AARP Foundation Tax-Aide helps low and moderate income taxpayers, with special attention to those 60 and older. Volunteers are trained to assist in filing Form 1040 and certain other schedules and forms. Under the Volunteer Protection Act (VPA), AARP Foundation Tax-Aide volunteers must stay within the scope of the program and prepare only returns for which they have been training and certified. Any Counselor who feels they do not have adequate training or knowledge should seek assistance from the LC (Local Coordinator).

The list below covers the forms and schedules that volunteers certified through the advanced level may be trained to do under the guidelines of the program. Many other forms and schedules that are out of scope for the program are included as reference. When using the list, please note that neither column 3 or 4 stand alone. They must be used together because a description in column 4 may include topics or certification levels which affect whether counselors can or cannot prepare the return under the VPA. The header further defines information in the two columns. Note – if a form or schedule is not listed below, it, by definition, is out of scope since no training has been provided. In addition, if a counselor has not been trained on an inscope tax law topic, that topic is out of scope for that counselor.

For all returns, the Counselor and Reviewer must be properly certified for the respective year, including prior year or amended returns.

The \clubsuit symbol denotes the title of the form, line or box; line and box references are to the current year form and may differ from prior years' line and box references.

F(orm)	L(ine)	IN	<u>Column 3</u> : Yes = The form, line or box is in scope for sites having at least two
S(chedule)	B(ox)	SCOPE	volunteers certified at the appropriate level. NO = The form, line or box is out
#	#		of scope.
		Yes	
		NO	<u>Column 4</u> : = Limitations or expansion of each scope topic including certification
			levels which may be in/out of scope.
F 1040		Yes	🏶 U.S. Individual Income Tax Return
			In scope except for:
			•Filing Status: Box 3-MFS taxpayers in community property states (listed
			on Main Information Sheet, Filing Status and Exemptions) unless
			volunteer is trained in community property tax law and trained to F 8958
			•Taxpayers who are not certain they are in a common law marriage
			• Non-resident aliens who do not meet green card or substantial presence
			test and are not married to a US citizen or resident
			•Taxpayers who cannot establish their identity
			In scope for Foreign Student certification only:
			•Taxpayers with F, J, M & Q visas
F 1040	7	Yes	🏶 Wages, Salaries, Tips, etc.
			In scope except for:
			• Ministers
			 Other members of the clergy who present issues such as:
			parsonage/housing allowance, whether earnings are covered under FICA
			or SECA or rules for determining exemption from coverage
			In scope for International certification only:
			•Foreign employer compensation using Tax-Wise form FEC

F(orm) S(chedule) #	L(ine) B(ox) #	IN SCOPE Yes	of scope.
		NO	<u>Column 4</u> : = Limitations or expansion of each scope topic including certification levels which may be in/out of scope.
F 1040	8a,b	Yes	 Taxable Interest; Tax-exempt Interest In scope except for: Accrued savings bond interest Interest on bonds bought or sold between interest dates Dependent child under the age of 18 (age 24 if a full-time student), who has unearned income of more than \$2,100
F 1040	9a,b	Yes	Ordinary Dividends; Qualified Dividends
F 1040	10	Yes	 Taxable Refunds, Credits or Offsets of State or Local Income Taxes In scope except for: Refund for other than prior year when it is not clearly fully taxable or fully nontaxable
F 1040	11	Yes	Alimony Income
F 1040	12	Yes	 Business Income or (losses) See Sch C limitations
F 1040	13	Yes	 Capital Gain or (loss) See F 8949 limitations
F 1040	14	NO	Other Gains or (losses) Attach F 4797
F 1040	15a,b	Yes	 IRA Distributions In scope except for: Additional tax due to excess IRA contributions Roth IRA distributions that are taxable or partially taxable IRA rollovers that do not meet the tax free requirements See F 1099-R and F 8606 limitations
F 1040	16a.b	Yes	 Pensions and Annuities In scope except for: General Rule was used to figure the taxable portion of pensions and/or annuities for past years Foreign retirement arrangements that may need special reporting on FINCEN 114 or F 8938 See F 1099-R limitations
F 1040	17	Yes	 Rental real estate, royalties, partnerships, S corporations, trusts, etc. See Sch E limitations
F 1040	18	NO	Farm income or (loss) Attach Sch F
F 1040	19	Yes	Unemployment compensation
F 1040	20a,b	Yes	 Social Security benefits Including foreign social security from Canada or Germany that is treated as U.S. social security

F(orm) S(chedule) #	L(ine) B(ox) #	IN SCOPE Yes NO	<u>Column 3</u> : Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. NO = The form, line or box is out of scope. <u>Column 4</u> : = Limitations or expansion of each scope topic including certification levels which may be in/out of scope.
F 1040	21	Yes	Other Income
			In scope except for:
			•See F 1099-MISC, F 1099-Q, F 1099-QA, F 1099-SA and F 2555 limitations
			•Cancellation of debt income for main home mortgage forgiveness (unless
			approved by State Coordinator) or other than nonbusiness credit card
			debt forgiveness
F 1040	22	V	•Rental or other income when "Not for Profit"
F 1040	23	Yes	Generation Descriptions of Description Descriptions Autists and Example
F 1040	24	Yes	Certain Business Expenses of Reservists, Performing Artists and Fee- basis Government Officials. Attach F 2106 or 2106-EZ
			In scope for Military certification only
F 1040	25	Yes	Health Saving Account Deduction. Attach F 8889
			In scope for HSA certification only
F 1040	26	Yes	Moving Expenses. Attach F 3903
			In scope for Military certification only
F 1040	27	Yes	Deductible part of self-employment tax. Attach Sch SE
F 1040	28	NO	Self-employed SEP, SIMPLE and qualified plans
F 1040	29	NO	Self-employed health insurance deduction
F 1040	30	Yes	Penalty on early withdrawal of savings
F 1040	31a,b	Yes	Alimony paid
F 1040	32	Yes	RA deduction
F 1040	33	Yes	Student loan interest deduction
F 1040	34	Yes	Tuition and Fees
F 1040	35	NO	Domestic production activities deduction. Attach F 3903
F 1040	40	Yes	Itemized Deductions
E 1040	40	V	•See Schedule A limitations
F 1040	42	Yes	Exemptions A Tayable Income
F 1040	43	Yes	Taxable Income
F 1040	44	Yes	Tax In scope except for:
			•Boxes a-c (F 8814, F 4972, section 962)
F 1040	45	NO	Alternative minimum tax
F 1040	46	Yes	Excess advance premium tax credit repayment. Attach Form 8962

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			levels which may be in/out of scope.
F 1040	48	Yes	Foreign Tax Credit
			In scope except for:
			•\$301 or more (\$601 or more if filing status is MFJ)
			•See F 1116 limitations
F 1040	49	Yes	Credit for Child and Dependent Care Expenses. Attach F 2441
F 1040	50	Yes	Education Credits from F 8863
F 1040	51	Yes	Retirement Savings Contribution Credit. Attach F 8880
F 1040	52	Yes	🏶 Child Tax Credit. Attach Sch 8812, if required
F 1040	53	Yes	🏶 Residential Energy Credit
			•See F5695 Limitations
F 1040	54	Yes	Other Credits (from F 3800, 8801)
			•Box c is in scope for Sch R only (see 1040 Instructions)
			In scope except for:
F 1040			•Boxes a & b
F 1040	57	Yes	Self-Employment Tax. Attach Sch SE
F 1040	58	Yes	Unreported Social Security and Medicare Tax
			In scope except for: •Box b (F 8919)
F 1040	59	Yes	
Г 1040	39	165	 Additional Tax on IRAs, Other Qualified Retirement Plans See F 5329 limitations
F 1040	60a	NO	 Household employment taxes from Sch H
F 1040	60b	Yes	 First-Time Homebuyer Credit Repayment. Attach F 5405
1 1010	000	103	In scope except for:
			•Taxpayers who claimed credit and their home is destroyed, condemned
			or disposed of under threat of condemnation
F 1040	61	Yes	Health care: individual responsibility
F 1040	62	Yes	🏶 Taxes from F 8959, F 8960
			In scope for HSA certification only
F 1040	64	Yes	Federal income tax withheld from forms W-2 and 1099
F 1040	65	Yes	Estimated tax payments and amount applied from prior year return
F 1040	66a	Yes	Earned income credit (EIC)
F 1040	66b	Yes	Nontaxable combat pay election
			In scope for Military certification only
F 1040	67	Yes	Additional child tax credit. Attach Sch 8812
F 1040	68	Yes	American Opportunity Credit from F 8863
F 1040	69	Yes	Net Premium Tax Credit. Attach F 8962
F 1040	70	Yes	Amount paid with request for extension to file

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F1040	71	Yes	Excess Social Security and tier 1 RRTA tax withheld
F 1040	72	NO	Credit for federal excise tax on fuels. Attach F 4136
F 1040	73	NO	🏶 Credits from Form: 2439, reserved, 8885, d
F 1040	79	NO	Estimated tax penalty (see instructions)See F 2210
F 1040-ES		Yes	Estimated Tax for Individuals
F 1040NR		NO	 U.S. Nonresident Alien Income Tax Return In scope for Foreign Student certification only
F 1040X		Yes	 Amended US Individual Income Tax Return In scope except for: Original return was out of scope, which is not brought into scope by the amendment Taxpayers who may qualify for an exception to the three year time limit for filing an amended return
F W-2		Yes	 Wage and Tax Statement In scope except for: Box 12 codes: Q (In scope for Military certification only) R, T W (In scope for HSA certification only)
F W-2G		Yes	🏶 Certain Gambling Winnings
S A		Yes	 Itemized Deductions In scope except for: Line 14 Investment interest Taxpayers affected by a charitable contribution carryover Donation of property previously depreciated Donation of capital gain property See F 8283 limitations Line 20 Casualty or theft loss(es) Line 21 - see F 2106 EZ and F 2106 limitations
S B		Yes	 Interest and Ordinary Dividends See FINCEN F 114 and F 8938 limitations In scope except for: Purchase or sale of bonds between interest dates unless fully reported by the broker

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S C		Yes	 Profit or Loss from Business (Sole Proprietorship) In scope except for: Hobby income or not for profit activity Any net losses Line F, method of accounting other than cash
			 Line G, no (or the taxpayer does not meet any of the tests of material participation or is uncertain about materially participating in a business) Line I, payments made that require F 1099 to be filed See F 1099-K limitations Any bartering transactions Part I, lines 2, 4 & 6
			 Part II, total expenses over \$25,000 Line 9, auto, except standard mileage method Line 12, depletion Line 13, depreciation or when F 4562 is required
			 Lines 14, 19, 26, expenses for employees Line 20, car rental or lease more than 30 days Line 27a, casualty losses, amortization Line 30, business use of home Line 31, losses
			 Payments that require F 1099 to be filed Part III, cost of goods sold
S D		Yes	Capital Gains and LossesSee F 8949 limitations
S E		Yes	 Supplemental Income and Loss In scope for: Land rental and royalties Home rental if taxpayer is active duty military (In scope for Military certification only) Not in scope for: Part I, lines 5-19 Parts II-IV Part V lines 40, 42, 43
S EIC		Yes	Earned Income Credit
S F		NO	Profit or Loss From Farming
SH		NO	🏶 Household Employment Taxes

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S K-1		Yes	 Beneficiary's Share of Income, Deductions, Credits, etc. In scope for: K-1 interest, dividends, royalties, capital gains and associated foreign tax credits
S R		Yes	🏶 Credit for the Elderly or the Disabled
S SE		Yes	 Self-Employment Tax In scope except for: Ministers or church workers if special rules apply
F 56		NO	Notice Concerning Fiduciary Relationship
F 709		NO	United States Gift (and Generation-Skipping Transfer) tax return
F 982		Yes	Reduction of Tax Attributes Due To Discharge of Indebtedness (and Section 1082 Base Adjustment) In scope for part I, lines 1e and 2, qualified main home mortgage forgiveness only with State Coordinator approval
F 1045		NO	Application For Tentative Refund
F 1066 Sch Q		NO	Quarterly Notice to Resident Interest Holder of REMIC Taxable Income or Net Loss Allocation
F 1095-A		Yes	Health Insurance Marketplace Statement
F 1095-B		Yes	🏶 Health Coverage
F 1095-C		Yes	Employer Provided Health Insurance Offer and Coverage
F 1098-C		NO	Contributions of Motor Vehicles, Boats, Airplanes
F 1098-MA		NO	Mortgage Assistance Payments
F 1098 -T		Yes	 Tuition Statement In scope except for: Boxes 4 and 6 (Adjustments)
F 1099-A		Yes	 Acquisition or Abandonment of Secured Property In scope for main home
F 1099-B		Yes	 Proceeds from Broker and Barter Exchange Transactions In scope except for: Boxes 7-13
F 1099-C		Yes	 Cancellation of Debt In scope only for: Nonbusiness credit card debt cancellation Main home mortgage debt cancellation In scope except for: Bankruptcy or insolvency Box 3 interest

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S(chedule)	B(ox)	SCOPE	
#	#		of scope.
		Yes	
		NO	Column 4 : = Limitations or expansion of each scope topic including certification
			levels which may be in/out of scope.
F 1099-DIV		Yes	Dividends and Distributions
			In scope except for:
			•2c (1202 gain)
			•8-9 (Liquidation Distributions)
			•Box FATCA filing requirement
E 1000 C		N	•If alternative minimum tax generated on F 6251
F 1099-G		Yes	& Certain Government Payments
			In scope except for: •Boxes 7-9
			• See Instructions for Recipient for box 2 on 1099-G for amounts which
			may appear in the blank box beside box 9. Amounts in this blank box are
			interest and are in scope
F 1099-H		NO	 Health Coverage Tax Credit
F 1099-INT		Yes	Interest Income
		100	In scope except for:
			•NAOB on Interest Statement
			•Box FATCA filing requirement
			•10 Market discount
			•11 Bond premium
			•13 Bond premium on tax-exempt bond
			 If alternate minimum tax generated on F 6251
F 1099-K		Yes	Payment Card and Third Party Network Transactions
			In scope except for:
			 Any adjustment to amount reported on form
F 1099-LTC		Yes	Long-Term Care and Accelerated Death Benefits
F 1099-		Yes	Miscellaneous Income
MISC			In scope except for:
			•5 Fishing boat proceeds
			•6 Medical and Health Care Payments
			•8-15
			•Box FATCA filing requirement
F 1099-0ID		Yes	🏶 Original Issue Discount
			In scope except for:
			•Box FATCA filing requirement
			•5 Market discount
			•6 Acquisition premium
			Adjustment needed or no form received
F 1099-		NO	Taxable Distributions Received From Cooperatives
PATR			

F(orm)	L(ine)	IN	<u>Column 3</u> : Yes = The form, line or box is in scope for sites having at least two
S(chedule)	B(ox)	SCOPE	
#	#		of scope.
		Yes	Column $A_{\rm c}$ = limitations or even sign of each scene tonic including contification
		NO	<u>Column 4</u> : = Limitations or expansion of each scope topic including certification levels which may be in/out of scope.
E 1000 0		Vea	
F 1099-Q		Yes	Payment From Qualified Education Programs (under section 529 and 530)
			In scope except for:
			•Distributions from Educational Savings Accounts if:
			oFunds were not used for qualified education expenses or
F 1000 O 1			•Distribution was more than the amount of the qualified expenses
F 1099-QA		Yes	Distribution from ABLE Account
F 1099-R	7	Yes	Distributions from Pensions, Annuities, Retirement or Profit-Sharing
F CSA			Plans, IRAs, Insurance Contracts, etc.
1099-R			In scope except for:
			•General Rule
			 Codes 5, 8, 9, A, E, K, N, P, R & U Code D if net investment income tax applies
			•Codes J & T if distribution is wholly or partially taxable
		Vec	
F RRB- 1099		Yes	 Payments by the Railroad Retirement Board Annuities or Pensions by the Railroad Retirement Board
F 1099-S		Yes	 Annulles of Pensions by the Randau Retrement board Proceeds from Real Estate Transactions
г 1099-3		res	In scope except for:
			•Sales of business property, F 4797
			•Installment sales income, F 6252
			•Like-kind exchanges, F 8824
F 1099-SA		Yes	Distributions From an HSA, Archer MSA or Medicare Advantage MSA
		100	In scope for HSA certification only
			In scope except for:
			•Archer MSA
			•Medicare Advantage MSA
F SSA-1099		Yes	Social Security Benefit Statement
F 1116		Yes	Foreign Tax Credit (Individual, Estate or Trust)
			In scope for:
			•Simplified limitation election
			•Balance of form in scope for International certification only
F 1127		NO	Extension of Time for Payment of Tax Due to Undue Hardship
F 1310		Yes	Statement of Person Claiming Refund Due a Deceased Taxpayer
F 2106 EZ		Yes	Unreimbursed Employee Business Expenses
			In scope for:
			•Sch A itemized deductions
			Military certification
F 2106		Yes	🏶 Employee Business Expenses
			In scope for Military certification only

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F 2120		Yes	levels which may be in/out of scope. Multiple Support Declaration
F 2210		NO	 Underpayment of Estimated Tax by Individuals, Estates and Trusts Except to zero out entire penalty
F 2439		NO	Notice to Shareholder of Undistributed Long Term Capital Gains
F 2441		Yes	 Child and Dependent Care Expenses Except see 1040 Sch H for payments to household employees
F 2555		Yes	 Foreign Earned Income In scope for International certification only
F 2848		Yes	Power of Attorney and Declaration of Representative
F 3520		NO	Foreign Trusts/Foreign Gifts
F 3800		NO	🏶 General Business Credit
F 3903		Yes	Moving Expenses In scope for Military certification only
F 4136		NO	Credit for Federal Tax Paid on Fuels
F 4137		Yes	Social Security and Medicare Taxes Not Reported To Employer
F 4562		NO	Depreciation and Amortization (including information on listed property)
F 4684		NO	Casualties and Thefts
F 4797		NO	Sales of Business Property
F 4835		NO	Farm Rental Income and Expenses
F 4852		Yes	Substitute for F W-2 or F 1099-R
F 4868		Yes	Application for Automatic Extension of Time To File U.S. Individual Income Tax Return
F 4952		NO	Investment Interest Expense Deduction
F 4972		NO	🏶 Tax on Lump-Sum Distributions
F 5329		Yes	 Additional Tax on Qualified Plans (including IRAs) and Other Tax- Favored Accounts In scope for: Parts I and IX to remove a penalty
F 5405		Yes	 First-Time Homebuyer Credit and Repayment of Credit In scope except for: Taxpayers who claimed credit and their home is destroyed, condemned or disposed of under threat of condemnation
F 5498-QA		Yes	ABLE Account Contribution Information

F(orm) S(chedule) #	L(ine) B(ox) #	IN SCOPE Yes NO	<u>Column 3</u> : Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. NO = The form, line or box is out of scope. <u>Column 4</u> : = Limitations or expansion of each scope topic including certification levels which may be in/out of scope.
F 5498- SA		Yes	 HSA, Archer MSA or Medicare Advantage MSA Information In scope for HSA certification only In scope except for: Archer MSA Medicare Advantage MSA
F 5695		Yes	 Residential Energy Credit In scope except for: Residential Energy Efficient Property Credit (Part I)
F 6251		NO	Alternative Minimum Tax
F 6252		NO	Installment Sales Income
F 8275		NO	Disclosure Statement
F 8275 R		NO	Regulation Disclosure Statement
F 8283		Yes	 Noncash Charitable Contributions In scope except for: Total non-cash contributions in excess of \$5,000 Donation of any motor vehicle Donations of capital gain property Donations of assets used in a business Section A, Part II and Section B
F 8332		Yes	Release/Revocation of Release of Claim to Exemption for Child by Custodial Parent
F 8379		Yes	 Injured Spouse Allocation See F 8958 limitations
F 8396		NO	Mortgage Interest Credit
F 8453		Yes	U.S. Individual Income Tax Transmittal for an IRS e-file Return
F 8582		NO	Passive Activity Loss Limitations
F 8606		Yes	 Nondeductible IRAs In scope except for: Parts II and III
F 8615		NO	Tax for Certain Children Who Have Unearned Income of More Than \$2,100
F 8621		NO	Information Return By A Shareholder of a Passive Foreign Investment Company or Qualified Electing Fund
F 8801		NO	🏶 Credit for Prior Year Minimum Tax
F 8805		NO	Foreign Partner's Information Statement of Section 1446 With Holding Tax
S 8812		Yes	🏶 Additional Child Tax Credit

F(orm) S(chedule) #	L(ine) B(ox) #	IN SCOPE Yes NO	<u>Column 3</u> : Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. NO = The form, line or box is out of scope. <u>Column 4</u> : = Limitations or expansion of each scope topic including certification levels which may be in/out of scope.
F 8814		NO	Parent's Election to Report Child's Interest and Dividends
F 8815		NO	Exclusion of Interest From Series EE and I U.S. Savings Bonds Issued after 1989
F 8821		NO	Tax Information Authorization
F 8829		NO	Expenses for Business Use of Your Home
F 8833		NO	 Treaty-Based Return Positive Disclosure Under Section 6114 or 7701 (b)
F 8834		NO	Plug-In Electric Vehicle Credit
F 8839		NO	Qualified Adoption Expenses
F 8848		NO	Consent to Extend the Time to Access the Branch Profits Tax Under Regulations Section 1.884-2 (a) and (c)
F 8853		Yes	 Archer MSAs and Long-Term Care Insurance Contracts In scope for: Sections C
F 8857		NO	Request For Innocent Spouse Relief
F 8862		Yes	Information to Claim Earned Income After Disallowance
F 8863		Yes	Education Credits (American Opportunity and Lifetime Learning Credits)
F 8865		NO	Return of U.S. Persons With Respect to Certain Foreign Partnerships
F 8880		Yes	Credit for Qualified Retirement Savings Contributions
F 8885		NO	🏶 Health Coverage Tax Credit
F 8886		NO	Reportable Transaction Disclosure Statement
F 8888		Yes	Allocation of Refund (Including Savings Bond Purchases)
F 8889		Yes	 Health Savings Accounts (HSAs) In scope for HSA certification only In scope except for: Part III, lines 18-21
F 8903		NO	Domestic Production Activities Deduction
F 8908		NO	Energy Efficient Home Credit
F 8910		NO	Alternate Motor Vehicle Credit
F 8911		NO	Alternative Fuel Vehicle Refueling Property Credit
F 8917		Yes	Tuition and Fees Deduction
F 8919		NO	Uncollected Social Security and Medicare Tax on Wages
F 8936		NO	Qualified Plug-in Electric Drive Motor Vehicle Credit
F 8938		NO	🏶 Statement of Specified Foreign Assets

F(orm) S(chedule) #	L(ine) B(ox) #		<u>Column 3</u> : Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. NO = The form, line or box is out of scope.
		Yes	
		NO	<u>Column 4</u> : = Limitations or expansion of each scope topic including certification levels which may be in/out of scope.
F 8948		NO	
г 0940		NO	 Preparer Explanation For Not Filing Electronically Not applicable to Tax-Aide as we are not paid preparers
F 8949		Yes	 Sales and other Dispositions of Capital Assets
1 0 9 4 9		103	In scope for:
			•Sale of stocks, mutual fund shares and personal residences
			•Sale of bonds that mature or are sold with no gain or loss
			•Bond sales reported on a brokerage statement with capital gain or loss only (no ordinary income/loss)
			•Capital gains and losses reported on K-1
			•Capital loss carryovers
			•Inherited property if listed above and, if inherited in 2010, taxpayer
			provides the acquisition date and basis
			•Gifted property if listed above and taxpayer provides the acquisition
			date and basis, which can differ depending on whether disposition is at a
			gain or loss •Worthless securities unless reported on brokerage statement
			•Worthless securities unless reported on brokerage or mutual fund statement
			In scope except for:
			•Adjustment codes N, Q, X, R, S or C
			•Reduced exclusion on sale of home
F 8958		Yes	Allocation of Tax Amounts Between Certain Individuals in Community
			Property States
			In scope for:
			•Applicable returns as limited by Regional or State Coordinator
F 8959		NO	Additional Medicare Tax
F 8960		NO	Net Investment Income Tax – Individuals, Estates and Trusts
F 8962		Yes	Premium Tax Credit (PTC)
			In scope except for:
R 00 (F			•Parts IV and V
F 8965		Yes	Health Coverage Exemptions
F 9452		NO	Filing Assistance Program
F 9465		Yes	Installment Agreement Request
F 13844		NO	Application For Reduced User Fee For Installment Agreement
FINCEN F 114		NO	Report of Foreign Bank and Financial Accounts