

A teal-tinted photograph showing two individuals in a professional setting. On the left, a person is seen in profile, looking towards the right. On the right, a woman with dark hair is smiling and looking down, possibly at a document or device. The background is slightly blurred, suggesting an office or meeting room environment.

Filing Basics

- **Primary form to file an income tax return with the IRS – Form 1040**

Form 1040 (2024)		Page 2
Tax and Credits	16 Tax (see instructions). Check if any from Form(s): 1 <input type="checkbox"/> 8814 2 <input type="checkbox"/> 4972 3 <input type="checkbox"/>	16
	17 Amount from Schedule F, line 3	17
	18 Add lines 16 and 17	18
	19 Child tax credit or credit for other dependents from Schedule 8812	19
	20 Amount from Schedule 3, line 8	20
	21 Add lines 19 and 20	21
	22 Subtract line 21 from line 18. If zero or less, enter -0-	22
	23 Other taxes, including self-employment tax, from Schedule 2, line 21	23
	24 Add lines 22 and 23. This is your total tax	24
Payments	25 Federal income tax withheld from:	
	a Form(s) W-2 25a	
	b Form(s) 1099 25b	
	c Other forms (see instructions) 25c	
	d See instructions for line 25c 25d	
	26 2024 estimated tax payments and amount applied from 2023 return	26
	27 Earned income credit (EIC)	27
	28 Additional child tax credit from Schedule 8812	28
	29 American opportunity credit from Form 8863, line 8	29
	30 Reserved for future use	30
	31 Amount from Schedule 3, line 15	31
	32 Add lines 27, 28, 29, and 31. This is your total other payments and refundable credits	32
	33 Add lines 26 and 32. This is your total payments	33
Refund	34 If line 33 is more than line 24, subtract line 24 from line 33. This is the amount you overpaid	34
	35a Amount of line 34 you want refunded to you. If Form 8888 is attached, check here 35a	
	b Routing number e <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
	d Account number	
	36 Amount of line 34 you want applied to your 2025 estimated tax 36	
Amount You Owe	37 Subtract line 36 from line 24. This is the amount you owe . For details on how to pay, go to www.irs.gov/Payments or see instructions.	37
Third-Party Designee	38 Estimated tax penalty (see instructions) 38	
	Do you want to allow another person to discuss this return with the IRS? See instructions.	Yes, Complete below. <input type="checkbox"/> No <input type="checkbox"/>
	Designee's name _____	Personal identification number (PIN) _____
	Phone no. _____	
Sign Here	Under penalty of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.	
	Your signature _____	Your occupation _____
	Date _____	Date _____
	Spouse's signature. If a joint return, both must sign. _____	Spouse's occupation _____
	Date _____	Date _____
	Phone no. _____	Email address _____
	Preparer's name _____	Preparer's signature _____
	Date _____	PTIN _____
	Check it <input type="checkbox"/> Self-employed	
Paid Preparer Use Only	Firm's name _____	Phone no. _____
	Firm's address _____	Firm's EIN _____
Go to www.irs.gov/Form1040 for instructions and the latest information.		
Form 1040 (2024)		

Form 1040 Schedules

- Schedules provide in depth information that is not shown on Form 1040.
- These schedules are automatically done by TaxSlayer.

Schedule 1	Additional Income and Adjustments to Income
Schedule 2	Additional Taxes
Schedule 3	Additional Credits and Payments
Schedule A	Itemized Deductions
Schedule B	Interest and Dividends
Schedule C	Self-Employment Income

Filing Returns

- Who **Must** File:

- For individuals in general, whether they must file depends on three factors – gross income, filing status, and age
 - The federal filing requirement is based on gross income compared to the standard deduction.
- Special rules apply for dependents, along with other situations

- Who **Should** File:

- Some clients should file to recover withholding or collect refundable credits, even if they are not required to file by the gross income guidelines.
- If eligible for Michigan credits even if no refund or tax due for federal or state

Who Must File

If your filing status is...	AND at the end of 2025 you were... ¹	THEN file a return if your gross income was at least... ²
Single	under 65	\$15,000
	65 or older	\$17,000
Married filing jointly ³	under 65 (both spouses)	\$30,000
	65 or older (one spouse)	\$31,600
	65 or older (both spouses)	\$33,200
Married filing separately (see the Instructions for Form 1040)	any age	\$5
Head of household (see the Instructions for Form 1040)	under 65	\$22,500
	65 or older	\$24,500
Qualifying Surviving Spouse (see the Instructions for Form 1040)	under 65	\$30,000
	65 or older	\$31,600

Examples of Taxable Income:

- Wages
- Alimony
- Disability Benefits
- IRA Distributions
- Annuities
- Business Income/Self-Employment
- Cash Income
- Pensions
- Unemployment Compensation
- Nonemployee Compensation
- Canceled Debts
- Dividends
- Gambling Winnings
- Interest
- Jury Duty Fees
- Railroad Retirement- Tier I, Tier II
- Royalties
- Social Security Benefits
- Taxable Scholarship and Grants
- Tips and Gratuities
- Refund of State and Local Income Tax
- Supplemental Unemployment Benefits
- Rents

Note: Refer to Pub 4012, pages A-3 and D-3 for more information.

Filing Requirements Based on Gross Income

(Pub 4012: Page A-3)

Chart A – For Most People Who Must File



If you may be claimed as a dependent by another taxpayer, you must file as a dependent whether you are being claimed or not. See Chart B.

If your filing status is...	AND at the end of 2025 you were... ¹	THEN file a return if your gross income was at least... ²
Single	under 65	\$15,000
	65 or older	\$17,000
Married filing jointly ³	under 65 (both spouses)	\$30,000
	65 or older (one spouse)	\$31,600
	65 or older (both spouses)	\$33,200
Married filing separately (see the Instructions for Form 1040)	any age	\$5
Head of household (see the Instructions for Form 1040)	under 65	\$22,500
	65 or older	\$24,500
Qualifying Surviving Spouse (see the Instructions for Form 1040)	under 65	\$30,000
	65 or older	\$31,600

Filing Requirements for Children and Other Dependents

Chart B - For Children and Other Dependents

(Pub 4012: Page A-4)

See Pub 4012 for what is included in earned income and in unearned income

Single Dependents	
Either 65 or over or blind	<p>You must file a return if any of the following apply.</p> <ol style="list-style-type: none">1. Your unearned income was over \$3,250 (\$5,200 if 65 or older and blind).2. Your earned income was over \$16,550 (\$18,500 if 65 or older and blind).3. Your gross income was more than the larger of —<ol style="list-style-type: none">a. \$3,250 (\$5,200 if 65 or older and blind) orb. Your earned income (up to \$14,150) plus \$2,400 (\$4,350 if 65 or older and blind).
Under 65 and not blind	<p>You must file a return if any of the following apply.</p> <ol style="list-style-type: none">1. Your unearned income was over \$1,300.2. Your earned income was over \$14,600.3. Your gross income was more than the larger of —<ol style="list-style-type: none">a. \$1,300, orb. Your earned income (up to \$14,150) plus \$450.

Filing Requirements for Children and Other Dependents

Chart B - For Children and Other Dependents

(Pub 4012: Page A-4)

Married Dependents	
Either age 65 or older or blind	<p>You must file a return if any of the following apply.</p> <ol style="list-style-type: none">1. Your unearned income was over \$2,850 (\$4,400 if 65 or older and blind).2. Your earned income was over \$16,150 (\$17,700 if 65 or older and blind).3. Your gross income was at least \$5 and your spouse files a separate return and itemizes deductions.4. Your gross income was more than the larger of —<ol style="list-style-type: none">a. \$2,850 (\$4,400 if 65 or older and blind), orb. Your earned income (up to \$14,150) plus \$2,000 (\$3,550 if 65 or older and blind).
Under age 65 and not blind	<p>You must file a return if any of the following apply.</p> <ol style="list-style-type: none">1. Your unearned income was over \$1,300.2. Your earned income was over \$14,600.3. Your gross income was at least \$5 and your spouse files a separate return and itemizes deductions.4. Your gross income was more than the larger of —<ol style="list-style-type: none">a. \$1,300, orb. Your earned income (up to \$14,150) plus \$450.

Kiddie Tax

- Children under age 18 and certain older children **who are required to file a tax return and have unearned income over \$2,700** must file *Form 8615, Tax for Certain Children Who Have Unearned Income (Kiddie Tax)*.
- For this purpose, “unearned income” includes all taxable income other than earned income, such as taxable interest, ordinary dividends, capital gains, rents, royalties, etc.
 - It also includes taxable social security benefits, pension and annuity income, taxable scholarship and fellowship grants not reported on Form W-2, unemployment compensation, alimony, and income received as the beneficiary of a trust.
- Form 8615 is in scope for Native Americans receiving per capita payments and Alaska residents receiving permanent fund dividends.
- For all other purposes, Form 8615 remains Out of Scope.

Kiddie Tax (cont.)

- Note the difference on how taxable scholarships are treated as earned income or unearned income for different purposes:
 - For the purpose of determining if a dependent must file a tax return (Chart B) and for calculating the standard deduction for dependents, taxable scholarships and fellowship grants are considered as earned income
 - For the purpose of calculating kiddie tax, taxable scholarships and fellowship grants not reported on Form W-2 are considered to be unearned income
 - Students who opt to include scholarships in income that exceed the unearned income ceiling amount may be subject to the Kiddie Tax, in which case the return is out of scope. (See Maximizing the Education Credit later in this presentation.)
- If a child's unearned income exceeds the limit for kiddie tax (\$2,700) and they are required to file a tax return, see page H-5 in Pub 4012 to determine if Form 8615 needs to be completed to figure the child's tax.

Chart C - Other Situations When You Must File

(Pub 4012, pages A-5 – A-6)

- You owe any special taxes, including any of the following:
- Alternative Minimum Tax (Out of Scope)
 - Additional tax on a qualified plan, including an individual retirement arrangement (IRA), or other tax-favored account. But if you file a return only because you owe this tax, you can file Form 5329 by itself.
 - Social security and Medicare tax on tips you did not report to your employer or on wages you received from an employer who did not withhold these taxes.
 - Recapture of first-time homebuyer credit. See instructions for Form 1040, Schedule 2.
- You (or your spouse, if filing jointly) received HSA distributions (in scope), Archer MSA distributions (Out of Scope), or Medicare Advantage MSA distributions (Out of Scope).
- You had net earnings from self-employment of at least \$400.
- Advance payments of the premium tax credit were made for you, your spouse, or a dependent who enrolled in coverage through the Marketplace. You or whoever enrolled you should have received Form(s) 1095-A showing the amount of the advance payments.
- See Pub 4012, pages A-5 – A-6, for the full list of other situations when you must file.

Chart D – Who Should File

(Pub 4012, page A-6)

Even if a taxpayer is not required to file a federal income tax return, they should file if any of the following situations below apply:

- You had income tax withheld from your pay, pension, Social Security or other income.
- You made estimated tax payments for the year or had any of your overpayment from last year's tax return applied to this year's taxes.
- You qualify for the earned income credit, the additional child tax credit, a refundable American Opportunity Credit, and/or the Premium Tax Credit.
- You receive a 1099-B, Proceeds from Broker and Barter Exchange Transactions, and the gross proceeds plus other income exceeds the filing limits in Chart A.
- You receive Form 1099-S, Proceeds From Real Estate Transactions.
- You are required to file a state return.
- You want to file a return to prevent tax identity theft, to claim a state credit, or for other assistance.
- Form 4136, Credit for Federal Tax Paid on Fuels (Out of Scope)
- Form 8801, Credit for Prior Year Minimum Tax - Individuals, Estates, and Trusts (Out of Scope)
- See Pub 4012, page A-6, for other situations when a taxpayer should file.

Filing for Decedents

If you are assisting someone who is filing a return for a decedent (deceased individual):

- Be aware that volunteers need to take steps to protect a taxpayer's identity and avoid possible identity theft.
- Ask to see the surviving spouse's identification or a copy of the death certificate.
- A personal representative may be filing the return for the deceased taxpayer. Verify the identity of the person who is filing for the decedent and ask if they have court documents or other documentation authorizing them to file the tax return.
- Representatives or surviving spouses who do not have the necessary documentation with them should be advised to return once they have the information. If they cannot provide the information, refer them to a professional tax preparer.
- If you have this situation come up, get your site coordinator involved.