Prescreening Ideas

Organize and check

1. Explain that you are there to help with the Intake sheet and to get their paperwork organized.
2. Go over the intake sheet to verify the answer.
3. Check the documents they have brought and sort them by types (W2,   1099R, 1099 INT, etc.).

Prescreening Ideas

Need to file

4. Check to see if they need to file. Some aids and hints:
   A. Check Chart A in Pub 4012 for those who need to file.
   B. Use the IRS form (9452) and fill it out, be sure to read the back page concerning Social Security income.
   C. Check all documents for withholding. **If there is withholding they need to file to get it back.**
   D. Applying for Student Aid or are planning to buy a house or refinance. They need to have Tax Returns on file for this purpose.
   E. Gain or loss on the sale of stocks, gain on sale of bonds or home
   F. $400 or more of self-employment income

Prescreening Ideas

Don’t need to file

5. If you determine the client doesn’t need to file, explain to them that the IRS doesn’t want them to file. If they insist, we can file a return for them, but please explain that this takes up an appointment from someone who does need to file.
6. If you determine they do not need to file, check to see if they qualify for the Colorado PTC and Longmont Rebate. If they do, have them sign in for this service.
7. We need to do this as quickly as possible so we can get everyone done before going to the preparer. If they have a lot of questions, they can be answered by a Tax Preparer.