

## FAM-00 Brown Refund Monitor

Step	TP Form / Note	Sub	TW Screen	AGI	Refund	NJ 39	NJ 56/66	Notes
0	SS Card Henry 701-XX-XXXX		New Return					Hint: 701-[your 2-digit unique number]-[last 4 digits of EFIN] (TW will automatically add dashes)
1	Intake Sheet G-Note 3 I-Note 1 I-Note 3&4	a	Main Info					Hint: Use TP/SP, dependent name from SS Card (NOT Intake Sheet) BP: Do not enter SP last name if same as TP (see field help) Hint: SP SSN, use same rule as for TP (702-[your 2-digit unique number]-[last 4 digits of EFIN]) Hint: Address, Email, Telephone, Birthdate, Occupation, Blind, Disabled from Part I of Intake Sheet Hint: TWO special data entry rules for Zip Code, Date, Tel# Hint: Presidential Election Campaign from Intake Sheet, page 3, part VII, line 1 Answer: Filing Status: Married filing jointly Hint: Check if (a) you can be claimed on another person's return – see Intake Sheet, Part I, line 11 Answer: Dependents: (Youngest first) First=Susan, Last=Cox, Code=1, DC=No, EIC=Yes, CTC=automatic First=George, Last=(blank), Code=1, DC=No, EIC=Yes, CTC=automatic Hint: Ctrl-E to go to next red field Hint: TP/SP PIN – any 5 digits (except 00000) Check: Main Info should be green in tree at this point
		b	NJ 1040 Pg1					Answer: NJ County/Municipality Code: 1408 Hint: Don't forget to check "Check if your address has changed"
		c	NJ 1040 Pg 2					Hint: Gubernatorial Elections Fund – use same choices as the federal Presidential Election Campaign Fund, TW entry is different
		d	Prep Use					Hint: 11 & 12: Enter from Intake Sheet, page 3, part VII, line 4 & 5 13: Your initials 14: Leave empty and red for QR initials
<b>Tax Documents &amp; Notes</b>								
2	SSA-1099 Henry	a	1040 Wkt1	0	1,333	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	1,333	0	0	Hint: Use F9 or Triangle to create new Scratch Pad linked to: 1040 Wk1 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

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3	W-2 Green Grass Golf		W2	10,100	5,739	2,413	702	<p>TW: "This W2 statement is for the:" Taxpayer</p> <p>TW: "Check if this is the taxpayer's address shown on the W-2" – Checked</p> <p>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)</p> <p>Hint: As you enter data, other forms may turn red or be added to the tree – DO NOT worry about these until after all data from documents has been entered; these forms may become moot</p>
4	W-2 Joe's #1 Bar & Grill		W2	20,304	6,761	12,821	576	<p>Hint: Use + next to existing W2 in tree (or link from 1040, line 7 or use Add button above tree) to add another W2</p> <p>TW: "This W2 statement is for the:" Spouse</p> <p>TW: "Check and make changes to the U.S. address..." – Checked, then fields turn blue (override) and you manually enter corrections</p> <p>Hint: See Field Help for what characters are allowed in Employer name and address (p.s. rules for name are not exactly the same as for address)</p> <p>Hint: Always round up for amounts ending in --.50</p> <p>Hint: If the checkbox for "Please verify the Federal withholding, ..." turns red, double check your entries in Box 1 &amp; 2, then check the box</p> <p>Hint: Enter the amounts in box 7 and 12 before attempting to correct the amounts in boxes 3,4,5,6</p> <p>Hint: Box 14 NJ amounts may be in any order; be sure to put the amounts on the correct line</p>
5	1099-INT National City Bank		Interest Stmt	20,629	6,761	13,153	572	<p>Hint: Interest Stmt worksheet is under Sch B in the tree</p> <p>BP: Enter TSJ values</p>
6	1099-DIV Dreyfus		Dividend Stmt	21,530	6,825	14,072	559	<p>Hint: Dividend Stmt worksheet is under Sch B in the tree</p>
7	1099-R Fidelity Investments		1099R	26,379	7,027	14,072	459	<p>TW: "This 1099-R is for the:" Taxpayer</p> <p>TW: "Check if this is the taxpayer's address shown on the 1099-R" – Checked</p>
8	1099-G NJ Dep of Labor		1099G Wkt	35,214	5,689	14,072	177	<p>TW: This 1099G worksheet is for the: Spouse</p>
9	I-Note 2		1040 Wkt2	35,070	5,728	14,072	181	<p>Hint: You will need to manually add the 1040 Wkt2 worksheet to the tree, either:</p> <p>a) Use the Add button above the tree; or b) Link from 1040, line 33.</p>

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10	I-Note 3 I-Note 4	a	Sch A	35,070	5,728	14,072	181	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 there is no mortgage, take the red out of that box (Ctrl-Space or F3 key) Check: While we're here, check that Sch A, line 5a=278; if not, then there is an error in one of the W-2s, box 14 or box 17
		b	NJ 1040 Pg 3	35,070	5,728	7,918	267	TW: Enter Rent on Wkt F, line 1, first box TW: The Property Tax amount must be manually re-entered on Wkt F, line 1, second box Hint: If there is Property Tax, then must also enter Block, Lot, Qualifier on line 37b and County / municipality code on line 37c (Municipality Code is same as on NJ 1040 Pg1) Hint: The wording on the line below 37c is wrong – do NOT check this box
<b>Get Red Out (Federal)</b>								
11	G-Note 1		1040 Pg 1	35,070	5,728	7,918	267	TW (before line 10): "Did you itemize deductions last year and receive state or local tax refunds, credits, or offsets? ..." – No
12	Intake Sheet G-Note 2		1040 ACA Wkt	35,070	5,728	7,918	267	Hint: For every person on the tax return with Minimal Essential Coverage (MEC), check the "Full" box for that person on the ACA Wkt
13	I-Note 1		Sch EIC	35,070	7,283	7,918	578	BP: Answer questions in order from top to bottom and left to right BP: Answer only those questions that are red and wait for redness to automatically adjust after each answer
14	G-Note 7		Sch EIC Wkt	35,070	7,283	7,918	578	BP: Answer questions in order from top to bottom and left to right BP: Answer only those questions that are red and wait for redness to automatically adjust after each answer
15	I-Note 5		8880	35,070	7,283	7,918	578	Answer: Neither TP nor SP was full-time student Answer: There were no 2012 or 2013 distributions before the due date, so use F3 or Ctrl-Space to get the red out of these boxes Answer: Henry's pension counts as a distribution for 2014 so put 4,500 in the 2014 box
16			Diagnostics	35,070	7,283	7,918	578	BP: Resolve any federal errors before proceeding
<b>New Jersey extra stuff</b>								
17	G-Note 4		NJ 1040 Pg 3	35,070	7,283	7,918	578	Hint: No unpaid Use Tax, so use Ctrl-Space or F3 key to remove red from line 45
18	I-Note 3		NJ 1040 Pg 3	35,070	7,283	7,918	578	Hint: Rent would usually be entered at this point, but already entered above
<b>Get Red Out (NJ)</b>								
19			NJ 1040 Pg 2	35,070	7,283	7,918	578	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.
20			Diagnostics	35,070	7,283	7,918	578	BP: Resolve any federal or NJ errors before proceeding

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<b>Handle Refund / Amount Due</b>								
21	Intake Sheet Blank Check G-Note 5 G-Note 6	a	Main Info	35,070	7,283	7,918	578	Enter direct deposit routing number (RTN) and account number (DAN) on the Main Info Sheet Hint: 1040 Page 2 turns red after RTN/DAN entered on Main Info Sheet
		b	1040 Pg 2	35,070	7,283	7,918	578	Enter direct deposit routing number (RTN) and account number (DAN) on the 1040 Pg 2, Line 76 and indicate Checking (not Savings)
		c	NJ DD Wkt	35,070	7,283	7,918	578	TW: "Check here if you had a Federal refund and want..." – Check this TW: "Will the refund or debit you are requesting involve a foreign bank account?" – Check No
22			Diagnostics	35,070	7,283	7,918	578	BP: Resolve any federal or NJ errors before proceeding
23			Create e-File	35,070	7,283	7,918	578	BP: Resolve any errors before proceeding
<b>Ask your Coach to do QR</b>								