8:00-8:30 a.m.  
Check-In

8:30-9:20 a.m.  
Filing Information/ Practice before the IRS
This session summarizes the general rules and requirements contained in IRS Publication 17 and Form 1040 instructions regarding the preparation of returns. Plus information concerning tax practice as explained in IRS Circular 230 and Publication 947.

9:20-10:10 a.m.  
Items excluded from Gross Income/Adjustments to Gross Income
This session summarizes items excluded from gross income - Municipal Bond Interest, gain on sale of main home, discharge of Qualified Principal Residence Indebtedness, Fringe Benefits, Housing Allowance for Members of Clergy, Military and Government Disability Pensions, Education related benefits, Workers’ Comp, Comp for Sickness and Injury, Life Insurance, Foreign Earned Income Exclusion. And the session will also cover adjustments to gross income for IRAs, Health Account Deductions, Self-Employed Health Insurance, SEP, SIMPLE, and Qualified Plans plus miscellaneous adjustments.

10:10-10:20 a.m.  
BREAK

10:20-11:10 a.m.  
Gains and Losses
This session summarizes the data from IRS Publications 17, 523,527,550,551, and 946. Topics covered are Basis of Property, Disposition or Sale of Property and reporting Gains and Losses.

11:10-12:00 a.m.  
Standards and Itemized Deductions
This session covers all Standard and Itemized Deductions plus Medical Expenses, Taxes, Interest Expenses, Charitable Contributions, Casualty and Theft Losses, Employee Business Expenses, Work-related Education, and miscellaneous deductions with information on limit of Itemized Deductions.

Noon-1:00 p.m.  
Lunch is on your own

1:00-1:50 p.m.  
Taxes and Credits
This session summarizes tax calculations, AMT, Kiddie Tax, Taxes for Household Employees, Estimated tax, Child and Dependent Care Credit, Adoption Credit, Education Credits, Earned Income Credit, First-time Homebuyer Credit, Credit for Elderly or the Disabled, Child Tax Credit, and General Business Credit.

1:50-2:40 p.m.  
Withholding and Reporting
This session summarizes the various requirements placed upon employers with respect to withholding, reporting, and payment of taxes. This session will cover informational returns, taxpayer supporting documentation, and the e-file process.

2:40-2:50 p.m.  
BREAK

2:50-3:40 p.m.  
Businesses
This session covers the various return and reporting requirements for Small Businesses. Schedule C will be covered along with topics for Farmers, Loss Limitations, Schedules K-1, Business Property, Depreciation, Section 179 Deduction, Installment Sales, Like-Kind Exchanges, Abandonment, Casualty and Theft Losses.

3:40-4:30 p.m.  
Deductions
This chapter summarizes Business Expenses and Deductions, Employee Compensation, SEP IRA, SIMPLE IRA, Qualified Plans. Publications 15-A, 15-B, 334, 535, 536, 463, 547, 560, and 571 will be reviewed.

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