Link & Learn Taxes

Updates for the 2010 Tax Year





Link & Learn Taxes is web-based training designed *specifically* for VITA/TCE volunteers. Each volunteer's ability to prepare complete and accurate returns is vital to the credibility and integrity of the program. Link & Learn Taxes, as part of the complete volunteer training kit, provides the path to achieving this high level of guality service to taxpayers.

Link & Learn Taxes and the printed technical training guide, Publication 4491, work together to help

Explore

volunteers learn and practice.

Link & Learn Taxes for 2010 includes:

- Access to seven VITA/TCE courses
- Easy identification of the VITA/TCE courses "Link & Learn" in the Keyword field with the course icons

- As you progress through a lesson,

the Basic, Intermediate, Advanced,

Go to www.irs.gov, type and click Search. You'll find a detailed overview and links to the courses.

Introduction Who Must File? Who Should File?

Verifying Taxpayer Identity

- Military, and International icons will display, depending on your level of certification.
- Two optional modules for tax preparers with Advanced, Military or International certifications:
 - Cancellation of Debt for Credit Cards and Mortgages
 - Health Savings Accounts (HSAs)
- · Easy navigation within a Link & Learn lesson using the controls available on every screen.
 - Drop-down Main Menu: Allows you to go directly to any topic in your current lesson
 - Go to page: Type a screen number in the blank and click the small arrow to automatically jump to any page in the lesson
 - Page: Click any bold page number, to automatically jump to that page
- A **NEW** icon to identify new tax law changes for 2010
- The Practice Lab



Taxpaver Information

The Three Charts

- Gives volunteers practice with an early version of the IRS-provided tax preparation software
- Lets volunteers complete workbook problems from Publication 4491-W
- Lets volunteers prepare test scenario returns for the test/retest

Link & Learn Taxes

Advantages for Everyone



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Advantages for Partners:

- · Delivers uniform level of instruction
- · Flexibility in training options, classroom or self-directed
- · Saves on facility costs
- Requires no instructor, but can also be instructor-led
- · Certifies your volunteers online
- Is available 24/7

Advantages for Volunteers:

- Access to training 24/7
- Test and earn their certification online

You can order a printed Link & Learn Taxes Kit (Publication 4480) from your IRS contact.

- Complete training at their own pace
- · Retake any course or lesson at any time
- Use practice sessions to prepare for certification
- · Research topics or review tax law
- · Print screens to create personalized job aids
- Also available on CD-ROM

Link & Learn Taxes Interactive Practice Sessions:

- Interactive activities that allow you to complete worksheets, forms and returns
- Practice exercises with immediate feedback tells you whether you were correct or why your answer was incorrect
- Case studies
- · Links to tax forms, publications, and tax tables
- Online Glossary

Review information online about:

- Latest tax law
- Interviewing tips
- · Preparing accurate returns
 - Intake & Interview sheet
- Job aids
- Quality Review

For more information about IRS volunteer tax assistance programs, visit the Partnering Opportunities page on www.irs.gov



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