

## Instructions to do Problem 1 on the Tax slayer Practice Lab

Please see the instructions to sign up for the tax software. Once you are signed on you will be able to work on practice returns. Please watch the demonstration video on the following link: [https://drive.google.com/file/d/1fTXT8yliqVqAystvUT5NVcO-YecRI\\_G7/view?usp=sharing](https://drive.google.com/file/d/1fTXT8yliqVqAystvUT5NVcO-YecRI_G7/view?usp=sharing)

- 1) Go to the Google taskbar and type in Tax Slayer Springboard.
- 2) Select the option Tax slayer VITA/ TCE springboard-TaxSlayer Pro
- 3) Select Practice lab.
- 4) Type in the password for the practice lab that is: TRAINPROWEB  
(This is case sensitive)
- 5) When the sign in Window comes up.
- 6) Sign in with your User Name and Password.
- 7) Select- Go to Practice Area, on the Practice Lab Home page.
- 8) To start a new tax return, select- Start new 2019 tax return
- 9) Enter the first three digits of the Social Security number from the sheet titled Practice Social Security and EIN Numbers. Enter 0000 for the last four digits. Repeat and start the return.
- 10) Enter the filing status and select continue. Whenever you make any change, including entering data in the W-2s, you must select continue, otherwise the software does not save.
- 11) Fill out the personal information screen and select enter. All addresses are in La Verne CA 91750. For the telephone numbers enter 909-971-8220.
- 12) On the next page select yes for do you qualify for renter's credit. Do not answer any other question and select continue.
- 13) In the next screen say no for dependents.
- 14) In the income section on the right of the W-2, select BEGIN and enter the W-2 and select continue. (The EIN numbers are on the other side of the hand out labelled Practice Social Security and EIN Numbers). Select continue.
- 15) Look at the drop-down menu on the left. There are no deductions, other taxes etc., so select health insurance.
- 16) Answer no to the question- Did you purchase healthcare through healthcare.gov or state marketplace. The only time this question is answered as yes, is when a tax payer has a 1095 A form. Select continue.
- 17) Under State Return select continue. The California return picks up the information from the Federal return.
- 18) If you look at the top right of the screen, you will see the AGI, Federal and State Refund. The Federal Refund should be \$1,412 and the state refund should be \$864.
- 19) Select save and exit return.

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