AARP Foundation Tax-Aide helps low and moderate income taxpayers, with special attention to those 60 and older. Volunteers are trained to assist in filing Form 1040 and certain other schedules and forms. Under the Volunteer Protection Act (VPA), AARP Foundation Tax-Aide volunteers must stay within the scope of the program and prepare only returns for which they have been training and certified. Any Counselor who feels they do not have adequate training or knowledge should seek assistance from the LC (Local Coordinator).

The list below covers topics that volunteers certified through the advanced level are trained to do under the guidelines of the program. When using the list, please note that neither column 3 or 4 stand alone. They must be used together because a description in column 4 may include topics or certification levels which affect whether counselors can or cannot prepare the return under the VPA. The header further defines information in the two columns.

For all returns, the taxpayer and reviewer must be properly certified for the respective year, including prior year or amended returns.

Denotes the title of the line, box or form.

F(orm) S(chedule) #	L(ine) B(ox) #	IN SCOPE YES NO	Column 3: Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. No = The form, line or box is out of scope. Column 4: = Limitations or expansion of each scope topic including certification levels which may be in/out of scope.
F 1040		Yes	In scope except for: •Filing Status: Box 3-MFS taxpayers in community property states (listed on Main Information Sheet, Filing Status and Exemptions) unless volunteer is trained in community property tax law and trained to F 8958 •Taxpayers who are not certain they are in a common law marriage •Unmarried non-resident aliens who do not meet green card or substantial presence test •Taxpayers who cannot establish their identity In scope for Foreign Student certification only: •Taxpayers with F, J, M and Q VISAs
F 1040	7	Yes	 Wages, Salaries, Tips, etc. In scope except for: Ministers Other members of the clergy who present issues such as: parsonage/housing allowance, whether earnings are covered under FICA or SECA or rules for determining exemption from coverage In scope for international only:

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F(orm) S(chedule) #	L(ine) B(ox) #	IN SCOPE YES NO	Column 3: Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. No = The form, line or box is out of scope.
			Column 4: = Limitations or expansion of each scope topic including certification levels which may be in/out of scope.
F 1040	8a,b	Yes	Taxable Interest; Tax-exempt Interest In scope except for: •Accrued savings bond interest
			Interest on bonds bought or sold between interest datesDependent child under the age of 18 (age 24 if a
			full-time student), who has investment income of more than \$2,000
F 1040	9a,b	Yes	Ordinary Dividends; Qualified Dividends
F 1040	10	Yes	Taxable Refunds, Credits, or Offsets of State and Local Income Taxes
			In scope except for:
7.10.10			•Refund is not for the prior year
F 1040	11	Yes	Alimony Income
F 1040	12	Yes	Business Income or (losses)See Sch C limitations
F 1040	13	Yes	Capital Gain or (loss) See Sch D and F 8949 limitations
F 1040	14	NO	Other Gains or (losses) Attach F 4797
F 1040	15a,b	Yes	IRA Distributions
	,		In scope except for:
			 Additional tax due to excess IRA contributions
			•Roth IRA distributions that are taxable or partially
			taxable
			•IRA rollovers that do not meet the tax free requirements
			•See F 1099-R and F 8606 limitations
F 1040	16a.b	Yes	Pensions and Annuities
1 1040	Toa.b	103	In scope except for:
			•General Rule was used to figure the taxable portion
			of pensions and/or annuities for past years
			•See F 1099-R limitations
F 1040	17	Yes	Rental real estate, royalties, partnerships, S corpora-
			tions, trusts, etc.
			•Land Rental Only
			•See Sch E limitations
F 1040	18	NO	Farm income or (loss) Attach Sch F
F 1040	19	Yes	Unemployment compensation
F 1040	20a,b	Yes	Social Security benefits Including foreign social security from Canada and Germany that is treated as U.S. social security

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F 1040	21	Yes	Other Income In scope except for:
			•See 1099-Q for limitations
			•HSA Distributions (In scope for HSA only)
			•COD income other than credit card debt forgiveness
			•See F 2555 for limitations (In scope for interna -
			tional only)
			•Box 6 of F 1099 MISC
			Rental or other income when "Not for Profit"
F 1040	23	Yes	Educator Expenses
F 1040	24	Yes	©Certain Business Expenses of Reservists, Performing Artists and Fee-basis Government Officials. Attach F 2106 or 2106-EZ In scope for military only
F 1040	25	Yes	#Health Saving Account Deduction. Attach F 8889
			In scope for HSA only
F 1040	26	Yes	Moving Expenses. Attach F 3903 In scope for military only
F 1040	27	Yes	Deductible part of self-employment tax. Attach Sch
F 1040	28	NO	Self-employed SEP, SIMPLE and qualified plans
F 1040	29	NO	Self-employed health insurance deduction
F 1040	30	Yes	Penalty on early withdrawal of savings
F 1040	31a,b	Yes	Alimony paid
F 1040	32	Yes	IRA deduction
F 1040	33	Yes	Student loan interest deduction
F 1040	34	Yes	Tuition and Fees
F 1040	35	NO	Domestic production activities deduction. Attach F 3903
F 1040	40	Yes	ltemized Deductions
E 1040	42	Vaa	•See Schedule A limitations
F 1040	42	Yes	Exemptions Tayable Income
F 1040 F 1040	44	Yes	Taxable Income Tax
I. 1040	111	Yes	In scope except for:
			•Boxes a-c (F 8814, F 4972, section 962)
F 1040	45	NO	Alternative minimum tax
F 1040	46	Yes	Excess advance premium tax credit repayment. Attach Form 8962

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F(orm) S(chedule) #	L(ine) B(ox) #	IN SCOPE YES NO	Column 3: Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. No = The form, line or box is out of scope. Column 4: = Limitations or expansion of each scope topic including certification levels which
			may be in/out of scope.
F 1040	48	Yes	Foreign Tax Credit In scope except for:
			•\$301 or more (\$601 or more if filing status is MFJ) •See F 1116 limitations
F 1040	49	Yes	Credit for Child and Dependent Care Expenses. Attach F 2441
F 1040	50	Yes	Education Credits from F 8863
F 1040	51	Yes	Retirement Savings Contribution Credit. Attach F 8880
F 1040	52	Yes	Child Tax Credit. Attach Sch 8812, if required
F 1040	53	Yes	Residential Energy Credit See F5695 Limitations
F 1040	54	Yes	 Other Credits (from F 3800, 8801) In scope except for: Boxes a and b Box c is in scope only for Sch R (see 1040 Instructions)
F 1040	57	Yes	Self-Employment Tax. Attach Sch SE
F 1040	58	Yes	Unreported Social Security and Medicare TaxIn scope except for:Box b (F 8919)
F 1040	59	Yes	Additional Tax on IRAs, Other Qualified Retirement Plans •See F 5329 limitations
F 1040	60a	NO	Household employment taxes from Sch H
F 1040	60b	Yes	First-Time Homebuyer Credit Repayment. Attach F 5405 In scope except for: Taxpayers who claimed credit and their home is destroyed, condemned or disposed of under threat of condemnation
F 1040	61	Yes	#Health care: individual responsibility
F 1040	62	Yes	Taxes from F 8959, F 8960 In scope for HSA only.
F 1040	64	Yes	Federal income tax withheld from F W-2 and 1099
F 1040	65	Yes	Estimated tax payments and amount applied from 2013 return
F 1040	66a	Yes	Earned income credit (EIC)
F 1040	66b	Yes	Nontaxable combat pay election In scope for military only
F 1040	67	Yes	Additional child tax credit. Attach Sch 8812

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F(orm) S(chedule) #	L(ine) B(ox) #	IN SCOPE YES NO	Column 3: Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. No = The form, line or box is out of scope. Column 4: = Limitations or expansion of each scope topic including certification levels which
F 1040	68	Vaa	may be in/out of scope.
F 1040	69	Yes	American Opportunity Credit from F 8863 Net Premium Tax Credit. Attach F 8962
F 1040	70	Yes	
		Yes	Amount paid with request for extension to file
F1040	71	Yes	Excess Social Security and tier 1 RRTA tax withheld
F 1040	72	NO	Credit for federal excise tax on fuels. Attach F 4136
F 1040	73	NO	©Credits from F 2439, b, c, d reserved
F 1040	79	NO	Estimated Tax Penalty – see F 2210
F 1040-ES		Yes	Estimated Tax for Individuals
F 1040NR		NO	U.S. Nonresident Alien Income Tax Return
F 1040V		V	In scope for foreign student certification only
F 1040X		Yes	Amended US Individual Income Tax Return In scope except for:
			 Original return was out of scope, which is not brought into scope by the amendment Taxpayers who may qualify for an exception to the three year time limit for filing an amended return
F W-2		Yes	Wage and Tax Statement In scope except for: Box 12 codes: •Q (In scope for military only) •R, T
			•W (In scope for HSA only)
F W-2G		Yes	Certain Gambling Winnings
S A		Yes	In scope except for:
S B		Yes	Interest and Ordinary Dividends See F 8938 limitations

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F(orm) S(chedule) #	L(ine) B(ox) #	IN SCOPE YES NO	Column 3: Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. No = The form, line or box is out of scope.
			Column 4: = Limitations or expansion of each scope topic including certification levels which may be in/out of scope.
S C		Yes	In scope except for: Hobby income or not for profit activity Any net losses Line F, method of accounting other than cash Line G, no (or the taxpayer does not meet any of the tests of material participation, or is uncertain about materially participating in a business) Line I, payments made that require F 1099 to be filed See form 1099-K limitations Any bartering transactions Part I, lines 2, 4 and 6 Part II, total expenses over \$10,000 Line 9, auto, except standard mileage method Line 12, depletion Line 13, depreciation or when F 4562 is required Lines 14, 19, 26, expenses for employees Line 20, car rents or leases more than 30 days Line 27a, casualty losses, amortization Line 30, business use of home
			Line 31, lossesPayments that require F 1099 to be filedPart III, cost of goods sold
S D		Yes	Capital Gains and Losses In scope only for: Sale of stocks, mutual fund shares, and personal residences Sale of bonds that mature or are sold with no gain or loss Bond sales reported on a brokerage statement with capital gain or loss only (no ordinary income/loss) Capital gains and losses reported on K-1 Capital loss carryovers Inherited property if listed above Not in scope for: Reduced exclusion on sale of home See F8949 limitations

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F(orm) S(chedule) #	L(ine) B(ox) #	IN SCOPE YES NO	Column 3: Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. No = The form, line or box is out of scope. Column 4: = Limitations or expansion of each scope topic including certification levels which may be in/out of scope.
S E		Yes	Supplemental Income and Loss In scope (Land Rental and Royalties Only) except for: •Part I, lines 5-19 •Parts II-IV
S EIC		Yes	Earned Income Credit
S F		NO	Profit or Loss From Farming
S H		NO	Household Employment Taxes
S K-1		Yes	 Beneficiary's Share of Income, Deductions, Credits, etc. In scope only for: K-1 interest, dividends, royalties, capital gains, and
_			associated Foreign Tax Credits
S R		Yes	Credit for the Elderly or the Disabled
S SE		Yes	Self-Employment Tax In scope except for: Ministers or church workers if special rules apply
F 56		NO	Notice Concerning Fiduciary Relationship
F 982		NO	Reduction of Tax Attributes Due To Discharge of Indebtedness (and Section 1082 Base Adjustment)
F 1045		NO	Application For Tentative Refund
F 1095-A		Yes	#Health Insurance Marketplace Statement
F 1098-C		NO	Contributions of Motor Vehicles, Boats, Airplanes
F 1098-MA		NO	Mortgage Assistance Payments
F 1098 -T		Yes	Tuition Statement In scope except for: Boxes 4 and 6 (Adjustments)
F 1099-A		NO	Acquisition or Abandonment of Secured Property
F 1099-B		Yes	 Proceeds from Broker and Barter Exchange Transactions In scope except for: Boxes 7-13
F 1099-C		Yes	Cancellation of Debt In scope only for: Credit card debt cancellation In scope except for: Bankruptcy or insolvency Box 3 interest

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F 1099-DIV		Yes	Dividends and Distributions
1 10)) 511		103	In scope except for:
			•2c (1202 gain)
			•8-9 (Liquidation Distributions)
			•If alternative minimum tax generated on F 6251
F 1099-G		Yes	Certain Government Payments
1 1077 d		103	In scope except for:
			•Boxes 7-9
			• See Instructions For Recipient for box 2 on 1099-G
			for amounts which may appear in the blank box be-
			side box 9. Amounts in this blank box are interest
			and are in scope
F 1099-H		NO	#Health Coverage Tax Credit
F 1099-INT		Yes	Interest Income
1 10)) 11(1		103	In scope except for :
			NAOB on Interest Statement
			•If alternate minimum tax generated on F 6251
F 1099-K		Yes	Payment Card and Third Party Network Transac-
1 10,7, 11			tions
			In scope except for:
			•Any adjustment to amount reported on form
F 1099-LTC		Yes	Long-Term Care and Accelerated Death Benefits
F 1099-MISC		Yes	Miscellaneous Income
			In scope except for:
			•5 Fishing boat proceeds
			•8-15
F 1099-OID		Yes	Original Issue Discount
1 1033 012			In scope except for:
			•Adjustment needed or no form received
F 1099 PATR		NO	Taxable Distributions Received From Cooperatives
F 1099-Q		Yes	Payment From Qualified Education Programs (un-
			der section 529 and 530)
			In scope except for:
			•Distributions from Educational Savings Accounts if:
			•Funds were not used for qualified education ex-
			penses or
			•Distribution was more than the amount of the
			qualified expenses

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F(orm) S(chedule) #	L(ine) B(ox) #	IN SCOPE YES NO	Column 3: Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. No = The form, line or box is out of scope.
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F 1099-R F CSA 1099-R	7	Yes	 Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc. In scope except for: General Rule Codes 5, 8, 9, A, E, K, L, N, P, R and U Code D if Net Investment Income Tax applies Codes J and T if distribution is wholly or partially
F RRB-1099		Yes	taxable Payments by the Railroad Retirement Board Annuities or Pensions by the Railroad Retirement
F 1099-S		Yes	Board Proceeds from Real Estate Transactions In scope except for: Sales of Business Property, F 4797 Installment Sales Income, F 6252 Like-Kind Exchanges, F 8824
F 1099-SA		Yes	Distributions From an HSA, Archer MSA, or Medicare Advantage MSA In scope for HSA only In scope except for: • Archer MSA • Medicare Advantage MSA
F SSA-1099		Yes	Social Security Benefit Statement
F 1116		Yes	Foreign Tax Credit (Individual, Estate, or Trust) In scope only for: •Simplified Limitation Election (SLE) •Balance of form in scope only if certified for International.
F 1127		NO	Extension of Time for Payment of Tax Due to Undue Hardship
F 1310		Yes	Statement of Person Claiming Refund Due a Deceased Taxpayer
F 2106 EZ		Yes	 Unreimbursed Employee Business Expenses In scope only for: Sch A Itemized Deductions, unless certified in military
F 2106		Yes	Employee Business Expenses In scope for military only
F 2120		Yes	Multiple Support Declaration
F 2210		NO	Underpayment of Estimated Tax by Individuals, Estates, and Trusts •Except to zero out entire penalty

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F(orm) S(chedule) #	L(ine) B(ox) #	IN SCOPE YES NO	Column 3: Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. No = The form, line or box is out of scope. Column 4: = Limitations or expansion of each scope topic including certification levels which may be in/out of scope.
F 2439		NO	Notice to Shareholder of Undistributed Long Term Capital Gains
F 2441		Yes	Child and Dependent Care Expenses Except see 1040 Sch H for payment to household employees
F 2555		Yes	Foreign Earned Income In scope for international only
F 2848		Yes	Power of Attorney and Declaration of Representative
F 3520		NO	Foreign Trusts / Foreign Gifts
F 3800		NO	General Business Credit
F 3903		Yes	Moving Expenses In scope for military only
F 4136		NO	Credit for Federal Tax Paid on Fuels
F 4137		Yes	Social Security and Medicare Taxes Not Reported To Employer
F 4562		NO	Depreciation and Amortization (including information on listed property)
F 4797		NO	Sales of Business Property
F 4852		Yes	Substitute for F W-2, or F 1099-R
F 4868		Yes	Application for Automatic Extension of Time To File U.S. Individual Income Tax Return
F 4952		NO	Investment Interest Expense Deduction
F 4972		NO	Tax on Lump-Sum Distributions
F 5329		Yes	Additional Tax on Qualified Plans (including IRAs) and Other Tax-Favored Accounts In scope only for: Parts I and VIII to remove penalty
F 5405		Yes	 First-Time Homebuyer Credit and Repayment of Credit In scope except for: Taxpayers who claimed credit and their home is destroyed, condemned or disposed of under threat of condemnation
F 5498- SA		Yes	 HSA, Archer MSA, or Medicare Advantage MSA Information In scope for HSA only In scope except for: Archer MSA Medicare Advantage MSA

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F(orm) S(chedule) #	L(ine) B(ox) #	IN SCOPE YES NO	Column 3: Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. No = The form, line or box is out of scope.
		No	Column 4: = Limitations or expansion of each scope topic including certification levels which may be in/out of scope.
F 5695		Yes	 Residential Energy Credit In scope except for: Residential Energy Efficient Property Credit (Part I)
F 6251		NO	Alternative Minimum Tax
F 6252		NO	Installment Sales Income
F 8275		NO	Disclosure Statement
F 8275 R		NO	Regulation Disclosure Statement
F 8283		Yes	Noncash Charitable Contributions
			In scope except for:
			Total non-cash contributions in excess of \$5,000Donation of motor vehicle
			 Donations of capital gain property
			 Donations of assets used in a business
			•Section A, Part II and Section B
F 8332		Yes	Release/Revocation of Release of Claim to Exemption for Child by Custodial Parent
F 8379		Yes	Injured Spouse Allocation See F 8958 limitations
F 8396		NO	Mortgage Interest Credit
F 8453		Yes	U.S. Individual Income Tax Transmittal for an IRS e-file Return
F 8582		NO	Passive Activity Loss Limitations
F 8606		Yes	 Nondeductible IRAs In scope except for: Parts II and III
F 8615		NO	Tax for Certain Children Who Have Unearned Income of More Than \$2,000
F 8621		NO	Information Return By A Shareholder of a Passive Foreign Investment Company or Qualified Electing Fund
F 8801		NO	Credit for Prior Year Minimum Tax
F 8805		NO	Foreign Partner's Information Statement of Section 1446 With Holding Tax
S 8812		Yes	Additional Child Tax Credit
F 8814		NO	Parent's Election to Report Child's Interest and Dividends
F 8815		NO	Exclusion of Interest From Series EE and I U.S. Savings Bonds Issued After 1989
F 8821		NO	Tax Information Authorization
F 8829		NO	Expenses for Business Use of Your Home

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F(orm) S(chedule) #	L(ine) B(ox) #	IN SCOPE YES NO	Column 3: Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. No = The form, line or box is out of scope. Column 4: = Limitations or expansion of each scope topic including certification levels which
			may be in/out of scope.
F 8833		NO	Treaty-Based Return Positive Disclosure Under Section 6114 or 7701 (b)
F 8834		NO	Plug-In Electric Vehicle Credit
F 8839		NO	Qualified Adoption Expenses
F 8848		NO	Consent to Extend the Time to Access the Branch Profits Tax Under Regulations Section 1.884-2 (a) and (c)
F 8853		Yes	Archer MSAs and Long-Term Care Insurance Contracts
			In scope only for:
F 0057		NO	•Sections C
F 8857		NO Vac	Request For Innocent Spouse Relief Information to Claim Earned Income After Disal-
F 8862		Yes	lowance
F 8863		Yes	Education Credits (American Opportunity and Life- time Learning Credits)
F 8865		NO	Return of U.S. Persons With Respect to Certain
1 0000			Foreign Partnerships
F 8880		Yes	Credit for Qualified Retirement Savings Contribu-
			tions
F 8885		NO	Health Coverage Tax Credit
F 8886		NO	Reportable Transaction Disclosure Statement
F 8888		Yes	Allocation of Refund (Including Savings Bond Purchases)
F 8889		Yes	Health Savings Accounts (HSAs) In scope for HSA only
			In scope except for:
			●Part III, lines 18-21
F 8903		NO	Domestic Production Activities Deduction
F 8908		NO	Energy Efficient Home Credit
F 8911		NO	Alternative Fuel Vehicle Refueling Property Credit
F 8917		Yes	Tuition and Fees Deduction
F 8919		NO	Uncollected Social Security and Medicare Tax on
T 0000		NO	Wages
F 8938		NO	Statement of Specified Foreign Assets
F 8948		NO	Preparer Explanation For Not Filing ElectronicallyNot applicable to Tax-Aide as we are not paid preparers
F 8949		Yes	Sales and other Dispositions of Capital Assets Except adjustment codes N, Q, X, R, S, or C See F 1040 Sch D limitations

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F(orm) S(chedule) #	L(ine) B(ox) #	IN SCOPE YES NO	Column 3: Yes = The form, line or box is in scope for sites having at least two volunteers certified at the appropriate level. No = The form, line or box is out of scope. Column 4: = Limitations or expansion of each scope topic including certification levels which may be in/out of scope.
F 8958		Yes	 Allocation of Tax Amounts Between Certain Individuals in Community Property States In scope only for: Applicable returns as limited by Regional or State Coordinator
F 8959		NO	Additional Medicare Tax
F 8962		Yes	Premium Tax Credit (PTC) In scope except for: Parts 4 and 5
F 8965		Yes	#Health Coverage Exemptions
F 8960		NO	Net Investment Income Tax – Individuals, Estates, and Trusts
F 9452		NO	Filing Assistance Program
F 9465		Yes	Installment Agreement Request
F 13844		NO	Application For Reduced User Fee For Installment Agreement
FinCen F 114 (old TD F90-22.1)		NO	Report of Foreign Bank and Financial Accounts

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