

Accounting Aid Society
Step by Step Instructions for Volunteer Tax Preparers

Intake/Interview with Taxpayer

- Step 1: Obtain Picture ID and Social Security number (SSN) documentation for verification of identity and SSN(s)
Step 2: Complete federal Intake/Interview & Quality Review Sheet (each line must be answered with yes or no)
Step 3: Complete Accounting Aid Society (AAS) Michigan Intake/Interview Sheet
Step 4: Complete the Analysis section on second page of AAS Michigan Intake/Interview Sheet:

• Filing status	
• City Return(s)	
• Credit-Only Return	
• Michigan Disability Exemption	
• Pension Subtraction	
• Detroit Homeowner	

Prepare Tax Return – IMPORTANT: DO NOT start a return in TaxSlayer if information is missing. Consult the Site Coordinator.
(Use ALL CAPS when entering information in the tax return software – TaxSlayer Pro Online 2020)

Job 1: Enter Basic Information (See Parts I and II of the federal Intake sheet to determine filing status & dependency exemptions)

- Filing status (Do Not use the filing status wizard in TaxSlayer)
- Personal information – Taxpayer and spouse (if applicable) information, address and phone number
- Michigan School District and State Campaign Fund (See AAS Part I of Michigan Intake/Interview Sheet)
- Dependent information
- IRS Identity Protection PIN (See Part I, #11 of the federal Intake/Interview sheet)

Job 2: Federal Section

- Step 1: Enter Federal Income (See Table 1). *If there is no Federal taxable income, see note in Table 1, Box 15.*
Step 2: Enter Expenses (See Table 2)
Step 3: Life Events (See Table 3)
Step 4: Health insurance (See Table 3)

Job 3: State Section

Prepare Michigan and city tax returns including any property tax and home heating credits

- Select the blue Edit pencil icon for Michigan

Step 1: Enter basic info

Step 2: Subtractions from income – Income from U.S. obligation, Military Pay, State Refunds, and Pensions (See Table 4)

Step 3: Credits

- Homestead property tax credit (See Table 5)
- Home heating credit (See Table 6)
- Nontaxable Income – Total household resources (See Table 7)

Step 4: City of Detroit Return

- Resident (See Table 8)
- Non-Resident (See Table 9)
- Part-year Resident (See Site Coordinator)

- Step 5: Select the Localities link on the State Return page – Prepare MI-CF1040 for Other City returns (E.g., Hamtramck, Highland Park, Pontiac)

- Resident & Non-Resident (See Table 10)
- Part-Year Resident (See Site Coordinator)

- Step 6: Select the Print icon on the State Return page – Write in amounts on AAS Michigan Intake/Interview Sheet:
 - Record property tax credit
 - Record home heating credit
 - Record city refund/balance due

Job 4: Summary/Print (Calculation Summary page) – Select the View/Print Return tab at the top right of the page

- Step 1: Have client review basic information (names, SSNs, mailing address, dependent(s) date of birth, & bank account information) and sign off/initial the bottom of second page of the AAS Michigan Intake/Interview Sheet

Prepare Tax Return (Continued)

Job 5: E-File page

- Step 1: Select Federal Return type
- Step 2: Enter client e-mail address if provided (see page 3 of federal Intake/Interview Sheet)
- Step 3: Select State Return type
- Step 4: Taxpayer Bank Account Information – If direct deposit, buying U.S. Savings Bond(s), and/or splitting federal refund
- Step 5: Consent and Disclose: Global Carryforward
- Step 6: Consent and Disclose: Relational Office
- Step 7: Questions
- Step 8: Custom Credits

Quality Review and Print Return

- Step 1: Ask Reviewer to review the return
- Step 2: Reviewer prints return
- Step 3: Get return from printer (make sure you have a complete client return)
- Step 4: Complete the E-File Sheet located near the printer – Record all returns prepared, both e-file and any paper returns

Review Tax Return with Client, Obtain Signature(s)

- Step 1: Review entire tax return with the taxpayer
- Step 2: Client signature
- Step 3: Review Client letter with the client
- Step 4: Staple the return together with the Client Letter on top, insert tax return and all documents in large client envelope

Software Hints

- Use CAPS LOCKS when entering information
- If prompted, always choose “ENTER MYSELF”

Job 1 – Starting a New Return and Entering Basic Information

- Enter Social Security number (Do not select a Taxpayer Profile)
- If “Pulling Prior Year Data” appears:
 - Review items that will be pulled forward and uncheck any items no longer applicable
 - Select “Yes, Import My Data” (**ALWAYS** make this selection)
- Filing Status – See Analysis section on second page of AAS Supplemental Intake/Interview Sheet. Determined by reviewing Part I (Personal Information) and Part II (Marital Status & Household Information) of the federal intake sheet, and interview with client. Refer to Pub 4012 and Pub 17. Note: **Do not** use TaxSlayer’s filing status wizard.
- Personal Information:
 - Occupation – The field can be left blank if taxpayer/spouse doesn’t have, or does not wish to list, an occupation
 - Checkboxes – Much of the information can be found on page 1 (and page 3) of the Intake/Interview Sheet.
 - If the client’s earned income was less in 2020 than in 2019, check the box: “Taxpayer wishes to elect to use their 2019 earned income to figure their 2020 earned income credit and/or child tax credit”, and see the Site Coordinator.
 - Resident State – If taxpayer was a part-year or nonresident of Michigan in the tax year, select None
- Michigan Return:
 - School District – Select the one where taxpayer lived as of 12/31/2020 (See AAS Part III of Mich Intake/Interview Sheet)
 - State Campaign Fund – See AAS Part II of the Michigan Intake/Interview Sheet
- Dependent/Qualifying Person – If applicable, enter information and mark applicable checkboxes (determined by reviewing Part II, Marital Status and Household Information, #2, of federal Intake/Interview Sheet).

Correlation between the Intake/Interview Sheets and these Step by Step Instructions

- For most of the tables on the subsequent pages, the first column references the section and line number of the Intake/Interview Sheet which you must reference to determine if an entry is needed in the software
- If the answer is “Yes” on the intake sheet or there is information written on an intake sheet line, follow the instruction written in the table.

***** See Tables and Instructions below. Refer to the Scope of Service chart and instruction pages in Pub 4012, Volunteer Resource Guide, if in doubt about an item being in scope for VITA. *****

2020 TABLE 1 – Income (See Part III on page 2 of Federal Intake/Interview Sheet)

Intake/Interview Sheet, Part III	Basic/ Advanced	Source Document	Where in TaxSlayer (Page)	Tips and Pub 4012 Reference
1. Wages	B	W-2	Income > W-2	Enter employee address from Form W-2 if different from address on return Pages D-4 through D-6
2. Tip Income	A	W-2 / Client Records	Income > W-2	Consult Site Coordinator
3. Scholarships (received by taxpayer or spouse, <u>not</u> dependents)	B	1098-T, W-2	Income > Less Common Income > Other Compensation > Scholarships and Grants	Determine taxable & tax free portions. See the Site Coordinator Pages D-3, D-58, J-1
4. Interest/Dividends	B	1099-INT / 1099-DIV	Income > Form 1099-INT/1099-DIV > Interest or Dividend Income	Pages D-7 through D-12
5. State/Local Income Tax Refund (Only if client itemized deductions last year.)	B	1099-G	Income > Form 1099-G Box 2	Entry needed only when taxpayer itemized deductions in the prior year Page D-13
6. Alimony Income	B	Client Records	Income > Alimony Received	Pages D-3, E-9
7. Self-Employment income	A	1099-NEC (Box 1), Cash (client records) 1099-K	Income > 1099-NEC, Create Schedule C Income > Form 1099-K, Enter Schedule C	Pages D-14 through D-21
8. Cash/Check Payments	A	Client Records	Income > Schedule C	Page D-17
9. Income (or loss) from the sale of Stocks, Bonds or Real Estate	A	1099-B 1099-S	Income > Schedule D (Form 1040) > Capital Gains and Loss Items (See Site Coordinator)	Pages D-22 through D-31
10. Disability income	B	1099-R W-2	Income > Form 1099-R / RRB, SSA > Add or Edit a 1099-R Income > W-2	Pages D-31 through D-42 (If 1099-R has code 3 in Box 7, see pages D-38 and D-40)
11. Retirement income or payments from Pensions, Annuities, and/or IRA	B (Advanced certification if Form 1099-R, box 2a, taxable amount, is "blank".)	1099-R <ul style="list-style-type: none"> Box 7, distribution codes 1 and 7 only Other codes: see site coordinator Codes 5,6,8 & 9 and A, E, J, K, N, P, R, T, U & W are Out of Scope 	Income > Form 1099-R / RRB, SSA > Add or Edit a 1099-R	Enter recipient's address from Form 1099-R if different from address on return Pages D-32 through D-42
Railroad Retirement Benefits (Tier 2, Green form)	A	RRB-1099-R	Income > Form 1099-R / RRB, SSA > RRB-1099-R	Page D-43
12. Unemployment Compensation	B	1099-G	Income > Form 1099-G Box 1 > Add or Edit a 1099-G	Page D-3
13. Social Security Benefits	B	SSA-1099	Income Form 1099-R / RRB, SSA > Social Security Benefits/RRB-1099	Pages D-44 – D-45
Railroad Retirement Benefits (Tier 1, Blue form)	A	RRB-1099	Income Form 1099-R / RRB, SSA > Social Security Benefits/RRB-1099	Pages D-43 – D-44
14. Income (or loss) from Rental Property	M	1099-MISC, Box 1	Income > Supplemental Income and Loss > Schedule E Rent and Royalty Information	Pages D-50 – D-51
15. Other Income	B	1099-MISC, Box 3	Income > 1099-MISC	Page D-52 – D-53
Gambling Winnings (including Lottery)	B	W2-G	Income > Less Common	Page D-52
Gambling winnings not reported on Form W-2G	B	Client Records	Income > Gambling Winnings	Page D-52
Jury Duty	B	Client records	Income > Less Common	Page D-52
Schedule K-1	A	K-1	Income > Other Income Not Reported Elsewhere	Pages D-46 – D-49
Royalties	A	1099-MISC, Box 2	Consult Site Coordinator	Pages D-50 – D-51
Foreign Income	A or I	Various	Consult Site Coordinator	Pages D-54 – D-57

2020 TABLE 2 – Expenses (See Part IV on page 2 of Federal Intake/Interview Sheet)

Intake/Interview Sheet, Part IV	Basic/Advanced	Source Document	Where in TaxSlayer (Page)	Pub 4012 Reference
1. Alimony	B	Client Records	Deductions > Adjustments > Alimony Paid	E-1 & E-9
2. Contributions to a Retirement Account	B	W-2, Box 12-14	No Action: entered on W-2 Income	E-10 <u>TaxSlayer Hint</u> G- 13 through G-15
	A	5498 – IRA	Deductions > Adjustments > IRA Deduction	
	B	5498 – Roth IRA	Deductions > Credits Menu > Retirement Savings Credit Form 8880	
3. College or post secondary educational expenses	B	1098-T / Student Account Statement	Deductions > Credits Menu > Education Credits Form 1098-T or Deductions > Adjustments > Tuition and Fees Deduction	Section J Ext-6
4. Deductions (<i>Make entries ONLY if taxpayer will be itemizing deductions</i>) - Medical & Dental Expenses (including insurance premiums) - Mortgage Interest - Taxes (State, Real Estate, Personal Property, Sales) - Charitable Contributions	A A A A	Client Records 1098 Property Tax Bill Auto Registration Client Records (Receipts or Letter)	Deductions > Itemized Deductions > Medical and Dental Expenses (no pre-tax premiums) Deductions > Itemized Deductions > Mortgage Interest and Expenses Deductions > Itemized Deductions > Taxes You Paid Deductions > Itemized Deductions > Gifts to Charity > Cash / Non-Cash (\$500 or less)	F-3 – F-6 F-9 F-7 – F-8 F-10
5. Child or Dependent Care Expenses	B	Daycare Statement	Deductions > Credits Menu > Child Care Credit Form 2441 (Complete Steps 1,2,3)	G-9 through G-12
6. Educator Expenses	B	Client Records (max. \$250)	Deductions > Adjustments > Educator Expenses	E-4
7. Self-Employment Expenses	A	Client Records	Income > Schedule C	D-17 through D-21
8. Student Loan Interest	B	1098-E	Deductions > Adjustments > Student Loan Interest Deduction	E-11

Note: If a client was Self Employed in 2019 or 2020, and was unable to work at any time in 2020 because of the COVID pandemic, he or she may be eligible for either the **Credit for Sick Leave** or **Credit for Family Leave** (“for certain unemployed individuals”).

The criteria for eligibility for the first credit are that the person was unable to work because they (1) were under a government-issued quarantine or isolation order, (2) were advised to self-quarantine, or (3) experienced COVID symptoms and sought medical care.

The criteria for eligibility for the second credit are that the person was unable to work because they (1) were caring for someone under a quarantine order, (2) were caring for a child whose school was closed or whose day-care provider was unavailable due to COVID, or (3) experienced “any other substantially similar condition specified by the Secretary of Health and Human Services.”

If your client meets any of these criteria, then, in TaxSlayer, go to **Federal Section > Deductions > Credits > Credits for Sick Leave and Family Leave for Certain Self-Employed Individuals, Form 7202**. Check YES for “Were you unable to work due to COVID-19?”, and check or fill the appropriate spaces.

2020 TABLE 3 – Life Events (See Part V on page 2 of Federal Intake/Interview Sheet)				
Intake/Interview Sheet, Part V	Advanced/Basic	Source Document	Where in TaxSlayer (Page)	Pub 4012 Reference
1. Health Savings Account	HSA	W-2, Box 12, Code W 5498-SA / 1099-SA	Deductions > Adjustments > Health Savings Account Form 8889	E-6 through E-8
2. Cancellation of Debt --Credit Card --Mortgage Debt and/or Home Foreclosure	A	1099-C/1099-A	Income > Less Common Income > Cancellation of Debt Form 1099-C, Form 982	D-60 through D-62 Ext-1 through Ext-5 See Site Coordinator
3. Adopt a Child	A	Client Records	See Site Coordinator (Out of scope: Form W-2, Box 12-Code T, Adoption benefits and Form 8839, Qualified Adoption Expenses)	See Site Coordinator
4. Have Earned Income Credit, Child Tax Credit, or American Opportunity Credit Disallowed in a Prior Year	B	Client Records, Letter from IRS	Deductions > Credits Menu > Claiming Refundable Credits after Disallowance Form 8862	I-6
5. Purchase and install energy-efficient home items	A	Client Records	Deductions > Credits > Residential Energy Credit Form 5695	Ext-7, G-1
6. Received the First Time Homebuyers Credit in 2008	A	Client Records Prior Tax Return irs.gov	Other Taxes > First-Time Homebuyer Repayment Form 5405	H-2
7. Make Estimated Tax Payments or Apply Prior Year Refund	B	Client Records Prior Tax Return	Payments and Estimates ➤ Federal Estimated Payments for 2020 ➤ State Estimated Payments	H-7 and K-23
8. Capital Loss Carryover	A	Prior Tax Return	Income – Schedule D (Form 1040) > Other Capital Gains Data	D-22
9. Have health coverage through the Marketplace	A	1095-A	Healthcare Insurance Questionnaire	F-6, H-11 through H-24
10. Receive an Economic Impact Payment (stimulus) in 2020	B	Client Records or IRS Notice 1444	Basic Information > Recovery Rebate Credit	IRS Form 1040 instructions, page 6

IMPORTANT: After entries are made from Tables 1 - 3 (or if there were no entries made), additional entries may be needed:

- **If AGI is \$0** (See the top or right side of screen in TaxSlayer) **AND** client is filing for a Michigan property tax credit and/or home heating credit, a Credit-Only return:
 - Go to: Income > Less Common Income > Other Income Not Reported Elsewhere:
 - Enter \$1 and describe it as “To E-file MI credits”
- **Identity Protection PIN** – If the taxpayer, spouse, and/or dependent has been issued an **Identity Protection PIN** (See Part I, #11 on page 1 of the federal Intake/Interview Sheet):
 - The individual should have received Notice CP01A from the IRS that lists the Identity Protection PIN (IP PIN) for 2020
 - Go to: Federal Section > Miscellaneous Forms > IRS Identification PIN:
 - Enter the IP PIN for tax year 2020
 (Refer to pages P-2 – P-3 in Pub 4012)
- **Injured Spouse** Form 8379 located in Federal Section > Miscellaneous forms

STATE RETURN

On the State Return page, select the blue Edit pencil icon for Michigan

1. **BASIC INFORMATION** – Begin or Edit this section and complete the following fields as needed:

NOTES: For 1.b. through 1.e. below, refer to AAS Part I and AAS Part II on the Supplemental Intake/Interview Sheet.

See page 9 of the 2020 MI-1040 Instructions for definitions of special exemptions and qualified disabled veteran.

- a. School District – If not selected previously in the return, select the school district the taxpayer lived in as of 12/31/2020.
- b. Do you qualify for a special exemption for the deaf, blind, hemiplegic, paraplegic, quadriplegic, or totally and permanently disabled?
Note: If individual is 66 years of age or older, no exemption for totally and permanently disabled.
An exemption can still be claimed at any age for deaf, blind, hemiplegic, paraplegic and quadriplegic.
- c. Enter the number of dependents listed on your return who qualify for a special exemption above.
If anyone on the return was marked as Blind on the Personal Information page TaxSlayer, do not include that here.
- d. Enter the number of qualified disabled veterans listed on your return.
- e. State Campaign Fund – If not previously answered, answer the question for taxpayer/spouse .

2. **SUBTRACTIONS FROM INCOME**

- a. Income from U.S. government obligations – If taxpayer/spouse has Income from U.S. government obligations (e.g., U.S. savings bonds), an entry should have been made on the federal Interest Income page in the field for “Amount of interest on U.S. Savings Bonds and Treasury Obligations that you want subtracted from your state return”
- b. Military Pay – If taxpayer/spouse has military pay that is included in AGI (requires Military certification):
 - i. Go to: Subtractions from Income > Military pay included on MI-1040, line 10
- c. State and Local Income Tax Refund – If there is a taxable state and/or local income tax refund on the federal return (see Form 1040, Schedule 1, line 1):
 - i. Go to: Subtractions from Income > Enter your Michigan State Income Tax Refund reported as income on the federal return
- d. Pension or Retirement Benefits – If taxpayer/spouse received qualified pension or retirement benefits (Forms 1099-R, CSA/F 1099-R, RRB-1099-R), they may be eligible for subtraction on the Michigan return.
 - i. Refer to the MI-1040 instructions book and the “Pension Subtraction Guide for Michigan Return” located in the Site Manual.
If a qualified distribution:
 1. Use the Distribution Code Chart in the Pension Subtraction Guide to determine if eligible for subtraction
 2. If code chart indicates the distribution is eligible for subtraction on the Michigan return, there may be a limitation based on age and year of birth – Tier 1, 2, or 3 (See Tier table below.)

Birth Year	Retirement Benefits Tier	Retirement Benefit Deduction Limits
Before 1946	Tier 1	All public plus private benefits up to \$53,759 combined (Single/Separate) / \$107,517 (*Joint)
1946 through 1952	Tier 2	No retirement deduction. Eligible for standard deduction of \$20,000 (Single/Separate) / \$40,000 (*Joint)
After 1952	Tier 3	† ‡ No deduction

*** On a joint return, determine the eligibility for deducting retirement benefits using the age of the older spouse**

† Taxpayers in Tier 3 who receive pension benefits from employment with governmental agencies not covered by the Social Security Act, may be eligible for a pension deduction

‡ Taxpayers in Tier 3 who receive benefits from a deceased spouse, see the NOTE in “Retirement Benefits from a Deceased Spouse” on page 18 of the 2020 MI-1040 instructions book.

3. Follow instructions below in Table 4, Michigan Pension Subtraction, for retirement and pension benefits that are eligible for subtraction

2020 TABLE 4 - Michigan Pension Subtraction

Source Document	Where in TaxSlayer	TaxSlayer Instructions	2020 MI-1040 Instructions Reference
1099-R – U.S. Military and Michigan National Guard retirement benefits RRB-1099 – Tier 1, Blue form (Note: RRB-1099-R, Tier 2 Green form, benefits will be automatically subtracted on the Michigan return) * **1099-R	Subtractions from Income > Amount included in MI 1040 Line 10 from Military Retirement Benefits due to service in the U.S. Armed Forces or Michigan National Guard Subtractions from Income > Deductions for Taxpayers Born before 1953 > Retirement Benefits that are Exempt from Michigan Income Tax > Retirement and Pension Benefits	Regardless of age, subtract U.S. Military and Michigan National Guard retirement benefits Regardless of age, if RRB-1099 Tier 1 benefits are included in AGI (federal Form 1040 line 5b), enter the amount in the field for Tier 1 railroad retirement benefits ... If eligible for subtraction, make applicable page entries, click on Add Credit and select 1099-R from drop-down menu. (DO NOT select RRB-1099-R and/or military and Michigan National Guard 1099-R on this menu.) * If code 4 distribution is eligible for subtraction, enter deceased spouse information on the <i>Retirement Benefits that are Exempt from Michigan Income Tax</i> page **If SSA exempt and in Tier 2, complete the SSA exempt field(s) on the <i>Deductions for Taxpayers Born before 1953</i> page **If SSA exempt and in Tier 3, complete the SSA exempt field(s) on the <i>Retirement Benefits that are Exempt from Michigan Income Tax</i> page	Page 13 Page 13 Pages 16 – 26
<p>* If 1099-R has distribution code 4 AND the distribution qualifies for Michigan subtraction, client must provide deceased spouse's name, SSN, & year of birth. See "Retirement Benefits from a Deceased Spouse" on pages 16-18 of the MI-1040 instructions book.</p> <p>** Taxpayers who receive pension benefits from employment with governmental agencies not covered by the Social Security Act may be entitled to a greater retirement or pension deduction or Michigan Standard Deduction. See instructions for lines 22C and 22G of Michigan Schedule 1, Additions and Subtractions, on pages 14 and 15 of the MI-1040 instructions book.</p>			

3. **ADDITIONS TO INCOME** – All income entered on the Federal return is automatically carried to the Michigan return. Exceptions are rare; see the Site Coordinator for these.

4. **CREDITS** – Michigan Homestead Property Tax Credit Claim and Home Heating Credit Claim – Tables 5, 6, and 7 below

2020 TABLE 5 – Michigan Homestead Property Tax Credit (See AAS Part III on Michigan Intake/Interview Sheet)

Michigan Intake / Interview Sheet – AAS Part III	Source Document	Where in TaxSlayer / Instructions	2020 MI-1040 Instructions Reference
Line 2: Homeowner **See Below	Summer and Winter Property Tax Bills, Notice of Assessment	Credits > Homestead Property Tax and Home Heating Credit > Homestead Property Tax Credit Claim > Part 1	Page 31, Lines 9 & 10
Line 3: Special Housing Facility	Client Records	SEE SITE COORDINATOR	
Line 4: Renter	Lease/Rent Receipts	Credits > Homestead Property Tax and Home Heating Credit > Homestead Property Tax Credit Claim > Part 2	
Line 4b: Subsidized Housing Line 4c: Service Fee Housing See Note 1	Lease/Rent Receipts	Credits > Homestead Property Tax and Home Heating Credit > Homestead Property Tax Credit Claim > Part 3	Page 34, Line 54 See Note 1 below

** If needed, visit www.accountingaidresources.org for millage rates

Note 1: If housing was both service fee and subsidized, select Service Fee Housing

2020 TABLE 6 – Michigan Home Heating Tax Credit (See AAS Part IV on Supplemental Intake/Interview Sheet)			
Supplemental Intake / Interview Sheet – AAS Part IV	Source Document	Where in TaxSlayer / Instructions	2020 MI-1040CR-7 Instructions Reference
AAS Part IV	Client Records, December 2020 or January 2021 gas bill	Credits > Homestead Property Tax and Home Heating Credit > Home Heating Credit See Note 2 below for instruction on some of the fields/questions	MI-1040CR-7 instructions book

Note 2:

- Heat Type Code and Heat Provider Name Code – All filers must answer these questions. Renters whose heat is included in his or her rent should ask their landlord for the name of the heat provider and the type of heat in the home.
 - Heat Type Code: Natural gas = 300. See Table 2 on page 10 of MI-1040CR-7 instructions book for others. (Line 7).
 - Heat Provider Name Code: DTE = 0900720, Consumers Energy = 0900213. See Table 1 on page 10 of MI-1040CF-7 instructions book for others and instructions for Line 6 on page 6.
- Heat Provider Name Code. DTE = 0900720. Consumers Energy = 0900213. See page 10 of MI-1040CF-7 for others. (Line 6)
- U.S. Citizen or Qualified Alien Status. Answer will be Yes for most of our clients. See instructions for line 5 on page 6 in the MI-1040CR-7 instructions book.
- CARE facility
 - If client lived in one of the listed licensed care facilities for the entire year, select the care facility
 - If client lived in one of the listed licensed care facilities for part of the year, see the Site Coordinator
- Are you eligible to receive a refund from your heat provider for any overpayment to your heat account? – Always answer Yes to this question
- Two or more single adults sharing a home – See the Site Coordinator and instruction for Shared Housing Standard Allowance on page 5 of the MI-1040CR-7 instructions book.
- Occupancy dates – If client was an eligible homeowner or renter for just part of the year, enter dates he or she was eligible

2020 TABLE 7 – Nontaxable Income for Michigan Total Household Resources (Part V on Supplemental Intake Sheet) and Health Insurance deduction for Total Household Resources (Part VI on Supplemental Intake Sheet)			
Supplemental Intake / Interview Sheet – AAS Part V, Nontaxable Income	Source Document	Where in TaxSlayer: Homestead Property Tax and Home Heating Credit page; enter amount(s) on the TaxSlayer lines described below:	2020 MI-1040 Instructions Book Reference
1. Child Support	Client Records	Enter amount of Child Support received during the tax year	Page 32, Line 22
2. Workers' Compensation VA (Dept. of Veteran Affairs) benefits	Letter/Client Records Letter from VA/Client Records	Enter any Workers compensation, veterans disability compensation and pension benefits that you received and are not included in your Federal income	Page 32, Line 26
3. FIP & other Michigan DHHS Benefits	Client Annual Statement from MDHHS	Enter the amount of FIP and other MDHHS benefits you received. DO NOT INCLUDE Food Assistance Program benefits	Page 32, Line 27
4. Supplemental Security Income (SSI) (rec'd. by taxpayer/spouse and for dependent(s)) AND Social Security benefits received for dependent(s)	Letter for SSI Form SSA-1099 (for dependents)	Enter any additional Social Security Benefits and Supplemental Security Income (SSI) that you did NOT report on your federal tax return	Page 32, Line 21
5. Gifts/Assistance	Client Records	Enter the amount of gifts or expenses paid on your behalf	Page 32, Line 24
6. Other Nontaxable Income: <ul style="list-style-type: none"> State SSI 5049 Worksheet – If MFS return, see Site Coordinator Other nontaxable income 	State SSI – Client Records/Letter from MDHHS Client Records	Enter any other nontaxable income Enter the description of other nontaxable income	Page 32, Line 25

2020 TABLE 7 (continued) – Nontaxable Income for Michigan Total Household Resources (Part V on Supplemental Intake Sheet) and Health Insurance deduction for Total Household Resources (Part VI on Supplemental Intake Sheet)			
Supplemental Intake / Interview Sheet – AAS Part VI, Health Insurance	Source Document	Where in TaxSlayer: Homestead Property Tax and Home Heating Credit page; enter amount(s) on the TaxSlayer lines described below:	2020 MI-1040 Instructions Book Reference
1. Medical Insurance or HMO premiums paid other than Medicare 2. Automobiles insured	Client Records	Enter the Medical insurance or HMO premiums you paid for you or your family (Enter the total from the AAS Michigan Supplemental Intake/Interview Sheet)	Page 33, Line 31

5. **CITY OF DETROIT RETURN** – Tables 8 and 9 below

2020 TABLE 8 – City of Detroit Resident Return			
	Source Document	Where in TaxSlayer / Instructions	City of Detroit Instruction Reference
Additions – (1099-R Distribution Code 1)	1099 –R with Code 1 in Box 7	Michigan Return > City of Detroit Return > Resident Return > Additions (Note: TaxSlayer will automatically subtract a Code 1 distribution incorrectly. An entry on the Additions page is necessary to offset this.)	Page 6, Line 28
Subtractions	1099-R with Code 2 or 4 (certain situations) SSA-1099, 1099-G	If TaxSlayer incorrectly subtracts a code 2 or 4 distribution, follow Additions instruction above TaxSlayer will complete (See Site Coordinator for all others)	Page 6, Lines 30 thru 36
Payments and Credits*	W-2, Client Records	Michigan Return > City of Detroit Return > Resident Return > Payments and Credits See Site Coordinator*	Page 5, Lines 17 thru 20
Credit for Income Taxes Paid to Another City*			
Detroit Miscellaneous Forms		See Site Coordinator	
* Note: If client worked in another taxing city (Hamtramck, Highland Park, etc.) and lived in Detroit, start with non-resident city return			

2020 TABLE 9 – City of Detroit Non-Resident Return			
	Source Document	Where in TaxSlayer / Instructions	City of Detroit Instruction Reference
Income – Wage Allocation	Client Records	See Site Coordinator	Page 8, Line 9a and 9b
Subtractions		See Site Coordinator	Page 9, Lines 28 thru 33
Payments and Credits*		Michigan Return > City of Detroit Return > Nonresident Return > Payments and Credits See Site Coordinator	Page 8, Lines 20 – 22
<ul style="list-style-type: none"> Credit for 2 Cities * (if filing a resident return with another city) 			
Detroit Miscellaneous Forms		See Site Coordinator	

6. **LOCALITIES** – If client is filing a city return other than Detroit (e.g., Hamtramck, Highland Park, Pontiac), exit the Michigan Return and on the State Return page, select the link for Localities

2020 TABLE 10 – MI CF-1040, Michigan Cities Common Form – Resident Return and Non-Resident Return (MUST BE PAPER FILED)			
	Source Document	Where in TaxSlayer / Instructions	City Instruction Reference
Basic Information	Client Records	Localities > MI City Form > Basic Information	See each city's instruction book
Wages and Excludible Wages	W-2	Localities > MI City Form > Wages and Excludible Wages	
Adjustments to Income		Localities > MI City Form > Adjustments to Income	
Deductions		Localities > MI City Form > Deductions	
Payments and Credits*		Localities > MI City Form > Payments and Credits	
• Credit for Tax Paid to Another City*		See Site Coordinator*	
NonElectronic Direct Deposit/Debit Info		State Return > Localities > MI City Form > NonElectronic Direct Deposit/Debit Info	
*Note: If client worked in another taxing city (Detroit, Hamtramck, Highland Park, etc.) and lived in a different taxing city, start with non-resident city return			

7. When Michigan return is complete, exit the Michigan Return
- On the State Return page, select the Print icon that is next to the blue pencil edit icon. From the PDF of the return, write down on the back page of the AAS Supplemental Intake/Interview Sheet the amount of any property tax credit, home heating credit, and/or city refund/tax due. Then select Continue on the State Return page.

SUMMARY/PRINT (CALCULATION SUMMARY) Page

- Select the View/Print Return tab and then select Print Your 2020 Tax Return. Scroll down to the third page of the PDF return where it shows the tax year at the top left.
 - Have the client review the computer screen (or a printed page) to verify all Social Security numbers, name spellings, mailing address, and dependent(s) date of birth are correct
 - If there is direct deposit on the return, scroll down to the federal 1040 or Michigan 1040 and have the client verify that routing number and account number are correct
 - If information is correct, have the client initial each applicable line on AAS Supplemental Intake/Interview Sheet
- Select Continue on the Print Results page and then on the Calculation Summary page

E-FILE PAGE	
Federal Return Type	E-file should be selected for all returns. See Site Coordinator for situations warranting a paper return. If filing a Michigan credit-only return (\$1 AGI), select E-file: Mail Payment
Tax Preparation and E-file Information	If client provided an e-mail address at the top of page 3, #1, of the federal Intake/Interview Sheet, enter it here. DO NOT make any other entries in this section
State Return Type	E-file should be selected for all returns, paper returns should be rare; see Site Coordinator
Taxpayer Bank Account Information (See page 3, #3, of federal Intake/Interview Sheet)	If client wants direct deposit of a refund, enter banking information If client wants to buy a U.S. Savings Bond(s) or wants to split a refund, enter information in this section
Consent Disclose Taxpayer Information to VITA/TCE Tax Prep Sites – see page 4 of federal Intake/Interview Sheet	For more information on the two Consents, see Pub 5471 in Tab 11—Miscellaneous, in the Site Manual. For both Consents, the taxpayer must enter the Primary PIN (they do not have to remember the number, suggest zip code). If MFJ, spouse enters Secondary PIN. Tax preparer may enter the PIN Date
Consent Disclose/Use Information to the VITA Program's Relational Offices	
Questions (See page 3, numbers 7 through 14, of the federal Intake/Interview Sheet)	For client questions, be sure client is aware of all of the choices and then make a selection.
Custom Credits	Enter the amount of any Michigan property tax credit, home heating credit, and/or city refund/tax due. If city tax due, enter as a negative number

SUBMISSION Page – Ask for a review of the return from the Site Coordinator. See page 2 of these instructions for final steps.