### Exercise 11 – Fleming Intake and Interview Sheet, page 1 of 3

Form 13614-C (Rev. 9- 2010)	Inta					nal Revenue S ity Rev	ervice iew She	et		OMB # 15	645-1964
Section A. Page Thank you for allo to help our certifie You will need yo • Tax informatio • Social security • Proof of Identif	owing us to preed volunteer prour: n such as Formate or ITIN ty (such as driver)	pare your t eparer in co ms W-2, 10 letters for y vers license	ax retu ompleti 99, 10:	irn. It is ing you 98. d all per	very im r return.	If you have	any questi				is form
Part I. Your Per	oonar mion	nation									
1. Your First Name M. I. Last Name Are you a U.S. Citizen' Anna E Fleming ☑ Yes ☐ No										Citizen?	
2. Spouse's Firs	st Name		M. I.	Last	Name					use a U.S s ∐ No	6. Citizen?
Mailing Addre     365 Wilkes D			Apt#		City Jersey (	Pity .		State	$\overline{}$	Code	
4. Phone	71110				Jei Sey (	E-mail		110	073	02	
Primary: 201 55	55 1212	Other: 8	62 555	3434	– cell		@mymail.d	om			
5. Your Date of	Birth	6. Your (	Occupa	ation		7. Are you	u Legally Blir	nd		☐ Ye	s ⊠ No
09/16/1965		Edito					and Perman		Disable	d XYe	No No
Spouse's Dat	te of Birth	10. Spous	se's Oc	cupatio	on		use Legally E and Perman		Disable	∐Ye: ed ∐Ye:	=
13. Can your par	ents or someo	ne else clai	im you	or your	spouse	on their tax	return?	Yes	X No	Unsu	re
Part II. Family	and Deper	dent Info	ormat	ion							
Divorced Widowed:	Did you live wit or Legally Sep : Year of spou- of everyone b dditional space	arated: Da se's death: elow who li	te of fir	nal deci	mee or se	outside you	ntenance agr	you su	nt: 02/	18/2007 ed during	2010.
Do not enter	first, last) your name or iame below.	Date of (mm/d		(e.g. son	hip to you , mother, ter)	Number of months lived in your home	US Citizen o resident of th US, Canada or Mexico (yes/no)	e 12	Single as of 2/31/10 es/no)	Full- time student (yes/no)	Received more than \$3650 in income (yes/no)
(6	a)	(b)	)	(0	;)	(d)	(e)	$\perp$	(f)	(g)	(h)
James Fleming		12/25/	2005	Sc	on	12	Yes		Yes	No	No
Grete Fleming		10/16/	2004	Daug	ghter	12	Yes	-	Yes	No	No
Volunteers assisting with preparing your return are trained to provide high quality service and uphold the highest ethical standards.      To report any concerns to IRS on site operating issues please call Toll Free 1-877-330-1205 or email us at WI.Voltax@irs.gov.  Catalog Number 52121E  Form 13614-C (Rev. 9-2010)											
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### Exercise 11 – Fleming Intake and Interview Sheet, page 2 of 3

Section A. To be completed by Taxpayer (continued)
Part III. Income - In 2010, did you (or your spouse) receive: (Check Yes, No or Unsure to all questions below)
Yes No Unsure
S. Refund of state/local income taxes previously used as a deduction on 1040 Sch A? (Form(s) 1099-G)
<ul> <li>✓ □ 6. Alimony Income?</li> <li>✓ □ 7. Self-Employment Income/Loss (such as earnings from contract labor, small business)?         (Form(s) 1099-MISC)</li> <li>□ ☑ 8. Income (gain or loss) from the sale of Stocks, Bonds or Real Estate (including your home)?</li> </ul>
(Form(s) 1099-B)   □ 9. Disability Income (such as payments from SSA, VA, insurance, etc)? (Forms 1099-R, W-2)  □ 10. Distributions from Pensions, Annuities, and/or IRA? (Form(s) 1099-R)  □ 11. Unemployment Compensation? (Form(s) 1099-G)  □ 12. Social Security or Railroad Retirement Benefits? (Form(s) SSA-1099)  □ 13. Income (profit or loss) from Rental Property?  □ 14. Other Income: (gambling, lottery, prizes, awards, jury duty, etc.) Specify:
(Forms W-2 G, 1099-MISC)  Part IV. Expenses – In 2010 Did you (or your spouse) pay: (Check Yes, No or Unsure to all questions below)
Yes No Unsure
Image: Section of the contribution
Part V. Life Events – In 2010 Did you (or your spouse): (Check Yes, No or Unsure to all questions below)
Yes       No       Unsure         □       1. Have a Health Savings Account? (Forms 5498-SA, 1099-SA)         □       2. Have debt from a mortgage or credit card canceled/forgiven by a commercial lender? (Form(s) 1099         □       3. Buy a home? If yes, closing date         □       4. Have Earned Income Credit (EIC) disallowed in a prior year? If yes, for which tax year?         □       5. Purchase and install energy efficient home items? (such as windows, furnace, insulation, etc.)         □       6. Live in an area that was affected by a natural disaster? If yes, where?         □       7. Receive the First Time Homebuyers Credit in previous years?
<ul> <li>8. Pay any student loan interest?</li> <li>9. Make estimated tax payments or apply last year's refund to your 2010 tax?</li> </ul>
<ul> <li>□ 10. If you are due a refund, would you like a direct deposit or split your refund?</li> <li>□ 11. If you are due a refund, would you like information on how to purchase U.S. Savings Bonds?</li> <li>□ 12. If you have a balance due, would you like information about all of your payment options? (such as payment directly from your bank account, check, money order, credit/debit card or payment plan)</li> </ul>
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Exercise 11 - Fleming Intake and Interview Sheet, page 3 of 3

#### TAXPAYER STOP HERE!

Thank you for completing this form.

#### Section C. To be completed by Section B. To be Completed by Certified Volunteer Only a Certified Quality Reviewer Remember: You are the link between the taxpayer's information and a After reviewing the tax return and correct tax return. Verify the taxpayer's information on pages 1 & 2 is verifying that it reflects correct tax law complete. Any question marked "Unsure" must be discussed with the application to the information provided taxpayer and changed to "Yes" or "No". by the taxpayer, check the final item. Must be completed ONLY if persons are listed in Part II, Question 2. Section A & B of this form are Yes No 1. Can anyone else claim any of the persons listed in complete. Part II, Question 2, as a dependent on their return? Taxpayer's identity, address If ves. which ones: and phone number was verified. 3. Names, SSN or ITINs, and dates of birth of taxpayer, spouse and dependents match the supporting Yes No 2. Were any of the persons listed in Part II, Question 2, documents. totally and permanently disabled? If yes, which ones: 4. Filing Status is correctly determined. Personal and Dependency Exemptions are entered correctly on the return. Yes No 3. Did any of the persons listed in Part II, Question 2 provide more than half of their own support? If yes, 6 All income shown on source which ones documents and noted in Sections A, part III is included on the tax return. 7. Any Adjustments to Income are correctly reported. Yes No 4. Did the taxpayer provide more than half the support for each of the persons in Part II, Question 2? If no, Standard, Additional or Itemized N/A which ones: Deductions are correct. All credits are correctly reported. Withholding shown on Forms W-2.1099 and Estimated Tax Yes No 5. Did the taxpayer pay over half the cost of main-Payments are correctly reported. taining a home for any of the persons in Part II, Question 2? If yes, which ones: If direct deposit or debit was elected, checking/saving account and routing information match the supporting documents. Correct SIDN is shown on the return. Reminder All Quality Review Issues above Use Publication 17, Your Federal Income Tax For Individuals have been addressed and and Publication 4012, Volunteer Resource Guide in making tax necessary changes have been law determinations. made. Catalog Number 52121E Form 13614-C (Rev. 9-2010)

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#### **Interview Notes - Fleming**

- 1. Anna was employed as an editor. Starting on July 1, 2008, she also did some editing work from her home, for Wright Publishing Co., who provided Form 1099-MISC. She kept a record of her expenses: \$2,025 for paper, \$1,047.50 for printer cartridges, \$1,500 for postage, \$350 for a business phone line and long distance calls, and 234 miles for making deliveries. She had 10,000 other miles on her car. Anna has one car which she bought in 2007 and began using for her work when she started working at home. She has a written record of her business mileage. She took a word processing course in the evening at the local college to improve her skills. The tuition was \$575. The Business Code for Schedule C-EZ or C is 541990.
- 2. Anna is divorced. The divorce decree states that her ex-husband is to claim their son, James, as a dependent on his return even though Anna provides all the support for their children, Grete and James. It also states that he is to pay her \$300 per month alimony. Due to the loss of his job during the year, he only paid for 8 months.
- 3. Global Investment Service notified Anna that she received \$418.13 in federal- and state-exempt interest income.
- 4. In January, 2010, Anna took an IRA distribution of \$5,000 to pay off credit card debt. She has no records of her contributions or IRA balances.
- 5. Anna wants \$3 to go to the Presidential Election Campaign Fund and she wants \$1 to go to the Gubernatorial Election Campaign Fund.
- 6. Anna did not itemize deductions last year.
- 7. She prefers to receive a check if there is a refund and to pay by check if she owes any additional taxes.
- 8. As you are going over Form 13614-C with Anna, she tells you she made a mistake when she wrote her address on the form. Her correct address is 356 Wilkes Drive.
- 9. Anna paid the Salem Day Care Center (EIN 23-7XXXXXX), located at 87 North Casper Drive, Jersey City, NJ 07302, for Grete's and James's care while she was at work. She paid the day-care center \$1,793.
- 10. Anna had a serious accident in June, 2010, and stopped working. She collected unemployment compensation but was too young to retire. Anna is now totally and permanently disabled.
- 11. Anna's education expenditures could be a business expense, or a credit. Determine the most advantageous benefit for which she is qualified.
- 12. Anna did not receive an Economic Recovery Payment in 2010.
- 13. Anna rented an apartment in Jersey City (Hudson County). She paid \$1,000 per month in rent for 12 months.
- 14. Anna did not make any out of state purchases for which she would owe Use Tax.

15. All children are covered by health insurance.

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	yee's social security number 41-XX-XXXX		Safe, accurate, FAST! Use	≁ file	Www.irs.gov/e		
b Employer Identification number (EIN) 24-1XXXXXX		es, tips, other compensation 1.598.00	al Income tax withheld )1.65				
c Employer's name, address, and ZIP code		lal security wages 1,598.00	1	4 Social security tax withheld \$905.08			
Oakwood World-Herald 475 Monroe St Dayton, OH 45402	\$14	,598.00 lal security tips	\$211.	6 Medicare tax withheld \$211.06 8 Allocated tips			
d Control number		rance EIC payment	10 Depen	10 Dependent care benefits			
Employee's first name and Initial Last in Anna E. Fleming 356 Wilkes Drive Jersey City, NJ 07302      Employee's address and ZIP code	Suff.	13 mg	oyele piten sick piley *	12a See II			
NJ 24-1XXXXXX	16 State wages, tips, etc. \$14,598.00	17 State incom \$574.50	ne tax	18 Local wages, tips, etc.	19 Local incor	me tax 20 L	ocality nam
		010	]	Department (	of the Treasury	-Internal Reven	ue Servic
Copy B—To Be Filed With Employee's This information is being furnished to the	FEDERAL Tax Return. Internal Revenue Service. 012-XX-	-xxxx					

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		e's social security number			Safe, accurate,		IRS website at		
h E		1-XX-XXXX	OMB No. 154	3-0006			-		
b Employer Identification number (	EIN)			ges, tips, other compensation 532.00	\$328.00	2 Federal Income tax withheld \$328.00			
c Employer's name, address, and	7IP code				clai security wages	4 Social security ta	w withheld		
Cimpleyor Straine, address, and	Lii oodo				532.00	\$156.98	a willing		
Butler, Inc.				,	dicare wages and tips	6 Medicare tax with	hheld		
1908 N. Bend				\$2,	532.00 ·	\$36.71			
Dayton, OH 45408				7 Soc	cial security tips	8 Allocated tips			
d Control number				9 Adv	vance EIC payment	10 Dependent care benefits			
e Employee's first name and initial	Last nam	e	Suff.	11 No	nqualified plans	12a See Instructions for box 12			
Anna E. Fleming				13 Statutory Referement Third-party employee plan sick pay 12b					
12 Emory Street				emp	loyée plan sick-play í	9			
Jersey City, NJ 0730	02			14 Other 12c					
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	-					Ga			
						12d			
						ora e			
f Employee's address and ZIP cod				<u> </u>					
15 State Employer's state ID num	ber	16 State wages, tips, etc.	17 State Incom	ne tax	18 Local wages, tips, etc.	19 Local income tax 21.52	20 Locality name UI/WF/SWF		
NJ 24-2XXXXXX		\$2,532.00	\$201.00			12.66	DI		
DI PP# 9786654						3.04	FLI		
Form W-2 Wage and Tax Statement Department of the Treasury—Internal Revenue Service									
Copy B—To Be Filed With Employee's FEDERAL Tax Return. This information is being furnished to the Internal Revenue Service.									

	☐ cori	REC	TED (if checked)			
PAYER'S name, street address, city,	state, ZIP code, and telephone no.	. P	ayer's RTN (optional)	OMB No. 1545-0112	]	
Parks National Bank		1	I Interest Income	2010	Into	rest Income
102 Overbrook Road	l	5	\$ 416.87	<u>~</u> @10	inte	rest income
Dayton, OH 45402		2	2 Early withdrawal penalty			
			\$	Form 1099-INT		
PAYER'S federal identification number	RECIPIENT'S Identification numb	per S	Interest on U.S. Savings Bo	nds and Treas, obligati	ons	Copy B
24-3XXXXXX	241-XX-XXXX	5	\$			For Recipient
RECIPIENT'S name		4	Federal Income tax withheld	5 Investment expenses	S	This is important tax information and is being
		- 1	20.50			furnished to the internal
Anna E. Fleming		5	38.56	\$		Revenue Service, if you are required to file a return, a
Street address (including apt. no.)		6	3 Foreign tax paid	7 Foreign country or U.S.	possession	negligence penalty or other
356 Wilkes Drive		5	\$			sanction may be imposed on you if this income is
City, state, and ZIP code		8	Tax-exempt Interest	9 Specified private activity be	taxable and the IRS determines that it has not	
Jersey City, NJ 07302	2	5	5	\$		been reported.
Account number (see Instructions)		10	Tax-exempt bond CUSIP n	o. (see Instructions)		
Form 1099-INT	(kee	p for	your records)	Department of the T	reasury -	Internal Revenue Service

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	CORRE	СТ	ED (if checke	ed)				
PAYER'S name, street address, city, state, and ZIP code			1 Gross distribution			B No. 1545-0119		Distributions From
Northern Financial Services P.O. Box 1011 Fairbanks, AK 99701		2a	5,000.00 Taxable amou 5,000.00	nt	2010		Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	
		\$	Taxable amou		F	orm 1099-R		
		20	not determine			distributio	n 🗌	Copy B Report this
PAYER'S federal identification number 24-7XXXXXX	RECIPIENT'S identification number 241-XX-XXXX	3	Capital gain (ir in box 2a)	ncluded	4	Federal income withheld 750.00	tax	income on your federal tax return. If this form shows federal income
Anna E. Fleming		5	Employee cont /Designated Ro contributions o insurance pren	oth r	Net unrealized appreciation in employer's securities			tax withheld in box 4, attach this copy to your return.
356 Wilkes Drive City, state, and ZIP code	».)	7 9a	Distribution code(s)	IRA/ SEP/ SIMPLE X	-	Other  Total employee con	% tributions	This information is being furnished to the Internal Revenue Service.
Jersey City, NJ 07302			distribution	%	\$	, ,		neveriue service.
	1st year of desig. Roth contrib.	10 \$	State tax withh	eld	11	State/Payer's si	tate no.	12 State distribution \$
Account number (see instructions) 12349876		13 \$	Local tax withh	eld	14	Name of localit	ty	15 Local distribution \$
Form 1099-R					D	epartment of the 1	Freasury -	- Internal Revenue Service

	□corre	СТІ	ED (if checke	d)					
PAYER'S name, street address, city, state, and ZIP code			1 Gross distribution			B No. 1545-0119	Distributions From		
Tri-State Publishers P. O. Box 737 Cincinnati, OH 45202			5,400.00 Taxable amour		2010			ensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	
		_	Taxable amou			Total distributio	n 🗌	Copy B Report this	
PAYER'S federal identification number	RECIPIENT'S identification number	3	Capital gain (in in box 2a)	cluded	4	Federal income withheld	tax	income on your federal tax	
24-6XXXXXX	241-XX-XXXX		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					return. If this	
		\$			\$			form shows federal income	
Anna E. Fleming		\$	Employee contr /Designated Ro contributions o insurance prem	oth r	\$	Net unrealized appreciation in employer's sec		tax withheld in box 4, attach this copy to your return.	
Street address (including apt. no	o.)	7	Distribution code(s)	IRA/ SEP/	-	Other		This information is	
356 Wilkes Drive			3	SIMPLE	\$		96	being furnished to the Internal	
City, state, and ZIP code Jersey City, NJ 07302		9a	Your percentage distribution	of total %	9b \$	Total employee con	tributions	Revenue Service.	
	1st year of desig. Roth contrib.	10 \$	State tax withhe	eld	11	State/Payer's si	tate no.	12 State distribution \$	
		\$						\$	
Account number (see instructions)		13	Local tax withhe	eld	14	Name of localit	У	15 Local distribution \$	
		\$						\$	
Form 1099-R					D	epartment of the 1	reasury -	Internal Revenue Service	

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	□ core	RECT	ED (if checked)				
PAYER'S name, street address, city,	. 1	Rents	OM	B No. 1545-0115	1		
Wright Publishing P.O. Box 1765 Paterson, NJ 07501			Royalties		2010		Miscellaneous Income
1 0.000011, 110 07001		\$		For	m 1099-MISC		
		3	Other Income	4	Federal income tax	withheld	Copy B
		\$		\$			For Recipient
PAYER'S federal Identification number	RECIPIENT'S Identification number	5	Fishing boat proceeds	6	Medical and health car	re payments	
24-4XXXXXX	241-XX-XXXX	\$		\$			
Anna E. Fleming		7	Nonemployee compensation	8	Substitute payments dividends or interest		This is important tax information and is being furnished to
		\$	12,875.88	\$			the Internal Revenue Service. If you are
Street address (including apt. no.)		9	Payer made direct sales of \$5,000 or more of consumer		Crop Insurance p	roceeds	required to file a
356 Wilkes Drive			products to a buyer (recipient) for resale	\$			return, a negligence penalty or other sanction may be
City, state, and ZIP code Jersey City, NJ 07302	)	11		12			imposed on you if this income is
Account number (see instructions)		13	Excess golden parachute payments	14	Gross proceeds p an attorney	paid to	taxable and the IRS determines that it has not been
		\$		\$			reported.
15a Section 409A deferrals	15b Section 409A Income	16	State tax withheld	17	State/Payer's sta	te no.	18 State Income
\$	\$	\$					<u>\$</u> \$
Form 1099-MISC	(kee)	o for y	our records)	De	epartment of the T	reasury -	Internal Revenue Service

	□ VOID □ CORRE	CTED			
PAYER'S name, street address, city,	state, ZIP code, and telephone no.	1 Unemployment compensation	OMB No. 1545-0120		
New Jersey Departmer 22 South Clinton Avenu Trenton, NJ 08609-121	\$ 1,345.00 2 State or local income tax refunds, credits, or offsets			Certain Government Payments	
		\$	Form 1099-G		
PAYER'S federal identification number	RECIPIENT'S Identification number	3 Box 2 amount is for tax year	4 Federal income tax wi	thheld	
22-2481818	241-XX-XXXX		\$ 135.00		Copy C
RECIPIENT'S name		5 ATAA payments	6 Taxable grants		For Payer
Anna E. Fleming		\$	\$		For Privacy Act and Paperwork
Street address (including apt. no.)		7 Agriculture payments	8 Check If box 2 is		Reduction Act
356 Wilkes Drive		\$	trade or business income	▶ □	Notice, see the 2009 General
City, state, and ZIP code		9 Market gain			Instructions for
Jersey City, NJ 07302		\$			Forms 1099,
Account number (see instructions)					1098, 3921, 3922, 5498, and W-2G.
					o roo, and W-2d.
Form 1099-G			Department of the T	reasury -	Internal Revenue Service

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