TTB Online CPE — Individual Tax Prep 101
Learning Objectives/Table of Contents

Chapter

1 Filing Status, Filing Requirements, Dependents

- **1-A** Recognize the filing status rules.
- **1-B** Determine the limitations for filing as Head of Household.
- **1-C** Identify filing requirements based on filing status and income.
- **1-D** Apply the tests for claiming someone as a dependent.
- **1-E** Recognize the special dependency rules for divorced or separated parents.

2 Income

- **2-A** Identify taxable and nontaxable income.
- **2-B** Differentiate between total income, adjusted gross income (AGI), and taxable income on Form 1040.
- **2-C** Identify what is reported in the various boxes on Form W-2.
- **2-D** Determine when a taxpayer is required to use Schedule B.
- **2-E** Recognize the various Forms 1099 received for retirement income.

3 Adjustments and Deductions

- **3-A** Recognize the impact adjustments have on income.
- **3-B** Apply the rules for the student loan interest deduction.
- **3-C** Compute the allowable contribution to a health savings account.
- **3-D** Identify when a taxpayer is eligible for an increased standard deduction.
- **3-E** Determine which taxpayers are allowed to use the tax tables.

4 Credits

- **4-A** Recognize the difference between refundable and nonrefundable credits.
- **4-B** Determine the requirements for claiming the Earned Income Credit.
- **4-C** Compute the Child and Dependent Care Credit.
- **4-D** Identify qualifications for claiming the Child Tax Credit.
- **4-E** Calculate the excess Social Security amount withheld for a taxpayer.

5 Miscellaneous Topics

- **5-A** Identify who might need to make estimated tax payments.
- **5-B** Recognize the various options a taxpayer has when he or she has a refund or balance due.
- **5-C** Identify situations when someone other than the taxpayer may sign the return on the taxpayer's behalf.
- **5-D** Recognize unique tax rules for taxpayers in the military or clergy.
- **5-E** Determine various misconceptions taxpayers may have regarding taxes.