FACT SHEET for 2016 Practice Lab

This document provides information on accessing the Practice Lab through Link & Learn Taxes.

Background

The Practice Lab is tax software that is integrated within Link & Learn Taxes. A link connects students to the 2016 tax preparation software which allows hands-on practice in preparing tax returns.

How to Access the Practice Lab

1. Go to Link and Learn Taxes on http://www.irs.gov/app/vita/

2. On the home page, go to "Additional Resources" and click the link for the Tax Software Practice Lab.

3. Select "Leave the IRS" button

4. In the space provided enter the universal password: TRAINPROWEB (all capitals, no spaces).

5. If you have an existing account in TaxSlayer, enter your username and password and click Sign In

6. Otherwise, click on the Create Account link, enter the required information and click the Create Account button.

How to Enter Returns in the Practice Lab

- Log into the Practice Lab using your username and password.
  Note: *If you forget your username or password, follow the links on the Sign In page.*

- There are tutorials available for new users on the main landing page.

- Click on the Go to Practice Area button to start a new return.

Other Important Information about the Practice Lab

- The Practice Lab is a web-based product that uses a version of TaxSlayer Pro Online software.

- The Deactivate Return option is not available in Practice Lab.

- Users can print returns and practice creating e-files from the Practice Lab.

- Users can minimize the Practice Lab screen in order to view the tax return and the test at the same time. You can also use Alt+tab to toggle between the Practice Lab and Link & Learn Taxes.

- Users should reference Publication 4012, *Volunteer Resource Guide*, for additional assistance in navigating the software.