

# BASIC TAX TRAINING

**Field of Study:** Taxes  
**CPE Credits:** 15  
**Program Level:** Basic  
**Prerequisites:** None  
**Advanced Preparation:** None  
**Delivery Method:** Group Live

## Description

This course is essentially a Form 1040 bootcamp with light discussions on Partnerships and S Corporations. It will cover each section of the Form 1040, common schedules, and common topics a staff may encounter (such as Schedule C, Schedule E, K-1s, etc.). The focus will be on where client information appears on the tax return and how changes to one area of the return impact other areas of the return. It is designed to give staff the knowledge necessary to excel in their first 1-2 years of tax preparation.

## Learning Objectives

By the end of the session, participants will be able to:

- Describe the structure of a Form 1040,
- Define the requirements for dependency statuses,
- Account for Schedule C and E income on the Form 1040,
- Explain ordinary versus separately stated items on the K-1,
- Describe the difference between standard and itemized deductions,
- List common tax credits,
- Define refundable versus non-refundable tax credits,
- List at least 2 types of taxes found on the Form 1040,
- Describe the flow of information through a Form 1065, and
- Detail characteristics unique to an S Corporation.

## **Who Should Attend?**

This course is for tax preparers who are entering the career field and have less than 2 years of experience or for experienced professionals who want an in-depth understanding on the Form 1040.

## **Ready to Enroll?**

To register for this session, email [alyssa@shepherdpeaktaxsolutions.com](mailto:alyssa@shepherdpeaktaxsolutions.com) with the name of the course. In order to be awarded the full credit hours, you must be present, registering your attendance and departure on the attendance sheets at the registration desk.

### **Reund and Cancellation Policy:**

Should an unforeseen issue arise that inhibits the training from taking place as planned in the "Course and Dates" section above, the client (i.e., the business entity signing this agreement) has the right to cancel the training. However, in order to cancel and receive a partial refund, the client must 1) provide written cancellation to Instructor, 2) deliver such written cancellation at least 60 days before the training is scheduled to begin (according to dates listed in "Course and Dates" section), and 3) will be subject to a \$1,000 cancellation fee. All other course fees already paid will be refunded. If the client wishes to cancel but does not provide at least 60 days' notice, the client must still deliver written cancellation but will be charged a cancellation fee of 50% of the total training cost. All other course fees will be refunded to the Client who signed the contract and from whom Provider received previous payment.

Should the Instructor initiate the cancellation, they will do so in writing to Client and a full refund will be provided to the Client who signed the contract and from whom Provider received previous payment. Further, Provider will communicate this cancellation via email to registered participants no later than 24 hours prior to the originally scheduled program. As Provider's transactions are directly with business entities and do not receive payment for courses or services from individuals (including individual CPAs), the refund for any cancellation (client or instructor initiated) will be paid to the business Client with whom Provider signed contract and from whom Provider received previous payment.

### **Complaint Resolution:**

It is our expectation and goal to have every client satisfied. However, in the event a client is dissatisfied, please contact Alyssa M. Reed, CPA, CFP(R) P: 865-934-8581 E: [alyssa@shepherdpeaktaxsolutions.com](mailto:alyssa@shepherdpeaktaxsolutions.com) for complaint resolution.

Every effort will be taken to have a mutually agreeable resolution. Some options may include partial refunds, additional training, or future discounts.

In the event an individual participant has complaints, the program materials will include the following information for complaint resolution: Alyssa M. Reed, CPA, CFP(R) P: 865-934-8581 E: [alyssa@shepherdpeaktaxsolutions.com](mailto:alyssa@shepherdpeaktaxsolutions.com).