**tax2020 ProConnect Tax Online Lab Instructions, Whittenburg, Gill**

**Chapter 5**

**Group 4, Problem 1: Williams, John**

Sign into your Intuit account and from the Welcome screen, select *Tax Returns* in the lefthand margin. You will have landed on the Tax Returns 2019 page and you should select *Create tax return* on the upper right corner.

From the Create tax return screen, click the [+] for *Add new* and select the *Individual (1040, 709)* button (it is selected as the default). Fill out the information for John. Email and phone numbers are not required but you may enter assumed data if you wish. Click on *Save* at the lower right. On the next screen, you may review the information you input, make any corrections necessary through the *Edit* button on the upper right, and once satisfied, click on *Save* at the lower right.

You have now landed on John’s 1040 *Profile* page. You may unselect the *Select for E-file* for the *Federal* line under *General* since you will not actually be filing the tax return, but it is not required. From the tabs near the top, select *Input Return*. From the menu at the left, select *General; Client Information.* Scroll down this page and enter the *Occupation* for John. Continue to scroll down through this page and toward the bottom, under *Miscellaneous Info,* find *Prepared by and* select 3 for *Self-Prepared*.

From the menu at the left, select *Income; Wages, Salaries, Tips (W-2); Wages.* Enter the amounts for John’s wages and federal income tax withheld.

For the interest income, from the menu at the left, select *Income; Interest Income (1099-INT, 1099-OID).* For the taxable interest, enter the name of the payer and enter the amount for *Banks, S&L, etc.*

For the alimony, from the menu at the left, select *Deductions, Adjustments to Income*. Then select the *Less Common Scena*…tab near the top right. Click on the *Alimony Paid* box under Taxpayer and enter the ex-spouse’s information and amount paid for the year. The information entered is saved automatically.

Under *Deductions* select *Adjustments to Income*. The *Retirement* tab at the top should be the default. Enter the IRS deduction under *IRA Contributions*.

Under *Deductions* select *HSA/MSA/LTC Contracts* and then *Health Savings Accounts (Form 8889)*. For *Type of Coverage* enter =1 self only. Scroll down and enter the *HSA contribution* made in the taxpayer column.

Under *Deductions*, select *Itemized Deductions (Sch A)*. Select the appropriate tab across the top and enter the itemized deduction amount for each type (e.g., sales and local taxes and real estate taxes under the *Taxes* tab). Use information from the Form 1098 to enter in the *Interest* tab.

From the menu at the top, select *File Return*. From the menu at the left, under *Print*, select *View/Print Return PDF.* Click the blue *View Return PDF* button. The return should open in a new tab. Review the return and then download it – remember where you save it. Close the PDF.

**Group 4, Problem 2A: Jones, Bea**

Sign into your Intuit account and from the Welcome screen, select *Tax Returns* in the lefthand margin. You will have landed on the Tax Returns 2019 page and you should select *Create tax return* on the upper right corner.

From the Create tax return screen, click the [+] for *Add new* and select the *Individual (1040, 709)* button (it is selected as the default). Fill out the information for Bea. Email and phone numbers are not required but you may enter assumed data if you wish. Click on *Save* at the lower right. On the next screen, you may review the information you input, make any corrections necessary through the *Edit* button on the upper right, and once satisfied, click on *Save* at the lower right.

You have now landed on Bea’s 1040 *Profile* page. You may unselect the *Select for E-file* for the *Federal* line under *General* since you will not actually be filing the tax return, but it is not required. From the tabs near the top, select *Input Return*. From the menu at the left, select *General; Client Information.* Enter Bea’s occupation. Scroll down through this page and toward the bottom, under *Miscellaneous Info,* find *Prepared by and* select 3 for *Self-Prepared*.

From the menu at the left, select *Income; Wages, Salaries, Tips (W-2); Wages.* Enter the amounts for Bea’s wages and federal income tax withheld. Be sure and click *Retirement Plan* under *Box 13* since Bea is eligible (but does not participate).

For the interest income, from the menu at the left, select *Income; Interest Income (1099-INT, 1099-OID).* For the taxable interest, enter the name of the payer and enter the amount for *Banks, S&L, etc.*

Under *Income*, select *SS Benefits, Alimony, Misc. Income*. Scroll down and enter the *Alimony Received*.

Under *Deductions*, select *Itemized Deductions (Sch A)*. Select the appropriate tab across the top and enter the itemized deduction amount for each type (e.g., home mortgage interest on the *Interest* tab).

For the casualty loss, from the menu at the left, select *Income; Dispositions (Sch D, etc.) and. Schedule D/4797/etc.* For the *Description of Property,* enter *Residence,* and enter the *Date Acquired*., the *Sales price* =0 and the *Cost or other basis* as the amount of the loss. At the top select the 4684, 6781, 8824, 42… tab. For *Description* enter *Tropical storm.* Enter *1=personal.* For *Disaster loss,* select *7* from the drop-down list*.* Enter the *FEMA Disaster Declaration Code.* For the *Fair market value before casualty or theft* enter *117,800* and enter *110,000* for the *Fair market value after casualty or theft*. Enter the *Insurance reimbursement* and the *City* and *State* and *Zip Code*.

From the menu at the top, select *File Return*. From the menu at the left, under *Print*, select *View/Print Return PDF.* Click the blue *View Return PDF* button. The return should open in a new tab. Review the return and then download it – remember where you save it. Close the PDF.

**Group 4, Problem 2B: Fuji, John**

Sign into your Intuit account and from the Welcome screen, select *Tax Returns* in the lefthand margin. You will have landed on the Tax Returns 2019 page and you should select *Create tax return* on the upper right corner.

From the Create tax return screen, click the [+] for *Add new* and select the *Individual (1040, 709)* button (it is selected as the default). Fill out the information for John. Email and phone numbers are not required but you may enter assumed data if you wish. Click on *Save* at the lower right. On the next screen, you may review the information you input, make any corrections necessary through the *Edit* button on the upper right, and once satisfied, click on *Save* at the lower right.

You have now landed on John’s 1040 *Profile* page. You may unselect the *Select for E-file* for the *Federal* line under *General* since you will not actually be filing the tax return, but it is not required. From the tabs near the top, select *Input Return*. From the menu at the left, select *General; Client Information.* Enter John’s occupation. Scrolling down through the client information, see *Filing Status* and change filing status to *Head of Household*. Scroll down through this page and toward the bottom, under *Miscellaneous Info,* find *Prepared by and* select 3 for *Self-Prepared*.

From the menu at the left, select *General; Dependents; General Information.* Enter the information you have for Gala. Use a birthday appropriate for John’s mother. Enter *0* for number of months living in home. Select *3=Dependent other than child* for *Type*. You may leave *Earned Income Credit* and *Child Tax Credit* at *1=When applicable*.

From the menu at the left, select *Income; Wages, Salaries, Tips (W-2); Wages.* Enter the amounts for John’s wages and federal income tax withheld.

For the interest income, from the menu at the left, select *Income; Interest Income (1099-INT, 1099-OID).* For the taxable interest, enter the name of the payer and enter the amount for *Banks, S&L, etc.*

Under *Deductions*, select *Itemized Deductions (Sch A)*. Select the appropriate tab across the top and enter the itemized deduction amount for each type (e.g., home mortgage interest on the *Interest* tab). Be sure and note the property taxes reported in the Form 1098. [Note: The total itemized deductions do not exceed the standard deduction for Head of Household and thus Schedule A will not be prepared by the software].

From the menu at the top, select *File Return*. From the menu at the left, under *Print*, select *View/Print Return PDF.* Click the blue *View Return PDF* button. The return should open in a new tab. Review the return and then download it – remember where you save it. Close the PDF.