INTAKE CHECKLIST: AMENDMENT FOR TAX YEAR ______

Complete a separate checklist for each tax year.

Reminder: *Taxpayers must complete an intake sheet, unless they already have one for the tax year they are amending. It is not required to fill out a separate intake sheet for each tax year being amended unless the tax situation varies significantly.*

Primary Taxpayer Name(s): ____

Mailing address for the amendment: ____

____

WHY IS THE TAXPAYER FILING AN AMENDMENT?

NOTE: an amendment is not necessary if the tax return was rejected when e-filed.

- ☐ Add/remove W-2
- ☐ Add/remove a dependent(s)
- ☐ Add/remove self-employment income/expenses
- ☐ Add/remove Education Credit and/or taxable scholarship income
- ☐ Other: ____

  ____

(*Continue to the next question*)

WHERE DID THE TAXPAYER PREPARE THE ORIGINAL TAX RETURN?

☐ **With Foundation Communities** (*Continue to the next section below*)

- **Which tax site?** (*The chart in this document lists which TaxSlayer login can access returns prepared at previous tax sites.* ***Open and print the original return before proceeding to the next step.***)

☐ SO	☐ DO	☐ WB	☐ HI	☐ HU
☐ NO	☐ SE	☐ RR	☐ TA	☐ OL

Note: We can no longer access tax returns in SJ or CE.

(*Continue to the next question*)

☐ **Elsewhere** (*Continue to the next section below*)

- **Does the taxpayer have a copy of the original tax return with them?** (*If the original tax return was since then amended, we need a copy of both the original and amended return.)* We prefer, but it is not required to see the taxpayer's original income documents (e.g. W-2, 1099, IRS transcript, etc.)
  - ☐ **YES** (*Continue to the next question*)
  - ☐ **NO** (**STOP.** Either the taxpayer returns with a copy of the original return OR we can assist taxpayer obtain an IRS transcript. We need a return transcript and account transcript. More information here on how to request transcripts online or via mail.)

<u>DID THE TAXPAYER RECEIVE AN IRS LETTER ABOUT THE RETURN?</u>

☐ **YES** (*Continue to the next section below*)

- **Did the taxpayer bring the IRS letter?**
  - ☐ **YES** (*Continue to the next question*)
  - ☐ **NO** (*Continue to the next section below*)
    - **Summarize what the letter said:**

      ____

☐ **NO** (*Continue to the next question*)

<u>WAS THE TAX RETURN CHANGED BY THE IRS AFTER IT WAS FILED?</u> (e.g. the IRS removed tax credits or a dependent)

☐ **YES** (*Continue to the next section below*)

- **What specifically changed?** *We need an account transcript or an IRS letter to confirm the changes.*

  ____

☐ **NO** (*Continue to the next question*)

☐ **UNSURE**

- We need an account transcript or IRS letter. More information here on how to request transcripts online or via mail.

(*Continue to the next question*)

<u>DID THE TAXPAYER EXPECT A REFUND OR HAVE A BALANCE DUE ON THE ORIGINAL RETURN?</u>

☐ **REFUND EXPECTED** (*Continue to the next section below*)

- ☐ Taxpayer received amount on the tax return.
- ☐ Taxpayer received a different amount: $ ______________________

☐ **BALANCE DUE** (*Continue to the next section below)*

- ☐ Taxpayer at any time after filing the return sent payment(s) to the IRS in the amount of: $ ________________________

(*Continue to the next question*)

DID THE TAXPAYER AMEND THE ORIGINAL TAX RETURN?

☐ **YES** (*Continue to the next section below*)

Describe what was changed on the previously filed amendment: ____________________

____

- **Did the taxpayer expect a refund or have a balance due on the amended return?**
  - ☐ **REFUND EXPECTED** (*Continue to the next section below*)
    - ☐ Taxpayer received amount on the amended tax return.
    - ☐ Taxpayer received a different amount: $ ______________________
  - ☐ **BALANCE DUE** (*Continue to the next section below)*
    - Taxpayer at any time after filing the return sent payment(s) to the IRS in the amount of: $ _________________________

Add any other notes here: ____

☐ **NO** (*Continue to the next question*)

****

Client Liaisons: if it seems like it will **take a long time to prepare the amendment** (which is sometimes the case if we need to recreate the tax return without the original documents) **and/or we do not have enough expertise onsite** to prepare the quality review the amendment, send to **Drop Off**.

REMINDER: send to Drop Off state and 2018 or prior year returns. For more scenarios visit Which Returns Must Be Drop Off Returns?

Check with the Site Manager on duty for additional guidance.

******

Tax Preparers: for more information on preparing amendments, consider these resources on CTC Resources:

- Amendments: When E-file and When Paper?
- Policy & Background: Amended Returns - Form 1040-X
- Preparing & Printing Amendments in TaxSlayer
- Amending to Revise Filing Status: MFJ/MFS
- E-Filing Amendments in TaxSlayer
- Amendment FAQ