

Accounting Aid Society
Site Coordinator Update – March 5, 2022

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Best Practices

- Complete the IRS Form 13614-C to its entirety (every line item needs an answer)
 - Don't forget the gray box regarding dependents
- Complete the Supplement Intake forms
- Carefully review carry-forward information in a tax return (i.e. Address, Phone number, Dependents, W2 data such as EIN and address, etc.)
- Fill out Client Letter and attach to the front of the tax filer copy
- Review the tax return in its entirety with the client before they sign Form 8879
 - This provide the tax filer with a better understanding of their tax return outcome
 - Gives an additional 3rd look over the information in case something slips through during tax prep or quality review
- Be diligent when collecting document from the printer
 - Double check that the information you are giving to the client is everything they need and is only their information

UPDATE - 1099-G Box 6 (Taxable Grants) via Payer: State of Michigan

To accurately report these Employee Assistance Grant payments reported on 1099-G, Box 6, it is a two-step process.

1. Visit the "Form 1099-G Box 1" menu in the Income section and complete the 1099-G to match the hard copy. Note: This will NOT carry Box 6 amount to Federal return (this is where step 2 comes into play), but WILL carry the MI withholdings to the MI state return.
2. After adding the 1099-G, go to **Less Common Income > Other Income Not Reported Elsewhere** > Select "*Other Income*" from the drop-down. Enter the amount from the 1099-G, Box 6 again here so that it accurately carries to the 1040 as well as flowing to the MI return.

Following the above steps will allow your site to electronically file impacted MI returns.

TaxSlayer Issues

Michigan Form 4884 – Tier 3 Pension Recipients – At this time Section B. of Michigan Form 4884 is not calculating correctly. At this time, please complete the tax return including the quality review, make a note in TaxSlayer regarding the issue and place the return on hold. Please send Matt Hetherwick an email to mhetherwick@accountingaidsociety.org to notify us of the return that is on hold. A communication will be sent out when the issue has been resolved.