



# 4491A

**VITA/TCE** Training Guide - Consolidated Changes  
Volunteer Income Tax Assistance (VITA) / Tax Counseling for the Elderly

**2016 RETURNS**



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## Introduction

This publication is a supplement to the 10-2015 version of the VITA/TCE Training Guide only. Publication 4491-X will be supplied as usual in December and will cover all of the 2016 training products.

These changes only impact Publication 4491. VITA/TCE tax preparers must review this supplement before assisting taxpayers with tax law questions or preparing their returns. Quality reviewers must also review this document before performing quality reviews.

## Changes to Publication 4491, October 2015 version

The following contains all the changes and/or corrections that were made to the 10-2016 version. You may:

1. Use this list to make pen-and-ink changes to your printed training publications, or
2. Print out Publication 4491-A for reference when using Publication 4491. Print the pages you need from the posted 2016 version and add to your book, or make pen/ink corrections where needed.



## 2016 Publication 4491, Training Guide - Consolidated Changes

Important Changes for 2016	
iii thru viii	All pages.

1 - Course Introduction	
1-6	The table for identity theft in the IF column first section, added dependent after the word taxpayer.
1-6	The table for identity theft in the IF column, last section added dependent after the word secondary.
1-10	<p>After the Low Income Tax Clinics section added the following: Taxpayer Advocate Service The Taxpayer Advocate Service (TAS) is an independent organization within the IRS, led by the National Taxpayer Advocate. Its job is to ensure every taxpayer is treated fairly and that taxpayers know and understand their rights. TAS offers free help to taxpayers in dealing with the often confusing process of resolving tax problems they haven't been able to resolve on their own. TAS has at least one taxpayer advocate office located in every state, the District of Columbia, and Puerto Rico. The local advocate's number is in the local directory and at <a href="http://taxpayeradvocate.irs.gov">taxpayeradvocate.irs.gov</a>.</p> <p>The Taxpayer Advocate Service's website, <a href="http://taxpayeradvocate.irs.gov">taxpayeradvocate.irs.gov</a>, is a resource for all taxpayers. The website covers a variety of tax-related concepts and problems, breaking each down to describe what the taxpayer should know, what they should do, and where they can get more help if needed. Taxpayers can also learn about their taxpayer rights. The site is mobile-responsive, so it's easy to use on any device.</p> <p>If a taxpayer comes into a VITA/TCE site with a tax problem for which they have been unsuccessful in resolving with the IRS, TAS may be able to help.</p> <p>For more information, the taxpayer can call toll-free 1-877-777-4778 (1-800-829-4059 for TTY/TDD) or locate the closest advocate at <a href="http://taxpayeradvocate.irs.gov">taxpayeradvocate.irs.gov</a>.</p>

<b>2 - Legislative Extenders</b>	
2-1	Tax law provisions that were made permanent have been removed from this lesson and added to the appropriate tax law lesson in this publication.
2-1	Top of page, Deleted the following: Helpful tables and tips are contained in the Volunteer Resource Guide, Legislative Extenders tab.
2-1	Retirement income section moved to Retirement Income lesson. Qualified charitable distributions were permanently extended.
2-3	Educator expenses section moved to Adjustments lesson. (Permanently extended)
2-3	Note added to tuition and fees deduction section: The Protecting Americans from Tax Hikes Act of 2015 (PATH Act) extended this provision through 2016.
2-5	Tax Software Hint Changed to: Form 8917, Tuition and Fees Deduction, is automatically completed from data input in the Education Credits screen.
2-6	What taxes may be deductible section moved to Itemized Deductions lesson. (Permanently extended)
2-6	Note added to the qualified mortgage insurance premium section: The Protecting Americans from Tax Hikes Act of 2015 (PATH Act) extended this provision through 2016.
2-7	Note added to the residential energy credit section: The Protecting Americans from Tax Hikes Act of 2015 (PATH Act) extended this provision through 2016.
2-8	Note added to the cancellation of debt section: The exclusion from income of cancellation of mortgage debt on a principal residence was extended by the Protecting Americans from Tax Hikes Act of 2015 (PATH Act) through 2016.
2-11	Deleted first TIP
2-11	Added the following statement under the heading "Mortgage Forgiveness Debt Relief Act 2007:" The Protecting Americans from Tax Hikes Act of 2015 (PATH Act) extended the exclusion through 2016.
2-20	First two sentences changed to: Legislative extenders are temporary provisions. This content is being provided because they have been extended through the current tax year.
2-20	Deleted the following: - Educator Expenses (heading and all text) - First bullet under Itemized Deductions heading

<b>3 - Affordable Care Act</b>	
3-1	Added the following at the end of the first paragraph under the heading "What is the Affordable Care Act?": Some states have established their own health insurance marketplaces or exchanges. We will refer to them simply as the Marketplace.
3-1	Graphic added.
3-2	TIP added to page: An individual who cannot claim his or her own exemption, but files a tax return, is generally not required to indicate their coverage or lack thereof on the return.
3-2	Fourth paragraph, changed the parenthetical to read: (see the Resident or Nonresident Alien Decision Tree in the Volunteer Resource Guide, Resident/NR Alien tab).

3-2	Deleted the following: -The last paragraph under the heading “Who must have health care coverage” -Tax Software Hint
3-3	Tax Software Hint changed to: See the Volunteer Resource Guide, ACA Tab, for software entries.
3-3	Deleted question 3 and renumbered remaining questions.
3-3	Deleted the following under the heading “How do I know if taxpayers have MEC?”: While taxpayers may provide these forms, they are not required to verify MEC.
3-3	<p>Added the following:</p> <p>Form 1095-A, Health Insurance Marketplace Statement</p> <ul style="list-style-type: none"> <li>• The Health Insurance Marketplace sends this form to individuals who enrolled in coverage through the Marketplace. The form includes information about the coverage, who was covered, and when.</li> </ul> <p>Form 1095-B, Health Coverage</p> <ul style="list-style-type: none"> <li>• Health insurance providers send this form to individuals they cover, with information about who was covered and when (e.g., private insurers, Medicaid, Medicare, etc.).</li> </ul> <p>Form 1095-C, Employer-Provided Health Insurance Offer and Coverage</p> <ul style="list-style-type: none"> <li>• Certain large employers send this form to certain employees, with information about what coverage the employer offered. Employers that offer health coverage referred to as “self-insured coverage” send this form to individuals they cover, with information about who was covered and when. Note that the offer amounts shown on Form 1095-C are for employee-only coverage. If the employer made an offer for spousal or family coverage, the taxpayer will need to provide those offer amounts.</li> </ul> <p>The deadline for the marketplaces, insurers, other coverage providers, and certain employers to provide these forms to taxpayers is January 31. Taxpayers expecting to receive a Form 1095-A should wait to file their income tax return until they receive that form. Some taxpayers may not receive a Form 1095-B or Form 1095-C by the time they are ready to file their tax return. While the information on these forms may assist in preparing a return, they are not required; it is not necessary to wait for Forms 1095-B or 1095-C in order to file. These forms may indicate the taxpayer or a member of the tax household had MEC for some or all months during the year, but volunteers should rely primarily on their interview with the taxpayer.</p>
3-4	Added TIP: Be sure to complete the ACA preparer section of Form 13614-C, Intake/ Interview & Quality Review Sheet. Note MEC and coverage exemptions as applicable for the taxpayer, spouse, and dependents.

3-4	<p>Added the following at the end of the Short Coverage Gap description: The exemption is only valid for a 1- or 2-month gap in insurance coverage, which can be sandwiched in between months of coverage or other types of exemptions. For example, if someone was incarcerated in March through the end of the year, they could claim the gap exemption for January and February and then claim the incarceration exemption for March through December.</p> <p>There is a look-back rule for gaps of coverage at the start of the year. In order to claim the short coverage gap exemption, you must consider gaps at the end of the prior year. So someone without coverage from October 2015 through February 2016 (who is not eligible for another exemption for October through December 2015) does not qualify for the coverage gap exemption for tax year 2016 since it was not less than 3 months. There is no “look forward rule” at the end of the tax year, so gaps from October 2016 through January 2017 would qualify for the exemption for tax year 2016.</p>
3-4	<p>Changed the heading and text under “Ineligible for Medicaid in a state that did not expand Medicaid” to: Resident of a state that did not expand Medicaid – Taxpayer’s household income was below 138% of the federal poverty line for the family size and at any time in 2016 the individual resided in a state that didn’t participate in the Medicaid expansion under the Affordable Care Act.</p>
3-4	<p>Inserted the following:  Member of tax household born, adopted, or died – During 2016, a child was added to a taxpayer’s household by birth or adoption, or a member of the tax household died during the year, and the taxpayer cannot check the full-year coverage check-box on the tax return.</p>
3-4	<p>Moved “Members of certain religious sects” under the heading “There are other coverage exemptions granted by the Marketplace.”</p>
3-4	<p>Changed the percentage amount under “Aggregate self-only coverage...” to 8.13%</p>

3-5	<p>Replaced the text under the heading “What is the shared responsibility payment (SRP)?” with the following:</p> <p>If a taxpayer (or anyone the taxpayer can claim as a dependent) doesn’t have MEC and doesn’t qualify for a coverage exemption, they will need to make an SRP when filing their tax return.</p> <p>The software will compute the SRP based on the entries you make. The payment computation, to put it as simply as possible, is the greater of a percentage of income or a flat dollar amount, but no more than the national average premium for bronze level coverage.</p> <p>The percentage of income amount is the percentage of the excess portion of household income over the federal income tax filing threshold for the primary tax filer (or joint filers) in the family. The percentage increases to 2.5% for 2016 and is adjusted for years after 2016.</p> <p>The “flat dollar amount” is \$695 for tax year 2016. After that, a cost-of-living adjustment will apply to the flat dollar amount each year. These figures are halved if the individual without coverage is under age 18 as of the beginning of the month.</p> <p>The maximum flat dollar amount for a family cannot exceed 300% of the amount for one adult no matter how many dependents are in the family. For 2016, it’s \$2,085 per household or \$695 x 3.</p> <p>Compare the flat dollar amount and the income percentage amount and use the greater of the two amounts.</p> <p>The resulting amount is capped at the national average premium for a bronze level health plan that is offered through the Marketplace and provides coverage for the applicable family size involved.</p> <p>The individual shared responsibility payment is the greater of the flat dollar amount or the percentage of income amount, but never more than the national average premium for the bronze level plan.</p> <p>This ensures that the payment amount is never more than the approximate cost of basic coverage for a year.</p> <p>In the example below, determine the SRP due for 2016. These amounts will be indexed for inflation for years after 2016.</p>
3-6	<p>In the example, changed the following:</p> <p>The filing threshold amount = \$10,350.</p> <p>Deleted the national average bronze plan amount.</p> <p>Changed 2% to 2.5%.</p> <p>Changed the flat dollar amount to \$695.</p> <p>Jim’s SRP for 2016 is \$741.</p>
3-7	Deleted the Eduardo and Julia example.
3-7	Deleted the Jared and Alice exercise.
3-7	Deleted the section titled: “What about U.S. citizens living abroad?”
3-8	<p>Removed the following from the second bullet and inserted as a new 3rd bullet:</p> <p>The portion of the premiums for the plan or plans in which the taxpayer and his or her family members enroll is paid by the due date of the taxpayer’s return (not including extensions).</p>
3-8	<p>Added the following to the 1st sub-bullet under the bullet that begins “The taxpayer is an applicable taxpayer”:</p> <p>provided the taxpayer meets the other applicable requirements:</p>

3-8	Directly under the location of the previous insertion, changed the 2nd bullet to: The taxpayer was determined eligible for APTC by the Marketplace and received the benefit of APTC for one or more months for enrollment of a family member in a Marketplace plan.
3-9	Added a paragraph under the bullet “one for Hawaii residents”: If the taxpayer moved at all during the tax year and lived in Alaska and/or Hawaii, or is filing jointly and his or her spouse lived in a different state, use the table with the higher dollar amounts for the family size.
3-9	Changed 2015 dates to 2016; Changed 2014 date to 2015
3-9	Under the heading “What is household income and what are its limits?” added “and filing jointly” after the word married.
3-9	Under the heading “What is household income and what are its limits?” added the following to the end of the first sentence: because his or her income meets the filing threshold
3-10	Under the heading “Are taxpayers allowed a PTC if offered coverage from an employer?” second paragraph, changed first sentence to: In general, Marketplace determines whether the employer coverage is affordable by comparing the employee’s cost of the employer coverage for self-only coverage to household income.
3-10	Under the heading “Are taxpayers allowed a PTC if offered coverage from an employer?” changed 2015 to 2016; changed 9.56% to 9.66%
3-10	Under the heading “Are taxpayers allowed a PTC if offered coverage from an employer?” end of the second paragraph, added: This is referred to as the employee safe harbor.
3-10	Added a second example: Maria is single and has no dependents. Her employer offers health insurance, but she didn’t enroll because she felt it was too expensive. The Marketplace determined that the employer offer was not affordable, and Maria enrolled in Marketplace coverage and received APTC. At the end of the year, she received both a Form 1095-A from the Marketplace and a Form 1095-C from her employer indicating that the coverage was affordable. Because of the employee safe harbor rule, Maria is not considered eligible for the employer coverage because in good faith she provided the Marketplace information about her employer offer that was determined to be unaffordable.

3-11	<p>Added the following paragraphs under the heading “Are taxpayers allowed the PTC if they are eligible for coverage through a government sponsored program?”:</p> <p>If a Marketplace makes a determination or assessment that an individual is ineligible for Medicaid or CHIP and eligible for APTC when the individual enrolls in a qualified health plan, the individual is treated as not eligible for Medicaid or CHIP for purposes of the premium tax credit for the duration of the period of coverage under the qualified health plan (generally, the rest of the plan year). Accordingly, if the taxpayer was enrolled in both Medicaid coverage and in a qualified health plan for which APTC were made for one or more months of the year following a Marketplace determination or assessment that they were ineligible for Medicaid, the taxpayer can claim the PTC for these months, if otherwise eligible. The Marketplace may periodically check state Medicaid data to identify consumers who may be dual-enrolled, and direct them to return to the Marketplace to discontinue their APTC. If you believe that the taxpayer may currently be enrolled in both Medicaid and a qualified health plan with advance credit payments, you should advise the taxpayer to contact the Marketplace immediately.</p> <p>A taxpayer may have a limited time to obtain Medicare, during which time they remain eligible for PTC. See Publication 974 for details.</p> <p>If APTC is being paid for coverage in a qualified health plan and the taxpayer becomes eligible for government coverage that is effective retroactively (such as Medicaid or CHIP), the taxpayer will not be considered eligible for the government coverage until the following month after the date of approval. Thus, the taxpayer retroactively loses the PTC. The taxpayer can get the PTC for coverage until the first day of the first calendar month after he or she is approved for the government coverage</p>
3-12	<p>Under heading “What happens if income or family size changed during the year?” changed 2nd sentence to: The FPL is based on state of residency and family size.</p>
3-12	<p>Added TIP: If the taxpayer is currently enrolled in Marketplace coverage and has a 2016 repayment, they should contact the Marketplace to adjust their 2017 APTC now to avoid similar repayments for the 2017 tax year.</p>
3-13	<p>Changed heading to: What documentation will taxpayers receive to claim the PTC?</p>
3-13	<p>Changed amounts on Repayment limitation table, At least 300%, but less than 400% to: Single \$1,275; All others \$2,550</p>
3-14	<p>Changed 2015 dates to 2016; changed 2016 dates to 2017</p>
3-15	<p>Changed 3rd bullet to: A taxpayer who receives a Form 1095-A that includes an individual claimed as a personal exemption by another tax family</p>
3-15	<p>Added the following:What about an individual the taxpayer enrolled for whom no taxpayer will claim a personal exemption? If the taxpayer indicated to the Marketplace at enrollment that he or she would claim the personal exemption for an individual (including him- or herself) but no taxpayer claims a personal exemption for the individual, the taxpayer must report any APTC paid for that individual’s coverage. See the instructions for Form 8962 and Publication 974 for more information.</p>
3-15	<p>Under the heading “What if taxpayers get married...” added the following as the last sentence: If the taxpayers do not have excess APTC, they cannot use the alternative calculation and the return remains in scope.</p>

3-16	In the Summary, 2nd paragraph changed 1st line to: In general, individuals must have MEC for each month....
3-16	In the Summary, added the following to the last sentence: or allow the software to make the calculation.
3-17	Deleted answers 3 & 9 and renumbered the remaining answers.
3-18	Changed definition of adoption to: There is a health coverage exemption if, during 2016, a child was added to the taxpayer's household by birth or adoption, or a member of the tax household died during the year, and the taxpayer can't check the full-year coverage check-box on the tax return.
3-18	Added the following to the definition of Domestic Abuse: See Publication 974 for a list of documentation that the taxpayer should retain.
3-18	Added the following: Dual enrollment – If you believe that the taxpayer may currently be enrolled in both Medicaid and a qualified health plan with advance credit payments, you should advise the taxpayer to contact the Marketplace immediately.
3-18	Added the following: Employee safe harbor – If the Marketplace determines that, based on projected household income, the employer coverage would be unaffordable, the employer coverage is considered unaffordable for the employer's plan year even if it would have been affordable based on the household income reported on the tax return.
3-18	Added the following to the beginning of the definition of Family: For the purposes of Form 8962,
3-19	Deleted the last two sentences in the definition of Form 1095-C
3-19	Changed definition of Household Income to: Total of the modified adjusted gross income (MAGI) of the taxpayer (and spouse, if married filing a joint return) and the MAGI of all dependents required to file a federal income tax return.
3-21	Added the following to the definition of National Average Bronze Plan Premium: A table of NABPP amounts can be found in the Instructions for Form 8965 and in Publication 4012, ACA tab.
3-21	Changed the definition of Premium Tax Credit to: A refundable tax credit for certain people who enroll in a qualified health plan offered through the Marketplace (ExChange).
3-21	Changed the definition of Recognized Religious Sect to: A member of a recognized religious sect can obtain an exemption from the Marketplace so they will not owe an SRP. For purposes of the exemption, a religious sect must be in existence since December 31, 1950, and recognized by the Social Security Administration (SSA) as conscientiously opposed to accepting any insurance benefits, including Medicare and Social Security benefits.
3-21	Deleted the definition for Relief.
3-21	Changed the definition of Required Contribution: Required contribution for PTC – For individuals or families enrolled in Marketplace coverage, the required contribution amount is the amount of the taxpayers' household income the enrollees would be responsible for paying as their share of premiums each month if they enrolled in the applicable second-lowest-cost silver plan. It is not based on the amount of premiums the enrollees paid out of pocket during the year.

3-21	Added the following to Shared Responsibility Payment: An individual filing a return but not claiming their own exemption (because they can be claimed by another taxpayer) is not responsible for SRP.
3-21	Added the following to Spousal Abandonment: See Publication 974 for documentation that the taxpayer should retain.
3-21	Added the following: Tax family – For the purposes of Form 8962, tax family consists of the individuals for whom the taxpayer claims a personal exemption on the tax return (generally the taxpayer, spouse with whom the taxpayer is filing a joint return, and dependents).
3-21	Added the following to Unaffordable Coverage: Note: The Marketplace uses a higher percentage (9.66% for 2016) to determine whether an employer coverage offer is unaffordable and to determine the taxpayer’s eligibility for PTC (or APTC if a Marketplace is making the determination).

#### 4 - Filing Basics

4-1	Introduction section removed main information sheet and replaced with Basic Information section
4-1	Where do I get information on the taxpayer’s age? section, changed the sentence; Refer to the sample intake and interview sheet at the beginning of the Volunteer Resource Guide to Refer to the sample intake and interview sheet in the Volunteer Resource Guide, Tab K.
4-3	How do I find out if a taxpayer is eligible to claim a refund or refundable credit? section, added another TIP: Taxpayers who received Advance Premium Tax Credits are required to file a return to reconcile the allowable credit.
4-3	How do I find out if a taxpayer is eligible to claim a refund or refundable credit? section, changed the sentence The taxpayer may qualify for a tax refund, earned income credit, additional child tax credit, premium tax credit, or American opportunity credit if: to The taxpayer may qualify for a tax refund, earned income credit, additional child tax credit, or American opportunity credit if
4-3	How do I find out if a taxpayer is eligible to claim a refund or refundable credit? section inserted new bullet: The taxpayer purchased health coverage through the marketplace
4-5	Inserted new Caution box to the side: What are Taxpayer Identification Numbers? section added; “ITINs that have not been used on a federal tax return at least once in the last three years will no longer be valid for use on a tax return unless renewed by the taxpayer. In addition, ITINs issued prior to 2013 will need to be renewed based on a rolling renewal schedule. To renew an ITIN, taxpayers must complete a Form W-7, Application for IRS Individual Taxpayer Identification Number, follow the instructions and include all information and documentation required.”
4-7	How do I choose the appropriate tax return form? section, deleted the Tax Software Hint
4-7	Inserted new Caution box to the side: Taxpayers with a Valid ITIN section added; ITIN changes were implemented by the PATH Act. Refer to the What’s New lesson in this publication, or the tab in Publication 4012 for additional information

4-7	How do I answer taxpayers' administrative questions? section changed the sentence; Turn to the "Frequent Taxpayer Inquiries" located in the Volunteer Resource Guide, Reference... to Turn to the "Frequent Taxpayer Inquiries" located in the Volunteer Resource Guide, Partner Resource...
4-7	How do I answer taxpayers' administrative questions? section changed the sentence; "Contact Information for Volunteers," located in the back of the Volunteer Resource Guide to," located on the back of the Volunteer Resource Guide
4-8	How do I verify taxpayer identity? section removed Main Information Sheet and replaced with Basic Information Section
4-9	Which tax return form should I use? section, after the first sentence added the following: The software defaults to Form 1040. You should prepare all returns on Form 1040.
4-9	Which tax return form should I use? section, deleted the following paragraph: When using tax software, always select Form 1040 from the Main Information Sheet. After you have completed the return, the Main Information Sheet will show the simplest form you can use to print the return.
4-9	Filing the Return section, added Caution Box to the side: No credit or refund for an overpayment for a taxable year shall be made to a taxpayer before the 15th day of the second month (February) following the close of the taxable year if the taxpayer claimed the EITC or additional child tax credit on the tax return.
4-9	The Caution box to the side of Filing the Return section changed the sentence; No credit or refund or an overpayment to No credit or refund for an overpayment

## 5 - Filing Status

5-1	Changed Tax Software Hint to: Filing status is selected in the Basic Information section. Go to the Volunteer Resource Guide to review the software entries.
5-3	Under the heading "Are there special rules for taxpayers who live in community property states?" Changed the 2nd paragraph to: If your tax assistance program views community property tax laws for taxpayers who are Married Filing Separately or who are filing as Head of Household because they can be considered unmarried as beyond the scope of the program, refer such taxpayers to a professional tax preparer.
5-3	Changed Tax Software Hint to: If the taxpayer is in one of the community property states and is married and files a separate return from the spouse, you may need to file Form 8958, Allocation of Tax Amounts Between Certain Individuals in Community Property States. See Form 8958 in the tax software for specific instructions.
5-7	Changed Tax Software Hint to: Go to the Volunteer Resource Guide to review the software entries for the Basic Information section.
5-8	Changed Tax Software Hint to: Go to the Volunteer Resource Guide, Exemptions/Dependency tab, for the software entries.
5-9	Changed the 2nd bullet in the list of out-of-scope topics to: Depending on your tax assistance program, community property tax laws for married taxpayers who file a separate return from their spouse

## 6 - Personal Exemptions

6-2	Changed TIP to: Taxpayers who obtained a final decree of divorce or separate maintenance during the tax year cannot take their (former) spouse's exemption.
6-2	Changed Tax Software Hint to: The tax software will auto-fill the entries for line 6 once the names and applicable filing status is selected. Review the Volunteer Resource Guide for the required entries if the taxpayer is not able to claim his or her own personal exemption.
6-3	Changed Tax Software Hint to: When preparing a return for a deceased taxpayer, refer to Publication 4012, Preparing the Return tab, under Personal Information Part 1 for details.

## 7 - Dependency Exemptions

7-3	Under the heading "Exceptions to the Residency Test" added the following to the end of the first sentence: or detention in a juvenile facility.
7-4	Added a 7th bullet to the list of tax benefits: • Premium tax credit, generally
7-10	Changed the Tax Software Hint to: The tax software determines the taxpayer's dependency exemptions based on the Dependents/Qualifying Person information entered in the Basic Information section.
7-10	Changed the last sentence on the page to: For detailed instructions, refer to the Volunteer Resource Guide, Exemptions/Dependency tab, Basic Information section.

## 8 - Unique Filing Status and Exemption Situations

8-2	Under the heading "What is the substantial presence test?" Changed the beginning of the 2nd paragraph to: Use the Resident or Nonresident Alien Decision Tree in the Volunteer Resource Guide, Resident/NR Aliens tab...
8-2	In the example, changed the last sentence of the first paragraph to: Using the Nonresident Alien or Resident Alien? – Decision Tree below, determine if Dante is a resident alien under the substantial presence test for the tax year.
8-2	Added Nonresident Alien or Resident Alien Decision Tree
8-4	Added a Caution: Individuals can be both a nonresident alien and a resident alien during the same tax year. This usually occurs in the year of arrival in or departure from the United States. This is referred to as a dual-status tax year. Individuals with a dual-status for the tax year are out of scope. Refer these individuals to a professional tax preparer. This does not apply to an individual who is married and chooses to be treated as a U.S. resident for the entire year.
8-6	Changed the Tax Software Hint to: Refer to the Volunteer Resource Guide, Exemptions/Dependency tab, for more information on claiming the spouse's exemption.

**9 - Income – Wages, Interest, Etc.; Form 1040 Lines 7-11**

9-5	Changed Tax Software Hint to: If the taxpayer has unreported tip income, enter the income on Form W-2, unreported tip income box. This will complete Form 4137. Refer to the Volunteer Resource Guide, Income tab, for instructions on how to enter tip income.
9-8	Changed Tax Software Hint to: To review information related to the software, go to the Volunteer Resource Guide, Income tab, Interest Income entries.
9-9	Changed Tax Software Hint to: Refer to the Volunteer Resource Guide, Income tab, for instructions on entering interest income. The software will file Schedule B if required.
9-11	Changed Tax Software Hint to: Review the Volunteer Resource Guide, Income tab, for guidance for entering dividend income. If the taxpayer has multiple accounts, the software adds all the dividends for you, preventing math errors.
9-11	Sample Interview, next to last sentence: changed the words “on the Dividend Statement” to “in the tax software”
9-12	Changed Tax Software Hint to: Enter any alimony income on the alimony received screen. The Social Security number of the person paying the alimony is not needed.

**10 - Income – Business; Form 1040, Line 12**

10-9	How do I complete Schedule C-EZ? Part I: General Information section changed the Tax Software Hint to the following: Refer to the Volunteer Resource Guide, Income tab, to review software entries for principal business codes.
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**11 - Capital Gains & Losses**

11-2	Changed the first Tax Software Hint first sentence to: If not already calculated in the sales price, added the broker’s commissions and fees as an adjustment on the capital gains transaction screen. (Marked out worksheet, Added transaction screen)
11-7	Changed the first Tax Software Hint first sentence to: If not already calculated in the sales price, added the broker’s commissions and fees as an adjustment on the capital gains transaction screen. (Marked out worksheet, Added transaction screen)
11-8	Changed tax first Tax Software Hint to read: All entries are made in the Capital Gains Transaction screen.
11-11	Changed interview last paragraph and third sentence to read: We’ll put all these numbers in the tax software.
11-16	Changed the Tax Software Hint at the end of the sentence. Added after the word “tab” - for software entries on the Sale of a Home

## 12 - Retirement Income

12-6	Tax Software Hint - marked out "1099 Exclusion worksheet" and changed it to "Form 1099R"
12-7 (New Page)	<p>( A new page 7) Added back at the top of page 7 the information: What if the distribution is used for charitable purposes?</p> <p>A qualified charitable distribution (QCD) is generally a nontaxable distribution made directly by the trustee of the IRA to an organization eligible to receive tax-deductible contributions. The taxpayer must be at least age 70 1/2 when the distribution was made. Also, the taxpayer must have the same type of acknowledgement of the contribution that is needed to claim a deduction for a charitable contribution. A QCD counts towards the taxpayer's required minimum distribution.</p> <p>The maximum annual exclusion for QCDs is \$100,000. Any QCD in excess of the \$100,000 exclusion limit is included in income as any other distribution. On a joint return, the spouse can also have a QCD and exclude up to \$100,000.</p>
12-7	Tax Software Hint - marked out "1099 Exclusion worksheet" and changed it to "Form 1099R"
12-7	Added a new section after the section on "What if the distribution is used for charitable purposes?" What is the new IRA self-certification procedure?- And the title under the above question is: " New Procedures Helps People Making IRA and Retirement Plan Rollovers"
12-7	<p>Revenue Procedure 2016-47 explains a self-certification procedure designed to help recipients of retirement plan distributions who inadvertently miss the 60-day time limit for properly rolling these amounts into another retirement plan or individual retirement arrangement (IRA). Eligible taxpayers can qualify for a waiver of the 60-day time limit and avoid possible taxes and penalties on early distributions, if they meet certain circumstances. Taxpayers who missed the time limit will now ordinarily qualify for a waiver if one or more of 11 circumstances, listed in the revenue procedure, apply:</p> <ul style="list-style-type: none"> <li>• An error was committed by the financial institution making the distribution or receiving the contribution.</li> <li>• The distribution was in the form of a check and the check was misplaced and never cashed.</li> <li>• The distribution was deposited into and remained in an account that the taxpayer mistakenly thought was a retirement plan or IRA.</li> <li>• Taxpayer's principal residence was severely damaged.</li> <li>• One of the taxpayer's family members died.</li> <li>• Taxpayer or a family member was seriously ill.</li> <li>• Taxpayer was incarcerated.</li> <li>• Restrictions were imposed by a foreign country.</li> <li>• A postal error occurred.</li> <li>• The distribution was made on account of an IRS levy and the proceeds of the levy have been returned.</li> <li>• The party making the distribution delayed providing information that the receiving plan or IRA required to complete the rollover despite reasonable efforts to obtain the information.</li> </ul>

12-7	Added a new TIP under the information above: Ordinarily, the IRS and plan administrators and trustees will honor a taxpayer's truthful self-certification that they qualify for a waiver under these 11 circumstances. Even if a taxpayer does not self-certify, the IRS now has the authority to grant a waiver during a subsequent examination. Other requirements, along with a copy of a sample self-certification letter, can be found in the revenue procedure.
12-7	Under the TIP added the following information: The IRS encourages eligible taxpayers wishing to transfer retirement plan or IRA distributions to another retirement plan or IRA to consider requesting that the administrator or trustee make a direct trustee-to-trustee transfer, rather than doing a rollover. Doing so can avoid some of the delays and restrictions that often arise during the rollover process.
12-7	For more information, visit the "Can You Move Retirement Plan Assets?" section in Publication 590-A or the Rollovers of Retirement Plan and IRA Distributions page on <a href="http://www.irs.gov">www.irs.gov</a> .
12-9	First Tax Software Hint - second paragraph ,marked out the words "Pension and Annuity Income." And added the word "Form" in front of 1099 R
12-9	Second Tax Software Hint, insert the word "Form" in front of 1099R , and marked out "Exclusion worksheet"

### 13 - Income -Schedules K-1 and Rental

13-2	How and where can income be reported? section changed In Part I, to In Part I, of Schedule E.
13-4	Tax Software Hint: changed; For software entries, see the Volunteer Resource Guide to For software entries, see the Volunteer Resource Guide, Income tab
13-4	Tax Software Hint: Deleted the word "page"
13-6	Tax Software Hint: Deleted the word "page"
13-6	Tax Software Hint: changed; For software entries, see the Volunteer Resource Guide to For software entries, see the Volunteer Resource Guide, Income tab
13-7	Tax Software Hint: changed For software entries, see the Volunteer Resource Guide to For software entries, see the Volunteer Resource Guide, Income tab
13-7	What situations are out of scope for the VITA/TCE programs? section added a new bullet "Completing Form 4562"
13-7	Deleted the following: This training focuses on the MACRS method. Under MACRS, conventions are used to determine the portion of the year to depreciate property both in the year the property is placed in service and in the year of disposition. mid-month convention is used to calculate depreciation on residential real property. This means that you treat the property placed in service or disposed of during a month as placed in service or disposed of at the midpoint of the month.

13-7	<p>Added the following new information before the Tax Software Hint section; Form 4562 Depreciation and Amortization</p> <p>Taxpayers must complete and attach Form 4562 for rental activities only if claiming:</p> <ul style="list-style-type: none"> <li>• Depreciation, including the special depreciation allowance, on property placed in service during 2016 (out of scope)</li> <li>• Depreciation on listed property (such as a car), regardless of when it was placed in service (out of scope)</li> <li>• Any other car expenses, including the standard mileage rate or lease expenses (out of scope)</li> </ul> <p>Otherwise, taxpayers should figure the depreciation on their own worksheet. Do not attach these computations to the return, but taxpayers should keep them in their records for future reference.</p> <p>Added the following new section:Form 4562 Depreciation and Amortization</p> <p>Taxpayers must complete and attach Form 4562 for rental activities only if claiming:</p> <ul style="list-style-type: none"> <li>• Depreciation, including the special depreciation allowance, on property placed in service during 2016 (out of scope)</li> <li>• Depreciation on listed property (such as a car), regardless of when it was placed in service (out of scope)</li> <li>• Any other car expenses, including the standard mileage rate or lease expenses (out of scope)</li> </ul> <p>Otherwise, taxpayers should figure the depreciation on their own worksheet. Do not attach these computations to the return, but taxpayers should keep them in their records for future reference.</p>
13-8	Deleted both examples, the exercise and the tip on this page
13-9	Deleted the entire page
13-10	Deleted the entire page
13-11	Deleted the Taxpayer Interview and Tax Law Application and Sample Interview
13-12, 13-14, 13-16, 13-18	Re-numbered the following exercises and exercise answers: Question 9 changed to Question 4, Question 10 changed to Question 5, Question 11 changed to Question 6
13-13	Are there any limitations? section, fourth bullet, added a period after the following sentence ...expenses and rental agents' fees.
13-15	Tax Software Hint: deleted the word "page"
13-15	Tax Software Hint: changed For software entries, see the Volunteer Resource Guide to For software entries, see the Volunteer Resource Guide, Income tab
13-16	Deleted the Tax Software Hint before the Phase-Out of Offset section
13-16	Deleted the Tax Software Hint before the Summary section
13-17	What situations are out of scope for the VITA/TCE programs? section added a new bullet: Completing Form 4562
13-18	Deleted the following exercise answers 4, 5, 6, 7, 8

**14 - Income - Unemployment Compensation, Form 1040, Line 19**

14-1	Added information regarding family leave program under “What is unemployment compensation” section - If taxpayers contribute to a governmental unemployment compensation program or a governmental paid family leave program and the contributions are not deductible, amounts received under the program are not included as unemployment compensation until the taxpayers recover their contributions. If the taxpayer has already deducted all of the contributions to the program, the entire amount received under the program is taxable.
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**15 - Social Security Benefits**

15-1	Deleted Social Security Benefits Worksheet under “What do you need?”
15-2	Under “ When are Social Security benefits and tier 1 RRBs taxable?” deleted the sentence - If the taxpayer received Social Security benefits and other income, complete the Social Security Benefits Worksheet to calculate the taxable portion.
15-3	Under Tax Software Hint: last sentence after the word “tab,” deleted Railroad Retirement, Civil Service, and Social Security Benefits page.
15-3	Deleted the first paragraph on this page, starting after “If the taxpayer files a joint return and replace the rest of that sentence with - enter the amounts from each Form SSA-1099 and the software will compute the portion that is taxable, if any.
15-3	Under the “Example,” in the last sentence, deleted “worksheet to calculate,” and replace that information with, “calculation to see”
15-4	Insert a tip after the “Example” . TIP: When a lawyer is hired to file the appeal, Form 1099-SSA will show the amount paid to the lawyer. A miscellaneous itemized deduction is allowed for the legal fees to the extent that the benefits are taxable. As an example: if, based on the taxpayer’s filing status and income level, 40% of the lump-sum benefit is taxable, then 40% of the legal fees can be deducted on Schedule A.
15-5	Under “Summary,” second paragraph, last sentence, deleted “must be completed” and replaced with , “found in the Form 1040 Instructions is completed by the software.”

**16 - Income – Other Income; Form 1040, Line 21**

16-1 thru 24	Made change to the footer for this entire lesson to remove Lines 21-22 to Line 21
16-2	Added new section after Cash for Keys Program. Inmate’s Income Amounts received for work performed while an inmate in a penal institution aren’t earned income for the earned income credit. This includes amounts received for work performed while in a work release program or while in a halfway house. If you received any amount for work done while an inmate in a penal institution and that amount is included in the total on line 7 (Form 1040), put “PRI” and the amount on the dotted line next to line 7.
16-2	Tax Software Hint: Added the following; Volunteer Resource Guide, “Income tab,” Income Quick Reference Guide.
16-2	Added Caution Box to the side of the Inmate’s Income section: Under the PATH Act, a wrongfully incarcerated individual does not include in income any civil damages, restitution, or other monetary award received that relates to his or her incarceration. See the What’s New lesson for Additional information.
16-2	Qualified Medicaid Waiver Payments section, second paragraph added the following change; Generally, an amount reported in box 3 “or box 6”

16-2	Qualified Medicaid Waiver Payments section, second paragraph added the following change; ...reported on Form 1040, line 21, Other income ; or in box 6, Medical and health care payments”
16-2	Qualified Medicaid Waiver Payments section, second paragraph added the following change; If taxpayers choose to exclude the “qualified Medicaid waiver”...
16-3	Are distributions from Educational...section added (ESA) to the following title: Are distributions from Educational Savings Accounts “(ESA)”, such as a Coverdell ESA and a 529 plan, taxable?
16-3	Are distributions from Educational...section, changed the following: Distributions from Coverdell ESAs and QTPs to Distributions from Coverdell ESAs and “Qualified Tuition Plans (QTP)”
16-3	Are distributions from Educational...section, second paragraph, added the following sentence “Qualified education expenses are discussed in more detail in the Education Benefits lesson.”
16-3	Tip box changed: An American opportunity credit or lifetime learning credit to the following: An American opportunity credit or lifetime learning credit or tuition and fees deduction...
16-4	Cancellation of Debt – Nonbusiness Credit Card Debt section: Inserted the following after the first paragraph: Sometimes, Form 1099-C will show an interest amount in box 3. Because only nonbusiness credit card debt income is in scope, any interest on the account would not have been deductible. The amount shown in box 3 is included in box 2; thus, the full amount shown in box 2 should be reported as other income on Form 1040, line 21.
16-7	Deleted Practice Scenario 1 – Jay Smith and Practice Scenario 1 Questions
16-8 thru 12	Deleted the entire page
16-13	Tax Software Hint: deleted the following “How/Where to Enter” and added Income “tab”
16-16	Tax Software Hint: deleted the following “How/Where to Enter” and added Income “tab”
16-21	Tax Software Hint: deleted the word “page”
16-23	What situations are out of scope for the VITA/TCE programs? section, third bullet changed: Taxpayers who are insolvent to the following: Taxpayers who are insolvent and had debt canceled

### 17 - Military Income

17-5	Tax Software Hint - Changed from “Volunteer Resource Guide, Exemptions/Dependency tab” to “Volunteer Resource Guide, Preparing the Return tab” and Deleted “Main Information Sheet, Taxpayer Information section, and”
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### 18 - Adjustments to Income

18-1	Added Educator Expense to bullets in “How do I determine if the taxpayer has adjustment to income” section
18-1	Changed TIP to read - Refer to the Extenders lessons in this Publication for information regarding Tuition and Fees deductions.
18-2	Added Educator Expense section
18-2	Added TIP on Professional Development Expense

18-2	Changed Tax Software Hint in Penalty for early withdrawal section to -The early withdrawal penalty amount should be entered in the interest income section if it is listed on Form 1099-INT. Otherwise, go to the Deductions section, then Adjustments, and click begin on the Penalty on Early Withdrawal of Savings or CD line.
18-6	Deleted “How do I complete the IRA Deduction Worksheet” section
18-6	Deleted lines regarding worksheet in “Filing Status and Income section
18-7	Added paragraph after last bullet in “What if the taxpayer has excess IRA contributions” section - If taxpayers timely filed the tax return without withdrawing a contribution that they made during the tax year, they can still have the contribution returned to them within 6 months of the due date of the tax return, excluding extensions.
18-12	Added Educator Expense bullet to Summary bullets

### **19 - Military Moving Expenses**

19-3	Deleted line “ For software entries, go to the Volunteer Resource Guide, Adjustments tab” in the Tax Software Hint.
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### **20 - Standard Deduction and Tax Computation**

20-2	Replaced Main Information Sheet with Basic Information Section in Tax Software Hint
20-2	Changed 2nd Tax Software Hint to - These boxes are automatically checked. For software entries, to the Volunteer Resource Guide, Preparing the Return Tab.
20-4	Deleted Main Information Sheet references from Tax Software Hint
20-4	Added state and local general sales tax to first bullet under “How do I determine which deduction is best for the taxpayer”
20-5	Deleted Form 1040, Page 2 - Deductions from Tax Software Hint

### **21 - Itemized Deductions**

21-2	Deleted Form 1040, Page 2, Deductions from Tax Software Hint
21-4	Added bullet under taxes - Sales tax - it may be possible to deduct sales tax in lieu of state and local income taxes (from the optional sales tax table or actual sales tax paid). Taxpayers who use the tables may be able to Added the state and local general sales taxes paid on certain specific items to the tax table amounts.
21-4	Added tip - Taxpayers may deduct either sales tax paid or state and local income tax, but not both.
21-4	Deleted Tip on Legislative Extenders lesson
21-4	Added state and local sales tax to State and Local Income Taxes section. Also added to end of paragraph - Enter both the state and local income taxes and the state and local sales taxes. The software will use the greater amount.
21-5	Deleted Schedule A, Itemized deductions from Tax Software Hint
21-9	Added credit card statement to first bullet in “What records should the taxpayer keep for charitable contributions” section.
21-11	Deleted Schedule A, Itemized deductions from Tax Software Hint
21-12	Added state and local general sales tax to first bullet under Taxes

### **22 - Military Employee Business Expenses**

22-5	Deleted Schedule A - Itemized Deductions from Tax Software Hint.
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22-8	Changed amounts in sample interview to \$1,296; \$2,116; \$216; \$316 from \$1,380; \$2,200; \$230; \$330.
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### 23 - Credit for Child and Dependent Care Expense

23-3	Added caution under “What is the earned income test” section - Earned income does not include amounts reported on Form 1040, line 7, that are excluded as foreign earned income on Form 2555, line 43 or Form 2555-EZ, line 18.
23-9	Changed Tax Software Hint to read - The software guides you through applying the limits and computing the credit. If the taxpayer received employer-paid benefits, enter the amounts in the Form W-2 section, and this amount is carried to Part III of Form 2441.

### 24 - Education Credits

24-1	Added caution that stated that the taxpayer must have a valid identification (SSN, ITIN) by the due date of the return, including extensions. Taxpayers cannot subsequently file amended returns to claim the credit for a year that they did not originally have a valid identification number by the due date of the return.
24-2	Added caution at the end of “What is an eligible institution” - New Legislation requires taxpayers claiming the American opportunity credit report the EIN of the educational institute the student attended.
24-6	Changed Tax Software Hint- To review information related to software entries, go to the Volunteer Resource Guide, Education Benefits tab
24-7	Changed Tax Software Hint - When entering qualified expenses, the software allows you to choose which benefit. At this point, you can make changes to determine the most beneficial education benefit to claim for the taxpayer.
24-8	Added caution at the end of “Which education benefit is better for the taxpayer” - Do not forget to check the Legislature Extenders section for tuition and fees deductions.

### 25 - Foreign Tax Credit

	No Changes
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### 26 - Child Tax Credit

26-2	Deleted Tax Software Hint
26-4	Changed the Tax Software Hint to read - The entries for each qualifying child in the Basic Information section will help the software determine if the child is eligible for the child tax credit.
26-4	Added new caution -Taxpayers claiming the child tax credit must have a valid identification number (SSN, ITIN) by the due date of the tax return, including extensions. Taxpayers cannot subsequently file amended returns to claim the credit for a year that they did not originally have a valid identification number by the return due date.
26-5	Added new caution -The refund or credit for taxpayers claiming the additional credit will not be issued prior to February 15.
26-5	Added new tip at the end of the “Who can take the Additional Child tax credit” section -The child tax credit is not refundable for taxpayers electing to exclude foreign earned income from tax.
26-6	Deleted Tax Software Hint

26-6	Added paragraph in summary - Taxpayers claiming the child tax credit must have a valid identification number (SSN, ITIN) by the due date of the return, including extensions.
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### **27 - Miscellaneous Credits**

27-2	Changed the 2nd Tax Software Hint, first sentence to: If the taxpayer contributed to a Roth or a traditional IRA, whether it is deductible or not, enter the amounts on the Retirement Savings Contributions Credits screen.
27-3	Changed the first Tax Software Hint, first sentence to: The software automatically reduces contributions by any taxable distributions from current tax year Forms 1099-R.
27-3	Changed the 2nd Tax Software Hint to: Review the Volunteer Resource Guide, Nonrefundable Credits tab, Retirement Savings Contributions Credit, for the software entries.

### **28 - Other Taxes**

28-1	Under “What are other taxes?” added another paragraph at the end of the last paragraph: Two additional taxes may apply to taxpayers with higher income. These are the additional Medicare tax on wages (Form 8959) and the net investment income tax (Form 8960). Taxpayers with income levels large enough to incur these taxes should be referred to a paid professional preparer.
28-1	Under the TIP , deleted the letter “d” off of the word “ Advanced
28-2	Under the first TIP, added the following information after “Schedule C-EZ” - although expenses up to \$25,000 are allowed
28-3	Changed the first Tax Software Hint to read: See Volunteer Resource Guide, Income tab for instructions on reporting tip income. The software calculates social security and Medicare taxes only on the applicable tips. The software will also add unreported tips to Form 1040, line 7.
28-3	Under, “How do I figure and report these taxes?” deleted the next to the last sentence, starting with “Enter the amount...” and replaced it with “Unreported tips are entered on the W-2 screen”
28-3	Under the last Tax Software Hint, in the last sentence, deleted “ How to Enter Tip income” after the word “tab”.
28-5	Inserted a new paragraph at the top of the page after the third paragraph which reads: New early distribution exceptions. Public Laws 114-26 and 114-113 added Federal law enforcement officers, Federal customs and border protection officers, Federal firefighters, air traffic controllers, nuclear materials couriers, members of the United States Capitol Police or Supreme Court Police, and diplomatic security special agents of the Department of State to the definition of qualified public safety employees under 72(t) (10(B)) eligible for an early distribution exception for distributions made after separation from service in or after the year the employee has reached age 50. These changes are effective for distributions made after December 31, 2015.
28-5	Added an Advanced icon on the left side of “ How do you complete Form 5329, Part I?” Exceptions to the additional tax on early distributions is in scope for Advanced certification only.
28-5	Inserted a Tax Software Hint, under How do you complete Form 5329, Part I?” after the example stating: The software doesn’t use code numbers. Select from the drop down box on the 3rd line of the software.

28-6	Under the last Tax Software Hint, in the last sentence, deleted “ Form 1040 Page 2 Other Taxes and Payments “ after the word “tab”.
28-6	<p>Under “What about repayment of the first-time homebuyer credit?” after the 5th paragraph, added a new TIP after the last sentence stating : If the taxpayer dies, they do not have to repay the balance of the credit.</p> <p>Taxpayers who filed a joint return for 2008 and claimed the first-time homebuyer credit may have special rules apply. If the home is transferred to a spouse (or ex-spouse as part of a divorce), the spouse receiving the home is responsible for repaying the credit, unless an exception applies. Or if one of the spouses dies, their half of the remaining credit is forgiven and does not need to be paid back.</p>
28-7	<p>Under, “What situations are out of scope for the VITA/TCE programs?” added two new bullets at the end:</p> <ul style="list-style-type: none"> <li>• Individuals subject to the Additional Medicare tax on Form 8959</li> <li>• Individuals subject to the net investment income tax on Form 8960</li> </ul>

### 29 - Payments

29-3	Tax Software Hint: Deleted “ Form ACH 1040/ES, and refer to the hint in the margin.”
29-4	Tax Software Hint: Edited to add “Other Returns tab” after “ Go to the Volunteer Resource Guide...”; deleted “using the tax software”

### 30 - Earned Income Credit

30-1	Change in the “What is EIC section” , expanded to permanently
30-2	Added statement in 1st tip - Taxpayers cannot file an amended return retroactively for any year in which they didn’t have a valid ssn by the due date of the return (including extensions).
30-2	Changed Tax Software Hint - Volunteers must check box in the Rollover or Disability section of the Form 1099R input screen
30-3	Removed income amount from “What about household employee income” section
30-3	Changed Tax Software Hint regarding reporting prisoner earned income - income received for work while an inmate in a Penal institution must be entered in the Other income section, Other compensation, then Prisoner Earned Income line
30-3	Removed Tax Software Hint regarding Medicaid waiver payments
30-5	Changed language in TIP regarding tiebreaker rules
30-5	Changed the language in the Tax Software Hint
30-7	Changed the language in the Tax Software Hint

### 31 - Refund and Amount of Tax Owed

31-3	First Tax Software Hint: Changed “Exemption/Dependent” to “Preparing the Return”; after “tab” inserted “for software entries on direct deposit.” ; deleted remaining text beginning with “Main Information Screen (continued) page. Enter the RTN...”
31-3	Second Tax Software Hint: Changed “Volunteer Resource Guide” to “Preparing the Return tab”; deleted “Split Refund Option page”

31-7	First Tax Software Hint: Deleted “ Form 1040, page 2 Other Taxes and Payments section. Review the line for Amount You Owe.”
31-7	Second Tax Software Hint: Deleted “If using Electronic Funds Withdrawal, located at the bottom of Form 1040, page 2, indicate that the taxpayer wants to pay all or part of the taxes electronically. Refer to the Volunteer Resource Guide for electronic funds withdrawal software entries.
31-8	Tax Software Hint: Deleted “Balance Due Returns (amount owed on return) page.”
31-10	Tax Software Hint: Deleted
31-12	TIP box Changed: Inserted “ Preparing the Return tab”, and deleted “Balance Due Returns”
31-14	Estimated Tax Penalty: Deleted first paragraph, beginning with “Form 2210, line 9...” and ending with “the default is set on the master template.”

### **32 - Completing the Return**

32-1 thru 4	Made changes to this entire lesson from “Concluding the Interview” to the new title: “Completing the Return” including the footer
32-1	How do I prepare the e-filing packet? section changed Publication 4012 to the Volunteer Resource Guide
32-1	How do I prepare the e-filing packet? section changed Preparing the Return, to Preparing the Return tab
32-2	What forms should taxpayers keep? section, fourth bullet deleted the following: This form is not needed if the self-select personal identification number (PIN) method is used.

### **33 - Military Finishing the Return**

33-1	Deleted the last sentence in the TIP at the bottom of the page, - “For tax year 2015, the due date is April 18, 2016”
33-3	On the last Tax Software Hint at the bottom of the page, deleted the words “ Filing for an Extension” and Added a period at the end.
33-8	On the last Tax Software Hint at the bottom of the page, in the first sentence deleted the words “ Dependency Exemptions, tab, Main Information Sheet (first 2 pages)” and added, Preparing the Return tab.

<b>34 - Amended and Prior year Returns</b>	
34-1	Introduction - Second paragraph, second sentence...added "or omissions" after "what errors..."; replaced "in error" with "incorrect"
34-1	Inserted Caution Box: Under the PATH Act, a wrongfully incarcerated individual does not include in income any civil damages, restitution, or other monetary award received that relates to his or her incarceration. Eligible taxpayers must file Form 1040X for each year these payments were reported and write "Incarceration Exclusion PATH Act" at the top. See the What's New lesson for additional information.
34-2	First TIP: Deleted
34-5	Tax Software Hint: Deleted "Amended Returns"
34-5	What should be attached? Changed ".generally 8-16 weeks" to "...generally 12-16 weeks"
34-6	What technical resources are required? In first paragraph, added hyper link to "www.irs.gov"
34-6	How do I file a prior year return? Changed "2012" to "2013"
34-7	Additional notes: First bullet, changed "2012" to "2013"

Some changes/corrections were addressed in the 2015 version of Publication 4491-X, others are minor and can be made to the page as noted, or pages can be printed to replace existing copy.