

GIVING AZ TAX CREDITS THE ONCE OVER

YES	NO	NA	I LOOKED OVER AND CONFIRMED:
			1. Contribution receipts were reviewed, referencing AZ DOR listings to confirm each contribution was a qualified organization.
			2. TY contributions previously claimed as a prior year AZ Tax Credit were <u>not</u> entered as a TY AZ Tax Credit.
			3. No more than 15% of an IRA QCD distribution was recognized as a qualified contribution.
			4. All TY and CY contributions, <u>not</u> including carryover, in total do not exceed the Maximum Contribution Limit in each category.
			5. Both TY and CY contributions were correctly entered onto the applicable AZ Tax Credit Form contribution screens.
			6. The total contribution to Private School Tuition Organizations was entered in both Form AZ323 and AZ348 if the AZ323 Contribution Limit was exceeded.
			7. TY charitable contributions, not claimed as an AZ Tax Credit, were entered as a Federal <i>Cash Gifts to Charity</i> itemized deduction, and not as carryover.
			8. After reviewing the prior year tax return, carryover worksheet, or TSO Notes, each carryover from prior years were entered correctly.
			9. Made TSO Federal or Arizona adjustment entries, to ensure the same charitable contribution was not duplicated and/or claimed as both a deduction and TY AZ Tax Credit. <ul style="list-style-type: none"> • <u>Standard Deduction</u>: Adjustments were correctly reflected on <i>Arizona Form 140 Standard Deduction Increase for Charitable Contributions</i> page. • <u>Itemized Deduction Returns</u>: Adjustments were correctly reflected on <i>Arizona Schedule A – Itemized Deduction Adjustments</i> pages.
			10. For Federal or Arizona <u>Itemized Deduction</u> returns, entered the amount of carryover, TY and PY contributions used to offset the TY liability as Federal <i>Additional State and Local Income Taxes</i> . Do <u>not</u> include CY contributions.
			11. Reviewed the <i>TSO Refund Summary</i> with the taxpayer, to determine whether any additional CY contributions would be made. Advised the taxpayer that a receipt must be provided to confirm the contribution during the next tax season.
			12. For Arizona returns with available carryover, documented the taxpayer’s preference for which carryover Form(s), Years, and Amounts to carryover. For <u>each</u> form and year with available carryover, created a TSO Note detailing the: <ol style="list-style-type: none"> a. Original Tax Credit Amount for each tax year. b. Amount(s) which were applied to current tax year tax liability.
			13. For CY promise to contribute, created a TSO Note detailing: <ul style="list-style-type: none"> • Promised CY AZ Tax Credit contributions. (See #11) • If itemizing, CY contributions used to offset TY tax liability, that will be recognized as <i>Additional State and Local Taxes Paid</i> on <u>next year’s</u> federal return.
			14. Reminded the taxpayer to bring the TY’s Federal and Arizona State returns, along with supporting documentation, back for next year’s return preparation.

DOR = Department of Revenue

N/A – Not Applicable

TSO = TaxSlayer Online

TY = Calendar Year of Tax Return

CY = Current Year, or filing season (Jan 1 to April 15/16/17/18)

PY = Prior Year, or Jan 1 to April 15 of tax year, but claimed on prior tax year return