**2014 H&R Block Lab Guide for Whittenburg/Altus-Buller/Gill *Income Tax Fundamentals 33e***

**Ch. 1 Bayan**

First you need to install H&R Block Premium & Business - install Premium.

Open H&R Block 2014, and update it.

Select the Start a Return button.

Select the Forms button, and select Show All Forms. Start by filling in a Background Worksheet, found under Form 1040. Only fill in the information you have, but you will need to enter a date of birth. Enter the occupation as a noun.

Select Close Form, and then fill in a W-2 Worksheet, found under Form 1040.

Select Close Form, and then open Health Care Coverage under Form 8965. Check the box next to “Check here if the individual was covered for all of 2014.” This will show that Patty had coverage and does not have to pay the penalty tax for failing to carry health insurance.

Close Forms Central.

Save the file by selecting File/Save from the menu.

Also save the tax return as a PDF file, so that you can look at the return outside of the software program. Select File/Save As PDF. The software will save two returns - one For Filing and one For Records. Review the Tax Return for Filing. Even though Patty qualifies to file Form 1040EZ, the program will save a Form 1040.

Select File/Exit to exit the program.

Don't be afraid to explore the program - you can't hurt anything!

**Ch. 1 Lazo**

Open H&R Block 2014, and update it.

Select the Start a Return button.

Select the Forms button, and select Show All Forms. Start by filling in a Background Worksheet, found under Form 1040. Only fill in the information you have, but you will need to enter dates of birth. Enter the occupations as nouns.

Select Close Form, and then fill in a Dependents Worksheet, found under Form 1040, for Lyle. Enter a date of birth for Lyle so that he was 18 in 2014.

Select Close Form, and then fill in a W-2 Worksheet, found under Form 1040, for Leon.

Select Close Form, and then open Health Care Coverage under Form 8965. Check the box next to “Check here if the individual was covered for all of 2014” on all three copies. This will show that the Lazos had coverage and do not have to pay the penalty tax for failing to carry health insurance.

Close Forms Central.

Save the file by selecting File/Save from the menu.

Then File/Save As PDF. The software will save two returns - one For Filing and one For Records. Review the Tax Return for Filing. Even though the Lazos qualify to file Form 1040A, the program will save a Form 1040.

Select File/Exit to exit the program.

**Ch. 1 Boxer**

Open H&R Block 2014, and update it.

Select the Start a Return button.

Select the Forms button, and select Show All Forms. Start by filling in a Background Worksheet, found under Form 1040. Only fill in the information you have, but you will need to enter a date of birth. Enter the occupation as a noun.

Select Close Form, and then fill out a Dependents Worksheet, found under Form 1040, for Helen. Enter a date of birth for Helen so that she was 18 in 2014.

Select Close Form, and then fill in a W-2 Worksheet, found under Form 1040.

Boxer has some interest income, so you need to fill out a Form 1099-INT/OID. Select Close Form, and open a Form 1099-INT/OID, found under Schedule B.

Select Close Form, and then open Health Care Coverage under Form 8965. Check the box next to “Check here if the individual was covered for all of 2014” on both copies. This will show that the Boxers had coverage and do not have to pay the penalty tax for failing to carry health insurance.

Close Forms Central.

Save the file by selecting File/Save from the menu.

Then File/Save As PDF. The software will save two returns - one For Filing and one For Records. Review the Tax Return for Filing. Even though Abigail qualifies to file Form 1040A, the program will save a Form 1040.

Select File/Exit to exit the program.

**Ch. 1 Incisor**

Open H&R Block 2014, and update it.

Select the Start a Return button.

Select the Forms button, and select Show All Forms. Start by filling in a Background Worksheet, found under Form 1040. Only fill in the information you have, but you will need to enter dates of birth. Enter the occupations as nouns.

Select Close Form, and then fill out a Dependents Worksheet, found under Form 1040, for Ira. Enter a date of birth for Ira so that he was 17 in 2014.

Select Close Form, and then fill in a W-2 Worksheet, found under Form 1040, for Ivan.

The Incisors have some interest income, so you need to fill out a Form 1099-INT/OID. Select Close Form, and open a Form 1099-INT/OID, found under Schedule B.

Select Close Form, and then open Health Care Coverage under Form 8965. Check the box next to “Check here if the individual was covered for all of 2014” on all three copies. This will show that the Incisors had coverage and do not have to pay the penalty tax for failing to carry health insurance.

Close Forms Central.

Save the file by selecting File/Save As from the menu. Name the return Ivan Incisor Ch 1 2014 Tax Return.

Then File/Save As PDF. The software will save two returns - one For Filing and one For Records. Review the Tax Return for Filing.

Select File/Exit to exit the program.