

ACCT-2050: VOLUNTEER INCOME TAX ASSISTANCE

Cuyahoga Community College

Viewing: ACCT-2050 : Volunteer Income Tax Assistance

Board of Trustees:

2013-05-23

Academic Term:

2013-08-26

Subject Code

ACCT - Accounting

Course Number:

2050

Title:

Volunteer Income Tax Assistance

Catalog Description:

Train in the basics of individual taxation for federal and Ohio tax compliance as well as in the use of professional level tax preparation software. Students must successfully pass Ethics, Intake & Interview, Basic, and Advanced of the Volunteer Income Tax Assistance (VITA) certification exam provided by the Internal Revenue Service.

Credit Hour(s):

2

Lecture Hour(s):

2

Requisites

Prerequisite and Corequisite

Recommend completing ACCT-1041 Individual Taxation prior to enrolling in this course.

Outcomes

Course Outcome(s):

Employ the Privacy, Confidentiality and Standards of Conduct required by the Internal Revenue Service to safeguard and protect taxpayer information.

Essential Learning Outcome Mapping:

Quantitative Reasoning: Analyze problems, including real-world scenarios, through the application of mathematical and numerical concepts and skills, including the interpretation of data, tables, charts, or graphs.

Objective(s):

1. Conduct professional and effective interviews while respecting and preserving taxpayer confidentiality.
2. Explain tax law, reporting responsibilities and filing requirements to taxpayer(s).
3. Perform quality review of the individual's final return to assess the accuracy and completion of information reported.

Course Outcome(s):

Research and apply federal and state tax laws that apply to all individual taxpayers.

Essential Learning Outcome Mapping:

Quantitative Reasoning: Analyze problems, including real-world scenarios, through the application of mathematical and numerical concepts and skills, including the interpretation of data, tables, charts, or graphs.

Objective(s):

1. Report amount and character of earned and unearned income on individual tax returns, including wages, interest, dividends, business income, capital gains and losses, retirement income, unemployment compensation and other income sources.

2. Identify and record qualifying individual adjustments against income on individual tax returns for items such as self-employment taxes, penalties on early withdrawal of savings, qualified alimony payments, IRA contributions and student loan interest deductions.
3. Identify, evaluate and determine appropriate tax benefits for qualified education deduction or credit.
4. Identify and determine qualifying nonrefundable and refundable credits available for individual returns including child and dependent care, education, retirement savings, and other credits such as energy credit, child tax credit, credit for the elderly, mortgage interest credit and stipulations with regard to each type of credit.
5. Determine if individual is subject to other taxes including self-employment taxes, household taxes, tax on unreported tip income, and penalty assessments for underwithholding, alternative minimum tax and early retirement distributions.

Course Outcome(s):

Select and complete appropriate tax forms customized to individual filing requirements.

Essential Learning Outcome Mapping:

Quantitative Reasoning: Analyze problems, including real-world scenarios, through the application of mathematical and numerical concepts and skills, including the interpretation of data, tables, charts, or graphs.

Objective(s):

1. Identify, evaluate and determine appropriate tax benefits for qualified education deduction or credit.
2. Identify and determine qualifying nonrefundable and refundable credits available for individual returns including child and dependent care, education, retirement savings, and other credits such as energy credit, child tax credit, credit for the elderly, mortgage interest credit and stipulations with regard to each type of credit.
3. Determine if individual is subject to other taxes including self-employment taxes, household taxes, tax on unreported tip income, and penalty assessments for underwithholding, alternative minimum tax and early retirement distributions.

Course Outcome(s):

Demonstrate competency in preparing and completing Basic and Advanced returns as administered through the Internal Revenue Service competency examinations, utilizing professional tax software.

Essential Learning Outcome Mapping:

Quantitative Reasoning: Analyze problems, including real-world scenarios, through the application of mathematical and numerical concepts and skills, including the interpretation of data, tables, charts, or graphs.

Objective(s):

1. Demonstrate competency applying federal tax laws to complete Basic and Advanced Returns.
2. Demonstrate proficiency in using tax software, forms and diagnostics to complete quality tax returns.

Methods of Evaluation:

1. Accuracy and completion of a selection of comprehensive individual tax returns for Basic and Advanced returns.
2. Accuracy and completion of state returns for individuals.
3. Internal Revenue Administered Ethics, Intake & Interview, Basic and Advanced tax preparation examinations for volunteer preparers provided via online link.
4. Application of effective interviewing techniques in the mock interview exercises.

Course Content Outline:

1. Course introduction
 - a. Complete volunteer training using IRS online training modules
 - b. Review Standards of Conduct Expectations
 - c. Apply Privacy & Confidentiality guidelines
 - d. Identify characteristics of quality service
 - e. Use effective interviewing techniques
 - f. Identify, diffuse and resolve taxpayer anxiety by explaining tax process
2. Filing basics
 - a. Identify "who" must/should file
 - b. Complete taxpayer verification process and explain procedures for victims of identity theft
 - c. Determine taxpayer Filing Status, Personal Exemptions and Dependency Exemptions
 - d. Identify taxable income reporting requirements and proper recording and reporting procedures of:
 - i. Wages, interest, dividends (W2, 1099, 1099INT, 1099DIV)
 - ii. Business income (Schedule CEZ only)
 - iii. Capital gains & losses (Schedule D – limited)

- iv. Retirement income (1098R & SS1098 & 1098RR)
- v. Unemployment compensation
- vi. Other income gambling, jury duty etc....
- e. Identify adjustments to income and the proper recording and reporting of:
 - i. Self-employment tax
 - ii. Penalties on early withdrawal of savings
 - iii. Alimony payments
 - iv. IRA contributions (Traditional)
 - v. Student loan interest
- f. Identify standard deductions & tax computations,
 - i. Finding the correct standard deduction based on individual filing status, age and disability
 - ii. Finding the correct tax (tax table, alternate tax computations)
- g. Evaluate the need to itemize deductions on Schedule A:
 - i. Medical and dental expenses
 - ii. Deductible taxes (real estate, state & city income)
 - iii. Mortgage interest
 - iv. Gifts to charity
 - v. Casualty losses
 - vi. Other
- h. Determine which of the following credits are available to the taxpayer:
 - i. Child and Dependent Care Credit
 - ii. Education Credits
 - iii. Child Tax Credit
 - iv. Credit for the Elderly or Disabled
 - v. Retirement Savings Credit
 - vi. Residential Energy Efficient Property Credit
 - vii. Mortgage Interest Credit
 - viii. Foreign Income Credit
- i. Compute other taxes applicable to the return being prepared
 - i. Self employment tax
 - ii. Tax on unreported tip income
 - iii. Tax on early distribution of retirement plans
 - iv. Advance earned income credit payments
 - v. Alternative minimum taxes
- j. Report and record taxpayer withholding and estimated tax payments
- k. Identify taxpayer eligibility for Earned Income Credit and recognize penalties instituted for erroneous or fraudulently prepared returns that claim the Earned Income Credit
- l. Calculate Additional Child Tax Credit if available
- m. Complete the tax return
 - i. Follow Quality Review steps
 - ii. Submit diagnostic and resolve error messages
 - iii. Create the eFile
 - iv. Explain self-select PIN and authorization process to the taxpayer
 - v. Advise taxpayer of their responsibilities with regard to accuracy of the return, potential audit risk, amending return process and recordkeeping guidelines

Resources

US Govt - Dept of Treasury, Internal Revenue Service. *Publication 4491 VITA/TCE Training Guide*. {ts '2017-11-09 00:00:00'}.

US Govt - Dept of Treasury, Internal Revenue Service. *Link Learn Taxes*. {ts '2017-10-24 00:00:00'}.

US Govt - Dept of Treasury, Internal Revenue Service. *Publication 17*. {ts '2016-12-24 00:00:00'}.

US Govt - Dept of Treasury, Internal Revenue Service. *Publication 4491-W Comprehensive Problems and Exercises Workbook*. {ts '2014-11-12 00:00:00'}.

US Govt - Dept of Treasury, Internal Revenue Service. *Publication 4012 - VITA/TCE Volunteer Resource Guide*. {ts '2017-10-24 00:00:00'}.

US Govt - Dept of Treasury, Internal Revenue Service. *Form 6744 VITA/TCE Volunteer Assistor's Test/Retest*. {ts '2017-10-24 00:00:00'}.

Resources Other

IRS YouTube video updates: <http://www.youtube.com/user/irsvideos> (<http://www.youtube.com/user/irsvideos/>)

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