

NEW PROCEDURES FOR OUT-OF-STATE RETURNS

SUMMARY: The AARP Tax-Aide policy regarding preparation of out-of-state tax returns has changed. The new policy, which must be followed by all AZ Tax-Aide sites, is that counselors may not prepare or QR an out-of-state return unless they are trained and certified in that state.

There are some specific conditions where AZ Tax-Aide allows the completion of a simple out of state return (see below). All other state returns must be done through AARP's **State Tax Assistance Program (STAP)**. The STAP program specifics are found on both the AZ state website (Tools & Info) and the AARP volunteer portal.

OUT-OF-STATE RETURNS WE CAN PREPARE

Based on WITHHOLDING: Arizona Tax-Aide counselors may prepare out-of-state returns for full-year Arizona residents who present a tax document that:

- 1) does not trigger a requirement to file a return in that particular state,
- 2) shows only withholding amount(s) for that state, and
- 3) the taxpayer did not reside in the other state at any time during the tax year.

Based on INTAKE FORMS: Under the STAP program folder is a "Participating States Intake Forms" document (posted on either the state website or the portal). For states listing their own state Intake Form, an AZ counselor may download that Intake Form and have the taxpayer fill it out. If the completed non-Arizona Intake Form indicates that NO additional state inputs are required in TaxSlayer, -- such as for an income exclusion or tax credit (except income allocation) -- then the AZ counselor may complete the resident return for the "other" state, and if needed, a non-resident AZ return.

Based on STAP: The STAP program provides assistance in completing state returns for which a volunteer has not been trained or certified. State returns other than the ones listed above should be cross-referenced with the "Participating States TY22" document found in the STAP folder. If the desired state is listed, an AZ counselor may use the STAP TY22 Requests documents to proceed with the out-of-state return. (Note: it is unlikely this process could be completed within the normal scope of a 60-minute tax preparation appointment.) Learn more about the STAP program on the AARP volunteer portal or the AZ Tax-Aide website.

FAMILY & FRIENDS: All Family & Friend labeled returns are excepted from the above rules.

RETURNS WE CAN NOT PREPARE and Other Notes:

OUT OF SCOPE: CA & NY— also, Arizona counselors **cannot** do: **LA, MN, NM, ND, or WI** (unless a counselor & QR are specifically certified for the state and have LC/DC approval).

TRAINING: If any AZ volunteer completes another state's training and certification, please advise your DC so that the volunteers' certification record is updated in the AARP portal.

NOTE: The State Management team does not have the resources in TY22 to oversee an out-of-state training and certification program, but is looking for volunteers for TY23.