QUALITY REVIEW CHECKLIST

<u>TaxSlayer:</u>

- ❑ Log into TaxSlayer, enter Review Returns and locate client.
- ❑ Click Select on the client to open the client's return and verify client's paperwork.
  - o Check to see that the *Ladder Up Client Agreement* has been signed and dated.
  - o Verify that all tax documents are correct for the tax year and taxpayer.

<u>Basic Information</u>:

- ❑ Confirm that Filing Status, Personal Information, Dependents/Qualifying Person, IRS Identity Protection PINs, and Recovery Rebate Credit pages are accurate and correct.
- ❑ Review FLAGGING from TaxSlayer if tax preparer is missing 1095-A and IP-PIN.

<u>Federal Section:</u>

- ❑ Review each section Income, Deductions, Other Taxes, Payments & Estimates, and Miscellaneous Forms for accuracy.

<u>Health Insurance:</u>

- ❑ Marketplace Insurance (Form 1095-A), If YES, check answers and verify that the amounts in APTC section match the bottom of the client's form.

<u>State Section:</u>

- ❑ Click Edit icon to enter State information. Review each section as needed.
  - o Confirm if Illinois E-filing Information identity has been entered.

<u>Summary/Print:</u> Tax Return Summary – DO NOT print return yet. Click Continue.

<u>Warnings on Tax Return:</u> Fix any errors on the tax return, if necessary. Click Continue.

<u>E-File:</u>

- ❑ Return Details – Verify Federal and State Return and refund type, click Continue.
  - o Only the current tax year and two-year-prior returns can be e-filed.
- ☐ Fee Summary –Verify all fees are set to $0. Click Continue.
- ☐ Bank Account – Verify Direct Deposit information. (See Mini Manual for Bank Routing #'s).
  - o If client wishes to split refund, verify the additional information here. (Form 8888)
- ☐ Optional: Enter taxpayers State ID/License information
- ☐ Taxpayer Consent – Verify the Accept option is selected for both sections.
- ☐ Custom Questions – Verify all questions are answered, click Continue.
- ☐ Custom Credits – Skip this section. Click Continue.
- ☐ Submission Page – Print the client's return.
  - o Select <u>TAXPAYER COPY PRINT</u>, then Print,
    - Then select <u>SIGNATURE DOCUMENTS</u>, then Print.
    - Client (and Spouse) must sign both copies of IRS Form 8879 and IL Form 8453.
    - Ladder Up <u>MUST</u> keep one ORIGINIAL SIGNATURE of both forms.

<u>Paperwork</u>

- ❑ Review the return with the client verifying that personal information is correct (names and SSN/ITINs mailing address, any account numbers).
  - o Be sure to also explain the following:
    - The client is responsible for the information on the return.
    - How the return is being processed: E-file vs. Paper file.
    - How the refund will be received and amount – by direct deposit or paper check in the mail.
    - What to do if money is owed and amount.
    - How to check their tax return's status on the IRS Website (*Where's my Refund*).

<u>E-File Continued:</u>

- ❑ Update any Return Tag(s), select Review Status of Approved and mark tax return as Complete.
- ❑ Save and Exit Return.

<u>Final Steps:</u>

- ❑ Complete the Tax Record envelope and return all documents and a copy of the tax return to the taxpayer.

QUALITY REVIEW CHECKLIST

- [ ] Write in “Tax Year(s) Completed” line on top of Ladder Up Client Agreement.
- [ ] Gather signed paperwork and staple together – order below:
    - Signed E-File Signature Pages
        - Federal Form 8879
        - Illinois Form (if applicable) Form IL-8453
    - Ladder Up Client Agreement

******Order of paperwork – (1) Federal (8879), (2) State (IL-8453), (3) Ladder Up Client agreement.