

Procedures for Out of State Returns

SUMMARY: The AARP Tax-Aide policy regarding preparation of out-of-state tax returns changed last year. 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 tax 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 filing requirement in that non-Arizona 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 with 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.

Use of STAP: The STAP program aids 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 TY23" document found in the STAP folder. If the desired state is listed, an AZ counselor may use the STAP TY23 Requests documents to proceed with the out-of-state return. (Note: This process could require additional time to complete, which may require a taxpayer to return to the Tax-Aide site) Learn more about the STAP program on the AARP volunteer portal or the AZ Tax-Aide website.

Friends & Family: All Family & Friends labeled returns are excepted from the above rules.

RETURNS WE CAN NOT PREPARE:

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

All other taxpayer requests require the use of the STAP resources as designed and supported by AARP Tax-Aide for the 33 states which are included in the program.

This plan will allow us to continue to serve the majority of simple out of state returns but will require the use of the AARP STAP program for any out of state returns that have special income exemptions or tax credits.