Welcome to the AARP Tax-aide Tax Preparation Service. We're glad that our IRS certified volunteer Tax-Aides can be of service to you in preparing your federal and CA (full year resident only) tax returns for the 2019 tax year.

This year we are providing you read-ahead information to facilitate making the preparation process as quick and efficient for you as possible. So please review the following as soon as possible so that you can complete any necessary pre-appointment actions prior to your scheduled appointment.

FOR NEW CLIENTS AND PRIOR CLIENTS WITH SIGNIFICANT TAX SITUATION CHANGES:

While our Tax-Aides are certified each year by the IRS to prepare taxes for most common tax situations, there are some more complicated situations which we aren't certified for. These situations are considered "out-of-scope" for us and we must ask you to go to another preparer, generally a paid preparer, that is IRS certified to handle those situations.

The most common out-of-scope tax situations include (but are not limited to):

- Married but filing separately
- Military returns (Other AARP sites may be certified for this)
- Minister & other clergy member returns
- Returns of non-resident aliens who are not married to a US citizen or resident
- Anything involving depreciation (Rental income, home office, etc)
- Business income with a net loss
- Farm or hobby income/loss
- Business expenses over $25,000
- Foreign pensions (except for those from Canada and Germany)
- Taxable Roth IRA distributions/rollovers
- Bond interest other than Savings Bonds
- W-2 with codes Q, R , T or FF (if Premium Tax Credit applies)
- Casualty/theft losses
- Donation of depreciated or capital gain property
- Interest paid for investment purposes
- Charitable contribution carryover from prior years
- Real estate transactions other than a personal residence
- Like-kind exchanges
- Archer or Medicare Advantage MSA
- Returns for which Alternative Minimum Tax (AMT) applies
- Resident energy efficient property credit (Part I)
- Non-cash contributions over $5000
- Vehicle, aircraft, boat donations over $500
- Donation of capital gain property or business assets
- Excess HSA contributions not withdrawn within same tax year
- HSA funded from an IRA
- Any type of CA return other than for a full year resident (If another type of CA return applies, we can prepare a federal return for you, but another preparer would need to be used for the CA return)

There are additional out-of-scope situations. If you believe that you might have an uncommon situation that isn't listed above but could be out-of-scope for us, please contact us at (858) 375-9449 as soon as possible to determine whether or not we can assist you. Please also note that even if your tax situation is in-scope, preparation of any particular return is up to the discretion of the Tax-Aide and/or site coordinator. The Tax-aide/coordiantor may determine that we are not able to prepare your return and ask you see another preparer if they don't believe that your tax situation and/or provided documentation meets our IRS certification requirements for any reason.

<u>FOR ALL CLIENTS:</u>

<u>Tax Preparation Intake/Interview Booklet-</u> A copy of our 2019 tax preparation Intake/Interview booklet (13614-C) is available on our website. Please print this booklet and fill it out ***<u>completely</u>*** prior to coming for your scheduled appointment. A copy of this booklet may also be obtained at the Poway Library during our operating hours.

- Note: If you are unable to complete the Intake/Interview booklet prior to coming for your appointment, please arrive early enough ***<u>prior</u>*** to your scheduled appointment time that you can fill out the form at the Poway Library before your scheduled appointment so as to not reduce your allocated return preparation time.

<u>Identification Documentation-</u> Please remember to bring a government issued picture ID (normally a driver's license) with your name and address for all taxpayers on the return. Please also bring documentation of your Social Security Number (SSN) or Individual Tax Identification Number (ITIN) for all individuals to be included on the return. Acceptable SSN/ITIN documentation include SSN/ITIN cards (preferred), 2019 SS annual statements and prior filed federal tax return copies.

<u>Married Filing Jointly (MFJ)-</u> If you are filing MFJ, ***<u>both</u>*** taxpayers need to be present during the appointment unless a Power of Attorney is provided for a non-present taxpayer.

<u>Power of Attorney (POA)-</u> If any taxpayer isn't capable of being at the appointment, the person at the appointment must have a fully executed POA for the non-present taxpayer. Please also assure that you are provided an IRS form 8453 and corresponding CA form at the end of your appointment if your returns are being efiled. You will need to mail a copy of the POA (along with form 8453) to the IRS and FTB separately after the returns have been filed, as these items can't be efiled.

<u>Health Savings Account (HSA)-</u> The IRS considers HSAs a special situation for our tax preparation purposes and requires an additional Tax-Aide (TA) certification. Not all our TAs are certified for this. If you have a HSA, please indicate that on your appointment request, so that a HSA certified TA is assigned to help you. This will expedite your return preparation process.

<u>Itemized Deductions-</u> If you itemized deductions on prior returns or have larger than usual deductible items this year, please organize your deductible items prior to coming for your appointment. Please have summed totals for similar items, such as prescriptions, doctor visits, etc, prepared prior to your appointment.

- Note that the federal standard deduction increased significantly for TY 2018. Therefore, you may not benefit from itemizing on your federal return this year even if you have prior to TY 2018. However, the CA standard deduction has not changed significantly. If you have itemized on your CA return previously, you may still benefit from itemizing on your 2019 CA return even if you are no longer itemizing on your federal return.

Consent Forms- This year there are three consent forms used to indicate which of the available data disclosure options you wish to authorize. Theses options are explained at the back of the Intake/Interview booklet and on the consent form insert. If any of these consent forms are not signed, your Tax-Aide will verify with you during your interview that you intended not to sign. All these forms will be retained by you. The Tax-Aide will only be using them during your appointment to record whether your consent was authorized for any of the options. Please note that our preparation of your returns is ***not*** dependent on signing or consenting to any of these options.

- *(1) Form 15080 Consent to Disclose Tax Return Information to VITA/TCE Tax Preparation Sites*. This option allows you to authorize your tax information to be electronically accessible at VITA/TCE sites other than our Poway site. This option may be of benefit to you if you might use another site next year or plan on moving out of the area. ***Please sign this form only if you wish to authorize this option.***

- *(2) Consent to Disclose/Use Information to the VITA programs Relational Offices*. This option allows your Personal Information to be disclosed to the TaxSlayer Software Developer through their tax preparation software and VITA program Relational Offices for statistical purposes. ***Please select "do" and sign the form only if you consent to this option.*** If you opt not to sign this form, it will be the same as if you had selected "do not".

- *(3) Consent for AARP Foundation to use select tax return information.* This option allows disclosure of your tax return information to the AARP Foundation to help determine whether other free AARP Foundation programs or services might be available to you and, if so, send you details about how to access these programs and services. ***Please select "do" and sign the form only if you consent to this option.*** If you opt not to sign this form, it will be the same as if you had selected "do not".

Foreign Speaking Taxpayers- In general, this year the Poway site does not have the capability to assist non-English speaking Taxpayers unless they are accompanied by an English speaking translator. If the Taxpayer(s) are non-English speaking and can not be accompanied by a translator, please talk to a Tax-Aide prior to your appointment to verify whether we can assist you. Please also note that it is possible that other nearby sites, such as Mira Mesa, Rancho Bernardo or Escondido, may be able to help you. Please let us know if you would like contact information for any of these other sites.

Cellphones- As a privacy consideration, cellphone usage in our tax return preparation room is ***not*** permitted. Therefore, any information needed to prepare your return must be provided in paper form. If you have any tax information in electronic form, please print out a copy prior to coming to your appointment.