SSN _______-_______-________ **Taxpayer** ______________________________ **Date**_________________ **Tax Year (s):** _____________________

Last Name, First Name

SSN _______-_______-________ **Spouse** ______________________________ **Tax Center**__________

Last Name, First Name

Blue Tracking Sheet PAPER AND IN PROGRESS RETURNS

****DO NOT RETAIN ANY****
****CLIENT DOCUMENTS****

Tax Preparer #	Quality Reviewer #

☐ Paper Returns

- ☐ Amendment
- ☐ Prior year
- ☐ Client prefers to mail return
- ☐ Client changed mind after return complete
- ☐ MFS without spouse TIN
- ☐ TP doesn’t have IP PIN
- ☐ Substitute W-2 without EIN
- ☐ New ITIN application or renewal
- ☐ Other: __________________

- ☐ QR required (see checklist on reverse side)
- ☐ Print two copies of the return mark "copy" on one of the copies
- ☐ Review return with client
- ☐ Have client (s) sign return/W7
- ☐ For Amendments, attach required tax forms to the original return
- ☐ Provide IRS envelope or mailing address
- ☐ Give intake, tax forms and one copy of the tax return back to client (Client Envelope)
- ☐ Add notes into TaxSlayer
- ☐ Mark return as PAPER
- ☐ Mark return with the appropriate TAG
- ☐ Mark return as complete-submission section in TaxSlayer

☐ In Progress Returns

- ☐ Missing information – return not finished
- ☐ Client changed mind before return complete
- ☐ MFJ – both taxpayers need to be present
  - ☐ Missing signatures
  - ☐ Verified TP/SP ID
- ☐ Entered wrong year information
- ☐ Drop Off Return

- ☐ Check with manager for options before client leaves
- ☐ No QR required
- ☐ QR required for Drop Offs only
- ☐ DO NOT Print Tax Return
- ☐ Add notes into TaxSlayer

Client Notes are required for all PAPER and IN PROGRESS Returns!

Add Notes Into TaxSlayer!

Updated 01/18/2024

PAPER RETURN CHECKLIST – DO NOT RETAIN ANY CLIENT DOCUMENTS!

Tax Preparation – ID#___________

Intake/Interview

- ☐ Verify IDs (TP/Spouse) and SSN/ITIN (everyone)
- ☐ IRS intake form is complete
- ☐ NTC intake form is complete
- ☐ NTC screening form complete
- ☐ NTC survey complete (current year returns only)
- ☐ Review all forms and verify all info with client
- ☐ Correct/clarify forms with red pen – all legible
- ☐ Review all documents correct year/name

Preparer Review of Return

- ☐ **Is taxpayer income less than Personal Exemption (4,700)**?
  If so, can s/he be Qualifying Child or Relative?
  - ☐ Yes, check "can be claimed" in TaxSlayer
  - ☐ No
- ☐ **Is taxpayer age 19-23, FT student for 5+ mos**?
  If so, can s/he be claimed as Qualifying Child?
  - ☐ Yes, checked "can be claimed" in TaxSlayer
  - ☐ No
- ☐ **Is taxpayer receiving EITC**?
  - ☐ Yes
  - ☐ No - If not, **know why!** State reason: ______________________
- ☐ **Do taxpayers and dependents have insurance? (complete all that are applicable)**
  - ☐ Yes, from Marketplace (Form 1095-A) and Form 8962 was completed
  - ☐ No, but client was entitled to an exemption and Form 8965 was completed
- ☐ **Is this a prior year return?**
  - ☐ Yes, tax law for that year reviewed
  - ☐ No

TaxSlayer E-file Section

- ☐ Corrected error and warning messages
- ☐ Marked return as **PAPER**
- ☐ Entered Bank Account Information
- ☐ Completed Taxpayer Consent Section
- ☐ Answered all NTC Survey Questions
- ☐ Completed Submission Page Tags
- ☐ Marked return as ready for Quality Review

Quality Review – ID#_____________

Intake/Interview

- ☐ Verify IDs (TP/Spouse) and SSN/ITIN (everyone)
- ☐ Verify all items on intake forms are correct
- ☐ Verify dependents qualify as dependents
- ☐ Verify insurance information on IRS intake form

Review of Tax Return

- ☐ **Main Information**
  - ☐ Entries correct for everyone on return – names, address (check for apt. number), phone number, birthdates, SSN/ITIN
- ☐ **Income and Adjustments**
  - ☐ W-2 entries are correct – check EIN
  - ☐ 1099-NEC /1099-MISC entered on Sch. C
  - ☐ Check tax forms and IRS intake page 2
- ☐ **Is taxpayer receiving EITC?**
  - ☐ Yes
  - ☐ No **– WHY?** ________________________
- ☐ **Affordable Care Act**
  - ☐ ACA Worksheet correct
  - ☐ MP Ins. – Form 8962 correct
  - ☐ Exemptions – Form 8965 correct (Only for years 2018 and 2017)

TaxSlayer E-file Section

- ☐ Check for any error messages
- ☐ Ensure that return is mark as **PAPER**
- ☐ Verify Bank Account Information
- ☐ Mark Return as APPROVED
- ☐ Ensure that the correct Tag(s) is assigned
- ☐ Print two copies of tax return
- ☐ Mark return as COMPLETE

Final Processing – ID# ___________

Client Review

- ☐ Have client verify the following
  - ☐ Names, address, phone number, birthdates
  - ☐ SSN/ITIN
  - ☐ Bank account information
- ☐ Review every line of return with taxpayer
- ☐ If errors are found during the client review
  - ☐ Correct errors
  - ☐ Print new copy of return
  - ☐ Mark "TRASH" on incorrect copy and place in Client Envelope

Other Side of This Form

- ☐ Identify reason for Paper Return
- ☐ Ensure that all steps listed for the situation are complete
- ☐ Add Notes into TaxSlayer

Processing

- ☐ Put the following in Client Envelope
  - ☐ NTC and IRS forms
  - ☐ Client documents
  - ☐ Copy of tax return
  - ☐ **DO NOT RETAIN ANY DOCUMENTS!**
- ☐ Check boxes on Client Envelope and review entire envelope with client