Remember
- Check photo ID and social security cards / ITIN letters
- Net scholarships and education expenses
- Key everything you see on the W2.
  - Keyed W2 information must match the actual W2
  - Use checkboxes to override auto-calculations
  - Use CTRL-Enter to override SSN
- Complete the dependent worksheet
- Iowa – married taxpayers: Married taxpayers with both working may be better off using filing status 3. Try both status 2 and status 3.

Taxwise Hints:
- Add WKT1 to record net scholarship income
- Use Ctrl + Spacebar to override entries.

Turn this form in to your site leader at the end of each VITA session

VITA 2012

D A I L Y   A C T I V I T Y   L O G

Iowa City Public Library

Client ID: *1732288*
SIDN/PTIN: *53110135*
EFIN: *421 670*

Date	Preparer Name	Preparer's HawkID	Sign-In Time	Sign-Out Time

Taxpayer Last Name	TP First Name	# of TPs (1 or 2) on return	Status: RTF (ready to file) or explain what's missing	Transmit form completed ?	Sent to Quality Review ?

Voicemail: (319) 688-5712   email: vita@uiowa.edu   Software Website: http://twonline.taxwise.com