taxable Amount Determined	All courses (except Basic)
Lesson 12—Sale of Stock	Advanced, Military, & Int'l
Lesson 13—Sale of Home	Advanced, Military, & Int'l
Lesson 14—Finishing the Return	All courses
Finishing the Return—Military	Military

Teaching Methods

As you prepare to present this material, remember that it is very important that volunteers assist only with those returns, supporting schedules, and forms for which they have received training and are certified. The quality reviewer and/or sponsor should agree on the course that best serves the needs of the students and taxpayers.

The five VITA/TCE courses may be taught using the following delivery methods:

1. **Integrated classroom** instruction combines lecture and discussion with completing the problems and exercises using tax preparation software training. See Appendix A for suggested class schedules.
2. **Traditional classroom** instruction entails lecture and discussion with paper or manual completion of the problems and practice exercises. See Appendix B for suggested class schedules.
3. **Link & Learn Taxes (L<)** classroom instruction entails lecture and discussion using the interactive e-learning application on www.irs.gov.
4. **Self-Study instructions** allow students (using the student training kit, Publication 678, and/or L<) to independently complete their course with your guidance.

Facilitator Prerequisites and Classroom Set-Up

In order to successfully convey the information in this guide, we recommend the following prerequisites for each facilitator:

- Two hours of preparation time for every hour of instruction
- Certification in the course being taught
- Basic computer skills and TaxWise[®] software knowledge (if applicable)
- Access to the Internet and e-mail

Classroom Set-Up

Classes should be 20 students or less and each student will require a:

- Student Kit (Publications 678, 4012, 678-W, etc.)
- Publication 17, Your Federal Income Tax Guide for Individual (if available)
- Individual Income Tax Forms—Series 1040/1040A/1040EZ and associated schedules and instructions (if available)
- State training materials (as appropriate)

Classes that incorporate TaxWise[®] e-filing software will also require:

- A computer for each student
- A facilitator station with computer and projector
- Table space for documents
- Storage disks or CDs for students to save their work
- One assistant per five students (ideally)

For the most up-to-date tax products and information visit Forms and Publications and 1040 Central on www.irs.gov.

Testing and Certification

The Test and Retest are in one product this year—Form 6744. Review the introductory information in Form 6744 in this kit for detailed information about the revised testing approach and information you will need to discuss with your students prior to administering the test.

Volunteers assisting taxpayers with their returns and conducting quality return reviews must pass the test that coincides with the types of returns they will prepare/review. For example, a volunteer that passes the test for the **Basic** course will only provide assistance or quality review with tax matters covered in the **Basic** course.

Volunteer certification can be accomplished using one of the two methods as follows:

- Successful completion of the IRS paper Test/Retest (Form 6744)
- Successful completion of the IRS online test via Link and Learn Taxes

Regardless of the testing method, volunteers should complete the test on their own. Taking the test in groups or with outside assistance could prove to be a disservice to the people they have volunteered to help.

Students can take the test using tax software (where appropriate) and may use any reference materials available to them as volunteers to complete the test.

The test and retest are explained in detail in Form 6744 included in this kit.

This year, **the Test and Retest Answers (Publication 4189)** are available from your local IRS-SPEC relationship manager via e-mail, small package carrier or on CD-ROM. Publication 4189 is not included in this training kit.

For immediate testing, scoring and certifications, the VITA/TCE e-learning application, Link and Learn Taxes is available on the Internet. In addition to acknowledging correct answers, L< contains a reference tool for researching incorrect answers.

Your students can also reinforce their classroom training using Link and Learn Taxes. Log on at www.irs.gov and check it out yourself—keyword: Link and Learn Taxes.

Student and Facilitator Evaluations

We need your help in accomplishing one of our most important goals, which is providing the right training or mix of training that empowers all VITA/TCE volunteers to deliver accurate, quality return preparation assistance.

Please encourage your students to complete the student evaluation form in their kit or online using Link and Learn Taxes. We welcome your comments on the enclosed evaluation Form 13232.

Completing the evaluation forms:

- Each student and facilitator evaluation form must contain the applicable course number and city and state information in Appendix C, VITA/TCE Class Numbers, or Appendix D, M-VITA Class Number.
- The forms are optically scanned.
- Do not **fold**, **staple**, or **photocopy**.
- Darken the circle “bubbles.”
- Do not place an “X” or check mark in the circle “bubbles.”

After collecting all the evaluations and completing your own, please use an envelope, 9×12 or larger, to forward the completed student and facilitator evaluations to the IRS-SPEC address, using the Business Reply labels included in your kit.

Note: The mailing label (Document 12107) in your kit should be used to mail the evaluation forms only.

Approximate Teaching/Discussion Times At-a-Glance (In hours or fractions thereof)

Lesson/Segment	Basic	Intermediate	Advanced	Military	International
Introduction and Administrative Guidelines	1–2	1–2	1–2	1–2	1–2
Lesson 1—TINs and Exemptions	1–3	1–3	1–3	1–3	1–3
Lesson 2—Filing Status and Filing Requirements	1–3	1–3	1–3	1–3	1–3
Lesson 3—Income – Basic	1–2	1–3	1–3	1–3	1–3
Lesson 4—Deductions and Tax Computation	1–2	2–3	2–3	2–3	2–3
Lesson 5—Earned Income Credit	2–3	2–3	2–3	2–3	2–3
Lesson 6—Child Tax Credit	1	1	1	1–2	1–2
Lesson 7—Child and Dependent Care Expenses	1–2	1–2	1–2	1–2	1–2
Lesson 8—Education Credits	1–2	1–2	1–2	1–2	1–2
Lesson 9—Miscellaneous Credits	1	1	1	1	1
Lesson 10—Adjustments to Income	n/a	1–2	1–2	1–2	1–2
Lesson 11—Pensions and Other Retirement Income	n/a	1–3	1–3	1–3	1–3
Lesson 12—Sale of Stock	n/a	n/a	2–3	2–3	2–3
Lesson 13—Sale of Home	n/a	n/a	1	1–2	1–2
Lesson 14—Finishing the Return	1–2	1–2	1–2	1.5	1.5
Problem and Exercises (Publication 678-W)	1–3	1–3	1–3	1–3	1–3

Appendix A–Suggested Class Schedule–Integrated Training

The schedules are designed for two to four days (based on the course for which the student would like to certify), with an additional day for state returns, completing exercises or other training. Military and International students will follow the Advanced Schedule and complete the Military or International Problem and Exercises on Day 4.

Basic Course

Day 1	Topic	Suggested Teaching Times
	Welcome & Introductions	15 minutes
	Administrative	
	e-file Background	15 minutes
	Introduction to TaxWise®	
	<i>Review Basic Comprehensive Problem A – Bennett and input entity data</i>	15 minutes
	Lesson 1 Taxpayer Identification Numbers and Exemptions	45 minutes
	<i>Open Problem A and input exemptions and dependents</i>	15 minutes
	<u>Break</u>	15 minutes
	Lesson 2 Filing Status	45 minutes
	<i>Open Problem A and input filing status</i>	15 minutes
	Lesson 2 Filing Requirements	15 minutes
	Lesson 3 Wages	30 minutes
	<i>Open Problem A and input Forms W-2</i>	15 minutes
	<u>Lunch</u>	45 minutes
	Lesson 3 Interest and Dividends	30 minutes
	<i>Open Problem A and input interest income</i>	15 minutes
	Lesson 3 Unemployment Compensation	15 minutes
	<i>Open Problem A and input Form 1099-G</i>	
	Lesson 3 Gambling Winnings	15 minutes
	<i>Open Problem A and input Form W-2 G</i>	
	Lesson 4 Deductions & Tax Compensation	30 minutes
	<u>Break</u>	15 minutes
	Lesson 7 Child and Dependent Care	30 minutes
	<i>Open Problem A and input daycare expenses</i>	
	Lesson 8 Education Credit	30 minutes
	<i>Open Problem A and input tuition expenses</i>	

Basic Course

Day 2	Topic	Suggested Teaching Times
	Lesson 9 Miscellaneous Credits	30 minutes
	<i>Open Problem A and complete Form 8880</i>	15 minutes
	<i>Complete Practice Exercise 1 – Madison</i>	30 minutes
	Lesson 6 Child Tax Credit	15 minutes
	<i>Open Problem A and discuss the automatic calculation for CTC</i>	15 minutes
	<u>Break</u>	15 minutes
	Lesson 5 Earned Income Credit	1 hour
	<i>Open Problem A and complete EIC Worksheet</i>	15 minutes
	Lesson 14 Finishing the Return	
	Discuss Diagnostic, Printing, Signing the Return	15 minutes
	<u>Break</u>	15 minutes
	<i>Complete Practice Exercise 2 – Parks</i>	30 minutes
	<i>Complete Practice Exercise 3 – Bates</i>	30 minutes
	<i>Complete Practice Exercise 4 – Clark</i>	30 minutes
	Summary & Review Changes to Tax Law, TaxWise® 2007 Updates, Common Errors, Questions	30 minutes

Intermediate Course

Day 1	Topic	Suggested Teaching Times
	Welcome & Introductions	15 minutes
	Administrative	
	e-file Background	15 minutes
	Introduction to TaxWise®	
	<i>Review Basic Comprehensive Problem B – Yale and input entity data</i>	15 minutes
	Lesson 1 Taxpayer Identification Numbers and Exemptions	45 minutes
	<i>Open Problem B and input exemptions and dependents</i>	15 minutes
	<u>Break</u>	15 minutes
	Lesson 2 Filing Status	45 minutes
	<i>Open Problem B and input filing status</i>	15 minutes
	Lesson 2 Filing Requirements	15 minutes
	Lesson 3 Wages	30 minutes
	<i>Open Problem B and input Forms W-2</i>	15 minutes
	<u>Lunch</u>	45 minutes
	Lesson 3 Interest and Dividends	30 minutes
	<i>Open Problem B and input interest and dividend income</i>	15 minutes
	Lesson 3 Unemployment Compensation	15 minutes
	<i>Open Problem B and input Form 1099-G</i>	
	Lesson 3 Gambling Winnings	15 minutes
	<i>Open Problem B and input Form W-2 G</i>	
	<u>Break</u>	15 minutes
	Lesson 3 Self Employment	30 minutes
	<i>Open Problem B and input 1099 MISC</i>	30 minutes
	<i>Complete Intermediate Exercise 5 – Wright</i>	30 minutes

Intermediate Course

Day 2	Topic	Suggested Teaching Times
	Lesson 11 Pensions—IRA Distribution	30 minutes
	<i>Open Problem B and input 1099 R</i>	30 minutes
	Lesson 11 Pensions—Pensions and Annuities	30 minutes
	<i>Open Problem B and input 1099 R</i>	30 minutes
	<u>Break</u>	15 minutes
	Lesson 11 Pensions—Social Security Benefits	15 minutes
	<i>Open Problem B and input SSA 1099 R</i>	15 minutes
	Lesson 10 Adjustments Student Loan Interest, Tuition and Alimony Paid Deductions	30 minutes
	<u>Lunch</u>	45 minutes
	Lesson 10 Adjustments IRA Deductions	30 minutes
	<i>Open Problem B and input Educator Expense, IRA Deduction, and Student Loan Interest</i>	30 minutes
	Lesson 4 Deductions & Tax Compensation	30 minutes
	<i>Open Problem B and input Itemized Deductions</i>	30 minutes
	<u>Break</u>	15 minutes
	Lesson 5 Earned Income Credit	1 hour

Intermediate Course

Day 3	Topic	Suggested Teaching Times
	Lesson 6 Child Tax Credit	15 minutes
	<i>Open Problem B and discuss the automatic calculation for CTC</i>	15 minutes
	Lesson 7 Child and Dependent Care	30 minutes
	<i>Open Problem B and input Child and Dependent Care Information</i>	15 minutes
	Lesson 8 Education Credit	15 minutes
	<i>Open Problem B and input Education Credit Information</i>	
	<u>Break</u>	15 minutes
	Lesson 9 Miscellaneous Credits	30 minutes
	<i>Open Problem B and complete F 8880</i>	
	Lesson 14 Finishing the Return	15 minutes
	Discuss Diagnostic, Printing, Signing	
	<i>Intermediate Practice Exercise 6 – Austin</i>	30 minutes
	<i>Intermediate Practice Exercise 7 – Ellsworth</i>	30 minutes
	<i>Intermediate Practice Exercise 8 – Highland</i>	30 minutes
	Summary & Review Changes to Tax Law, TaxWise® 2007 Updates, Common Errors, Questions	30 minutes

Advanced Course

Day 1	Topic	Suggested Teaching Times
	Welcome & Introductions	
	Administrative	15 minutes
	e-file Background	
	Introduction to TaxWise®	15 minutes
	<i>Enter Basic Comprehensive Problem C – Dalhart and input entity data</i>	15 minutes
	Lesson 1 Taxpayer Identification Numbers and Exemptions	45 minutes
	<i>Open Problem C and input exemptions and dependents</i>	15 minutes
	<u>Break</u>	15 minutes
	Lesson 2 Filing Status	45 minutes
	<i>Open Problem C and input filing status</i>	15 minutes
	Lesson 2 Filing Requirements	15 minutes
	Lesson 3 Wages	30 minutes
	<i>Open Problem C and input Forms W-2</i>	15 minutes
	<u>Lunch</u>	45 minutes
	Lesson 3 Interest and Dividends	30 minutes
	<i>Open Problem C and input interest income</i>	15 minutes
	<u>Break</u>	15 minutes
	<i>Complete Exercise 1 – Madison</i>	30 minutes
	<i>Complete Exercise 4 – Clark</i>	15 minutes
	<i>Using Exercise 4, get the red out, run diagnostics, create e-file, print</i>	30 minutes

Notes:

After teaching basic tax law on wages, interest, and dividends, you may find it easier to wrap up each of the subjects with TaxWise® open to the applicable TaxWise® forms. New volunteers may find this less confusing.

Depending on the experience level of the students, you may need to shift the individual exercises to Day 2. Inexperienced volunteers need as much time as possible to walk through TaxWise® and input the data for the comprehensive training exercise.

Advanced Course

Day 2	Topic	Suggested Teaching Times
	Lesson 3 Tax Refund and Alimony	15 minutes
	<i>Open Problem C and input Form 1099-G and alimony</i>	15 minutes
	Lesson 3 Self Employment	30 minutes
	<i>Open Problem C and input Form 1099 MISC</i>	30 minutes
	<i>Complete Supplemental Exercise 1-1 – Bates</i>	15 minutes
	<u>Break</u>	15 minutes
	Lesson 12 Sale of Stock	45 minutes
	<i>Open Problem C and input stock transactions</i>	30 minutes
	Lesson 13 Sale of Home	15 minutes
	<u>Lunch</u>	45 minutes
	<i>Complete Advanced Supplemental Exercise 3-2</i>	30 minutes
	Lesson 11 Pensions—IRA Distributions	30 minutes
	<i>Open Problem C and input 1099 R for IRA distribution</i>	30 minutes
	Lesson 11 Pensions—Pensions and Annuities	30 minutes
	<i>Open Problem C and input Forms 1099-R for pension</i>	30 minutes
	<u>Break</u>	15 minutes
	Lesson 3 Unemployment Compensation	15 minutes
	<i>Open Problem C and input Form 1099-G</i>	15 minutes

Advanced Course

Day 3	Topic	Suggested Teaching Times
	Lesson 11 Pensions—Social Security Benefits	15 minutes
	<i>Open Problem C and input SSA 1099 R</i>	15 Minutes
	Lesson 3 Other Income	15 minutes
	<i>Open Problem C and input Form W-2G</i>	15 minutes
	<i>Complete Practice Exercise 6 – Austin</i>	30 minutes
	<u>Break</u>	15 minutes
	Lesson 10 Adjustments—IRA Deductions	30 minutes
	<i>Open Problem C and input traditional IRA deduction</i>	15 minutes
	Lunch	45 minutes
	Lesson 10 Adjustments Student Loan Interest, Tuition and Alimony Paid Deductions	30 minutes
	<i>Open Problem C and input Educator Expense, Student Loan Interest, and Alimony paid</i>	30 minutes
	<u>Lunch</u>	45 minutes
	Lesson 4 Deductions & Tax Compensation	30 minutes
	<i>Open Problem C and input Itemized Deductions</i>	30 minutes
	<i>Complete Exercise 9 – McCook</i>	30 minutes
	<u>Break</u>	15 minutes
	Lesson 9 Miscellaneous Tax Credits	30 minutes
	Discuss the effect of these tax credits on TaxWise®	
	Lesson 7 Child and Dependent Care Expenses	30 minutes
	<i>Open Problem C and input daycare expenses</i>	
	Lesson 8 Education Credit	30 minutes
	<i>Open Problem C and input the tuition expenses</i>	
	Lesson 6 Child Tax Credit	15 minutes
	Discuss the automatic calculation for CTC	15 minutes

Advanced Course

Day 4	Topic	Suggested Teaching Times
	Lesson 5 Earned Income Credit	1 hour
	<i>Complete Exercise 2 – Parks</i>	45 minutes
	<i>Complete Exercise 10 – Reed</i>	30 minutes
	<u>Break</u>	15 minutes
	Lesson 14 Finishing the Return	45 minutes
	<i>Open Problem C, add Estimated Tax Payments and finish return</i>	30 minutes
	Discuss Diagnostic, Printing, Signing	30 minutes
	<u>Lunch</u>	45 minutes
	Sign return using Self Select PIN	15 minutes
	<i>Optional Supplemental Exercise 3-1</i>	(15 minutes)
	<i>Optional Supplemental Exercise 3-1</i>	(15 minutes)
	Summary & Review	30 minutes
	Changes to Tax Law, TaxWise® 2007 Updates, Common Errors, Questions	30 minutes
	<u>Break</u>	15 minutes
	<i>Complete Exercise 11 – Rosemont</i>	30 minutes
	<i>Complete Exercise 12 – Sterling</i>	30 minutes

Notes:

Teaching times for the optional exercises are shown in parentheses. These times are not figured into the total teaching time for the day. Depending on the experience level of your volunteers, you may not be able to complete these exercises. However, you may want to assign them as homework.

Exercise 11 and Exercise 12 are comprehensive exercises. Students should use these exercises to practice and hone their skills in completing tax returns using tax preparation software.

Day 5	Topic	Suggested Teaching Times
	Welcome returning experienced volunteers	15 minutes
	Summary and review of tax law and TaxWise®, common errors, and questions	45 minutes
	<u>Break</u>	15 minutes
	State Returns	2 hours
	<u>Lunch</u>	45 minutes
	Optional review Test: Complete any remaining exercises and/or practice	2 hours

Notes:

Day 5 is an optional day for returning volunteers and to teach any specific state tax issues.

Military Course

Volunteers completing the Military Course will follow the Advanced Course schedule through Day 4. The schedule for Day 5 is shown below.

Day 5	Topic	Suggested Teaching Times
	<i>Complete Military Comprehensive Problem D</i>	1 hour
	<u>Break</u>	15 minutes
	Complete Practice Exercises 13–15	90 minutes
	<u>Lunch</u>	45 minutes
	State Return	2 hours
	Optional: Review Test/Complete any remaining exercises and/or practice	90 minutes

International Course

Volunteers completing the International Course will follow the Advanced Course schedule through Day 4. The schedule for Day 5 is shown below.

Day 5	Topic	Suggested Teaching Times
	<i>Complete International Comprehensive Problem E</i>	2 hours
	<u>Break</u>	15 minutes
	Complete Practice Exercises 16–17	90 minutes
	<u>Lunch</u>	45 minutes
	State Return	2 hours
	Optional: Review Test/Complete any remaining exercises and/or practice	90 minutes

Appendix B—Class Schedules—Traditional Training

Basic Course

Day 1

9:00	Welcome, Introduction and Administrative Guidelines
10:00	Break
10:15	Lesson 1 – Taxpayer Identification Numbers (TINs) and Exemptions
10:45	Lesson 2 – Filing Status and Filing Requirement
11:15	Break
11:25	Lesson 3 – Income
12:00	Lunch
1:00	Lesson 3 – Income continued
1:30	Lesson 4 – Deductions and Tax Computations
2:00	Break
2:15	Lesson 5 – Earned Income Credit
4:15	Review and Questions
4:30	Class Dismissed

Day 2

9:00	Lesson 6 – Child Tax Credit
10:00	Break
10:15	Lesson 7 – Child and Dependent Care Credit
11:15	Lesson 8 – Education Credits
12:00	Lunch
1:00	Lesson 9 – Miscellaneous Credits
1:30	Lesson 14 – Finishing the Return
2:30	Break
2:45	State and Local Tax Presentation (Optional)
4:15	Class wrap-up (See Note below)

Notes:
Have the students complete the Basic Comprehensive Problem in Publication 678-W and discuss their results.

Intermediate Course

Day 1

9:00	Welcome, Introductions and Administrative Guidelines
10:00	Break
10:15	Lesson 1 – TINs and Exemptions
10:45	Lesson 2 – Filing Status and Filing Requirements
11:15	Break
11:25	Lesson 3 – Income
Noon	Lunch
1:00	Lesson 3 – Income continued
2:00	Break
2:15	Lesson 4 – Deductions and Tax Computations
3:15	Break
3:25	Lesson 5 – Earned Income Credit
4:15	Wrap up and Review
4:30	Class dismiss

Day 2

9:00	Lesson 5 – Earned Income Credit continues
10:00	Break
10:15	Lesson 6 – Child Tax Credit
11:15	Break
11:25	Lesson 7 – Child and Dependent Care Credit
Noon	Lunch
1:00	Lesson 7 – Child and Dependent Care Credit continued
1:30	Lesson 8 – Education Credits
2:30	Break
2:45	Lesson 9 – Miscellaneous Credits
3:15	Break
3:25	Lesson 10 – Adjustments to Income
4:15	Wrap up and Review
4:30	Class dismiss

Day 3

9:00	Lesson 11 – Pensions and Other Retirement Income
10:00	Break
10:15	Lesson 14 – Finishing the Return
11:15	Wrap Up and Review (See Note below)
Noon	Lunch
1:00	State and Local Tax Presentation (Optional)
2:30	Class Dismiss

Notes:

Have the students complete the Intermediate Comprehensive Problem in Publication 678-W and discuss their results.

Advanced Course

Day 1

9:00	Welcome, Introductions and Administrative Guidelines
10:00	Break
10:15	Lesson 1 – TINs and Exemptions
10:45	Lesson 2 – Filing Status and Filing Requirements
11:15	Break
11:25	Lesson 3 – Income
Noon	Lunch
1:00	Lesson 3 – Income continued
2:00	Break
2:15	Lesson 3 – Income continued
2:45	Lesson 4 – Deductions and Tax Computations
3:45	Lesson 5 – Earned Income Credit
4:15	Wrap up and Review
4:30	Class dismiss

Day 2

9:00	Lesson 5 – Earned Income Credit continued
10:00	Break
10:15	Lesson 6 – Child Tax Credit
11:15	Break
11:25	Lesson 7 – Child and Dependent Care Credit
12:00	Lunch
1:00	Lesson 7 – Child and Dependent Care Credit continued
1:30	Lesson 8 – Education Credits
2:30	Break
2:45	Lesson 9 – Miscellaneous Credits
3:15	Lesson 10 – Adjustments to Income
4:15	Wrap up and Review
4:30	Class dismiss

Day 3

9:00	Lesson 11 – Pensions and Other Retirement Income
10:00	Break
10:15	Lesson 11 – Pensions continued
11:15	Lesson 12 – Sale of Stock
Noon	Lunch
1:00	Lesson 12 – Sale of Stock continued
2:00	Break
2:15	Lesson 13 – Sale of Home
2:45	Break
2:50	Lesson 14 – Finishing the Return
4:00	Wrap up and Review (See Note below)
4:30	Class dismiss

Note:

Have the students complete the Advanced Comprehensive Problem in Publication 678-W and discuss their results.

Military and International Courses

Day 1

9:00	Welcome, Introductions and Administrative Guidelines
10:00	Break
10:15	Lesson 1 – TINs and Exemptions
10:45	Lesson 2 – Filing Status and Filing Requirements
11:15	Break
11:25	Lesson 3 – Income
Noon	Lunch
1:00	Lesson 3 – Income continued
2:00	Break
2:15	Lesson 3 – Income continued
2:45	Lesson 4 – Deductions and Tax Computations
3:45	Lesson 5 – Earned Income Credit
4:15	Wrap up and Review
4:30	Class dismiss

Day 2

9:00	Lesson 5 – Earned Income Credit continued
10:00	Break
10:15	Lesson 6 – Child Tax Credit
11:15	Break
11:25	Lesson 7 – Child and Dependent Care Credit
12:00	Lunch
1:00	Lesson 7 – Child and Dependent Care Credit continued
1:30	Lesson 8 – Education Credits
2:30	Break
2:45	Lesson 9 – Miscellaneous Credits
3:15	Lesson 10 – Adjustments to Income
4:15	Wrap up and Review
4:30	Class dismiss

Day 3

9:00	Lesson 11 – Pensions and Other Retirement Income
10:00	Break
10:15	Lesson 11 – Pensions continued
11:15	Lesson 12 – Sale of Stock
Noon	Lunch
1:00	Lesson 12 – Sale of Stock continued
2:00	Break
2:15	Lesson 13 – Sale of Home
2:45	Break
2:50	Lesson 14 – Finishing the Return
4:00	Wrap up and Review (See Note below)
4:30	Class dismiss

Note:

Have the students complete the applicable Military or International Comprehensive Problem in Publication 678-W and discuss their results.

Appendix C: VITA/TCE Class Numbers

SPEC Office	Class Number	SPEC Office	Class Number
Area 1: Greensboro, North Carolina			
Albany NY	WI-2008-14	Baltimore MD	WI-2008-15
Boston MA	WI-2008-16	Buffalo NY	WI-2008-17
Burlington VT	WI-2008-18	Charleston WV	WI-2008-19
Charlotte NC	WI-2008-20	Columbia SC	WI-2008-21
Greensboro NC	WI-2008-22	Hartford CT	WI-2008-23
Manchester NH	WI-2008-24	Newark NJ	WI-2008-25
New York City NY	WI-2008-26	Norfolk VA	WI-2008-27
Philadelphia PA	WI-2008-28	Pittsburgh PA	WI-2008-29
Portland ME	WI-2008-30	Providence RI	WI-2008-31
Raleigh NC	WI-2008-32	Richmond VA	WI-2008-33
Washington DC	WI-2008-34	Wilmington DE	WI-2008-35
Area 2: Indianapolis, Indiana			
Atlanta GA	WI-2008-36	Chicago IL	WI-2008-37
Cincinnati OH	WI-2008-38	Cleveland OH	WI-2008-39
Columbus OH	WI-2008-41	Detroit MI	WI-2008-42
Guaynabo PR	WI-2008-44	Indianapolis IN	WI-2008-58
Jacksonville FL	WI-2008-60	Louisville KY	WI-2008-62
Maitland FL	WI-2008-63	Memphis TN	WI-2008-64
Miami FL	WI-2008-65	Milwaukee WI	WI-2008-66
Nashville TN	WI-2008-67	Panama City FL	WI-2008-68
Plantation FL	WI-2008-69	Tampa FL	WI-2008-70
W Palm Beach FL	WI-2008-71		
Area 3: Dallas, Texas			
Austin TX	WI-2008-72	Birmingham AL	WI-2008-73
Dallas TX	WI-2008-74	Des Moines IA	WI-2008-75
El Paso TX	WI-2008-76	Fargo ND	WI-2008-77
Houston TX	WI-2008-78	Jackson MS	WI-2008-79
Kansas City MO	WI-2008-80	Little Rock AR	WI-2008-81
Lubbock TX	WI-2008-82	New Orleans LA	WI-2008-83
Oklahoma City OK	WI-2008-84	Omaha NE	WI-2008-85
San Antonio TX	WI-2008-86	Sioux Falls SD	WI-2008-87
St. Louis MO	WI-2008-88	St. Paul MN	WI-2008-89
Wichita KS	WI-2008-90		
Area 4: Phoenix, Arizona			
Albuquerque NM	WI-2008-92	Anchorage AK	WI-2008-93
Boise ID	WI-2008-94	Cheyenne WY	WI-2008-95
Denver CO	WI-2008-96	Helena MT	WI-2008-97
Honolulu HI	WI-2008-98	Las Vegas NV	WI-2008-99
Los Angeles CA	WI-2008-100	Phoenix AZ	WI-2008-101
Portland OR	WI-2008-102	Sacramento CA	WI-2008-103
Salt Lake City UT	WI-2008-104	San Diego CA	WI-2008-105
San Francisco CA	WI-2008-106	San Jose CA	WI-2008-107
Seattle WA	WI-2008-108		
Other			
Overseas VITA	WI-2008-109		

Appendix D: M-VITA Class Numbers

SPEC Office	Class Number	SPEC Office	Class Number
Area 1: Greensboro, North Carolina			
Albany NY	WI-2008-9	Baltimore MD	WI-2008-10
Boston MA	WI-2008-11	Buffalo NY	WI-2008-12
Burlington VT	WI-2008-13	Charleston WV	WI-2008-40
Charlotte NC	WI-2008-43	Columbia SC	WI-2008-45
Greensboro NC	WI-2008-46	Hartford CT	WI-2008-47
Manchester NH	WI-2008-48	Newark NJ	WI-2008-49
New York City NY	WI-2008-50	Norfolk VA	WI-2008-51
Philadelphia PA	WI-2008-52	Pittsburgh PA	WI-2008-53
Portland ME	WI-2008-54	Providence RI	WI-2008-55
Raleigh NC	WI-2008-56	Richmond VA	WI-2008-57
Washington DC	WI-2008-59	Wilmington DE	WI-2008-61
Area 2: Indianapolis, Indiana			
Atlanta GA	WI-2008-110	Chicago IL	WI-2008-111
Cincinnati OH	WI-2008-112	Cleveland OH	WI-2008-113
Columbus OH	WI-2008-114	Detroit MI	WI-2008-115
Guaynabo PR	WI-2008-116	Indianapolis IN	WI-2008-117
Jacksonville FL	WI-2008-118	Louisville KY	WI-2008-119
Maitland FL	WI-2008-120	Memphis TN	WI-2008-121
Miami FL	WI-2008-122	Milwaukee WI	WI-2008-123
Nashville TN	WI-2008-124	Panama City FL	WI-2008-125
Plantation FL	WI-2008-126	Tampa FL	WI-2008-127
W Palm Beach FL	WI-2008-128		
Area 3: Dallas, Texas			
Austin TX	WI-2008-129	Birmingham AL	WI-2008-130
Dallas TX	WI-2008-131	Des Moines IA	WI-2008-132
El Paso TX	WI-2008-133	Fargo ND	WI-2008-134
Houston TX	WI-2008-135	Jackson MS	WI-2008-136
Kansas City MO	WI-2008-137	Little Rock AR	WI-2008-138
Lubbock TX	WI-2008-139	New Orleans LA	WI-2008-140
Oklahoma City OK	WI-2008-141	Omaha NE	WI-2008-142
San Antonio TX	WI-2008-143	Sioux Falls SD	WI-2008-144
St. Louis MO	WI-2008-145	St. Paul MN	WI-2008-146
Wichita KS	WI-2008-147		
Area 4: Phoenix, Arizona			
Albuquerque NM	WI-2008-148	Anchorage AK	WI-2008-149
Boise ID	WI-2008-150	Cheyenne WY	WI-2008-151
Denver CO	WI-2008-152	Helena MT	WI-2008-153
Honolulu HI	WI-2008-154	Las Vegas NV	WI-2008-155
Los Angeles CA	WI-2008-156	Phoenix AZ	WI-2008-157
Portland OR	WI-2008-158	Sacramento CA	WI-2008-159
Salt Lake City UT	WI-2008-160	San Diego CA	WI-2008-161
San Francisco CA	WI-2008-162	San Jose CA	WI-2008-163
Seattle WA	WI-2008-164		
Other			
Overseas Military	WI-2008-165		

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 - Native Americans
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