

FAM-04 Patterson Refund Monitor

Step	TP Form / Note	Sub	TW Screen	AGI	Refund	NJ 39	NJ 56/66	Notes
1	Intake Sheet G-Note 3	a	Main Info					Answer: Filing Status: Single Check: Main Info should be green in tree at this point
		b	NJ 1040 Pg1					Answer: NJ County/Municipality Code: 1408
		c	NJ 1040 Pg 2					Gubernatorial Elections Fund
		d	Prep Use					
Tax Documents & Notes								
2	SSA-1099 Fred	a	1040 Wkt1	0	1,268	0	0	Hint: 1040 Wkt 1 is close to the top of the tree (left side of screen) BP: When there is both Medicare Parts B and D, the amounts are entered on a scratch pad attached to the Medicare line in 1040 Wkt1 (next sub-step)
		b	Scratch Pad	0	1,268	0	0	Hint: Use F9 or Triangle to create new Scratch Pad linked to: 1040 Wkt1 Medicare line BP: Description should show where this Scratch Pad is attached Hint: Amounts on Scratch Pad are added up and carried to linked field
3	W-2 Franciscan Oaks		W2	14,678	2,437	11,473	(106)	TW: "This W2 statement is for the:" Taxpayer TW: "Check if this is the taxpayer's address shown on the W-2" – Checked Hint: If the name and address of the employer come up after inputting the employer Identification Number, check that the information is correct and take the red out of the fields (Ctrl-Space or F3 key) Hint: If the checkbox for "Please verify the Federal withholding, ..." turns red, double check your entries in Box 1 & 2, then check the box
4	1099-INT National City Bank		Interest Stmt	16,630	2,243	13,464	(134)	Hint: Interest Stmt worksheet is under Sch B in the tree Hint: Sch B will turn red in tree – don't worry about this now
5	I-Note 1 Property Tax	a	Sch A	16,630	2,492	13,464	(134)	Hint: Property Tax amount goes in Sch A, line 6, third box "Real estate taxes on your principal residence, not listed above" Hint: As a reminder line 10 box 4 of Sch A is red. Since Fred does not have a mortgage, take the red out of that box (Ctrl-Space or F3 key)
		b	NJ 1040 Pg 3	16,630	2,492	3,886	1	TW: The Property Tax amount must be manually re-entered on Wkt F Hint: If there is Property Tax, then must also enter Block, Lot, Qualifier on line 37b and County / municipality code on line 37c Hint: The wording on the line below 37c is wrong – do NOT check this box
Get Red Out (Federal)								
6	G-Note 1		1040 Pg 1	16,630	2,492	3,886	1	TW (before line 10): "Did you itemize deductions last year and receive state or local tax refunds, credits, or offsets? ..." – No
7	Intake Sheet G-Note 2		1040 ACA Wkt	16,630	2,492	3,886	1	Hint: For every person on the tax return with MEC, check the "Full" box for that person on the ACA Wkt
8	G-Note 6		Sch B	16,630	2,492	3,886	1	TW: Lines 7a and 8 will be red – Answer No to both
9			Diagnostics	16,630	2,492	3,886	1	BP: Resolve any federal errors before proceeding

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New Jersey extra stuff								
10	G-Note 4		NJ 1040 Pg 3	16,630	2,492	3,886	1	Use Tax
Get Red Out (NJ)								
11			NJ 1040 Pg 2	16,630	2,492	3,886	1	Hint: If NJ 1040 Pg 2 is red in the tree because line 19b is made red in your template, just use F3 or Ctrl-Space to take the red out – There are no excludable Pensions, etc.
12			Diagnostics	16,630	2,492	3,886	1	BP: Resolve any federal or NJ errors before proceeding
Handle Refund / Amount Due								
13	Intake Sheet G-Note 5		NJ DD Wkt	16,630	2,492	3,886	1	TW: “Check here to have a refund check mailed to you.” – Check this
14			Diagnostics	16,630	2,492	3,886	1	BP: Resolve any federal or NJ errors before proceeding
15			Create e-File	16,630	2,492	3,886	1	BP: Resolve any errors before proceeding
Ask your Coach to do QR								