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

**Ch. 2 Hair**

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 W-2 Worksheet, found under Form 1040, for each person.

The Hairs have some other types of income besides wages. You need to fill out a separate Form 1099-INT/OID for each interest amount, and a separate Form 1099-DIV for each dividend.

The interest from the City of St. Louis bonds is municipal, tax-exempt interest, so be sure to enter it in the right spot.

Fill out a Form 1099-G, found under Form 1040, for the unemployment compensation.

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 Hairs 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 Hairs qualify to file Form 1040A, the program will save a Form 1040.

The software will not generate a Qualified Dividends and Capital Gain Tax Worksheet as part of the return, but you can view it if you'd like – open a Dividends/Capital Gain Worksheet.

Select File/Exit to exit the program.

**Ch. 2 Gomez**

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 - look at their employers and be creative!

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

Fill out a Form 1099-INT/OID for the interest income and a W-2G Worksheet for the lottery winnings.

To enter the alimony paid, open an Attachments Worksheet, found under Form 1040, and enter the information on Page 2.

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 Gomezes 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.

Select File/Exit to exit the program.

**Ch. 2 Conch**

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. The address for Conch and Duval includes an apartment number - find the special spot for it. Enter the occupations as nouns - look at their employers and be creative!

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

Fill out a Form 1099-INT/OID for the interest income, and a Form 1099-DIV for the dividend income.

Fill out a Form 1099-G for the unemployment compensation, and a Form W-2G Worksheet for the raffle prize.

Open Health Care Coverage under Form 8965. Check the box next to “Check here if the individual was covered for all of 2014” for both copies. This will show that the Conches 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.

Select File/Exit to exit the program.

**Ch. 2 Incisor**

Open H&R Block 2014, and update it.

From the menu, select File/Open Saved Return, and select Open for Ivan Incisor Ch 1 2014 Tax Return.

The Incisors have more interest income, so fill out a separate Form 1099-INT/OID for each interest amount. The interest from the Washington State bonds is municipal, tax-exempt interest, so be sure to enter it in the right spot.

Also fill out a separate Form 1099-DIV for each dividend.

Fill out a Form 1099-G for the unemployment compensation and a W-2G Worksheet for the gambling winnings.

To enter the alimony paid, open an Attachments Worksheet, found under Form 1040, and enter the information on Page 2.

Close Forms Central.

Save the file by selecting File/Save As from the menu. Name the return Ivan Incisor Ch 2 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.

The software will not generate a Qualified Dividends and Capital Gain Tax Worksheet as part of the return, but you can view it if you'd like – open a Schedule D, and see the Schedule D Tax Worksheet below line 22. The software will not generate a Schedule B because it is not required.

Select File/Exit to exit the program.