

Annual Federal Tax Refresher (AFTR) Course Outline For the 2015 Filing Season

Domain 1 – New Tax Law/Recent Updates*

1. Annual Inflation Adjustments (new filing requirement threshold amounts; new personal exemption amounts; new standard deduction amounts)
2. Additional Medicare Tax (2013)
3. Net Investment Income Tax (2013)
4. Same Gender Marriage Filing Status (Rev. Rul. 2013-17 and FAQs)
5. Health Insurance Premium Tax Credit (ACA)
6. Individually Shared Responsibility Payment (ACA)
7. Review of due dates, including extensions

Domain 2 – General Review

1. Determination of Filing Status
2. Best practices to ensure use of correct names and SSNs of taxpayers and dependents
3. Claiming someone as a dependent
4. Taxability of wages, salaries, tips, and other earnings
5. Interest income (taxable and non-taxable)
6. Dividend income
7. Taxable refunds, credits, or offsets of state and local taxes
8. Self-employment income (Schedule C-EZ) and expenses
9. Reporting and taxability of Social Security benefits
10. Taxable distributions from IRAs, pensions, and annuities
11. Capital gains and losses (Schedule D and Form 8949)
12. Adjustments to income (deductible part of Self-employment tax; Student Loan Interest deduction; Tuition and Fees deduction)
13. Claiming the Standard Deduction
14. Itemized deductions (Schedule A: State & Local Taxes; Real Estate Taxes; Mortgage Interest; Charitable Contributions)
15. Earned Income Tax Credit (EITC) (*e.g. Form 8867 Paid Preparer's Earned Income Credit Checklist*)
16. Child Tax Credit and Additional Child Tax Credit
17. Child and Dependent Care Credit
18. Education Credits (American Opportunity Credit & Lifetime Learning Credit)
19. Tax withholding and estimated tax payments
20. Payment and refund options

Domain 3 – Ethics, Practices and Procedures

1. Penalties to be assessed by the IRS against a preparer for negligent or intentional disregard of rules and regulations, and for a willful understatement of liability (*e.g., IRC 6694(a), IRC 6694(b)*)
2. Prohibition on negotiation of client refund checks. IRC 6695(f)
3. Due diligence with respect to the earned income credit including appropriate use of Form 8867 Paid Preparer's Earned Income Credit Checklist and related penalty for failure to exercise due diligence (*e.g., IRC 6695(g)*)
4. Requirement to furnish taxpayer with a copy of a return and related penalty. IRC 6695(a)
5. Requirement to retain copy of return or list and related penalty. IRC 6695(d)
6. Compliance with e-file procedures (*e.g., timing of taxpayer signature, timing of filing, recordkeeping, prohibited filing with pay stub; proper handling of rejects*)
7. Requirement for signing the return as a return preparer and related penalty for not doing so. IRC 6695(b)
8. Requirement to furnish identifying number as return preparer and related penalty for not doing so. IRC 6695 (c)

**Any new tax law enacted after publication of this outline may be voluntarily incorporated into the course. However, there is no requirement that this new material must also be included in the test.*