TaxSlayer Pro Online. Quick Reference/Hints, Tricks and Tips TY 2025

Delete	If you need to delete a particular form or document, click the red trash can.
Action Required	A red triangle with an exclamation mark in the middle indicates a required field.
View Schedules	Schedules A, C, and D can be viewed without going to the Summary/Print screen. A paper clip will be displayed below the schedule. Click on it to view the schedule.
Basic Information	Use only Basic (No Profile) at the start of a return.
	Do not use Wizard Filing Status.
	Don't click "Filing Status" after entering the personal information as it will delete all of your entries you just input.
	Zip code will populate the city and state. Use all caps (Alt + Launcher); punctuation can be used. Be sure to click "Continue" or "tab" to save your data. The "enter" key will not save data.
	After entering the personal information of the taxpayer/husband and/or spouse, you can enter the dependent information. Note that you can add more dependents just by clicking on the "add more dependents" button. When entering the date of birth, you can either enter the month, day and year, or select from the pop-up month, day and year (preferred). The primary client's last name will automatically appear for the spouse and dependents. If the last name is different, you will need to delete the defaulted last name and enter the correct last name. Be sure to delete the last name first then enter the correct name as TSO will not delete the defaulted last name just by clicking in the name field.
	At the top of any screen, there is an AGI and tax refund/owed monitor. Refunds will appear in green; tax owed will appear in red.
	When entering dependent data, TSO will automatically enter 12 months in the field for the number of months the dependent lived with the taxpayer. Change if less than 12 months.

TaxSlayer Pro Online. Quick Reference/Hints, Tricks and Tips TY 2025

Federal Section:	TSO will allow you to enter dollars and cents. However, you may round the amounts if you want. If you do round, then round up to the next dollar if 50 cents or more.
	If someone used the EIN already, TSO will populate the name, address, city, zip. Be sure to review the data.
	On the W-2 screen, there are four boxes: “This is a standard W-2”, “This is a corrected W-2”, “This is a Substitute W-2”, and “This is a Railroad W-2”. Click the appropriate box. If you click on ‘Substituted W-2”, you will need to complete the Form 4852.
	If you enter the W-2 Wages, the rest of the $ fields (SS and Medicare) will calculate the amounts. You will need to verify the amounts and change if necessary.
	When changing the Social Security/Medicare wages to agree with the W-2, the social security and Medicare taxes will automatically calculate the correct amount. But verify the amounts with the W-2.
	On the W-2, box 12, the “D” entry (retirement contribution) will not change the wages in box 1 of the W-2.
	On the W-2, Box 12 and Box 14, you will need to click “add another code” if two or more codes are present. Open the window to view the various codes.
	On the W-2, Box 12, if you enter code D for a retirement contribution by the employee, the Form 8880, Retirement Savings Credit” will automatically be generated. However, review the Form 1040/Schedule 3 line 4, to ensure the amount did compute. If the employee did make a retirement contribution and the W-2 Box 12 does not indicate a code D, you should add the amount to TSO under credits.
	When entering disability retirement income on the Form 1099-R and the client hasn’t reached minimum retirement age, be sure to check the box “Check here to report on Form 1040, line 1.” The distribution code must be a 3 on the Form 1099-R. Then, the retirement income will appear as wages on line 1 of the Form 1040.
	Use the simplified method in TSO for determining the taxable portion of the retirement income. Check your calculation by using the Annuity/Pension Exclusion Calculator in the Colorado Resource Toolbox. If taxable amounts agree, your calculation is correct. If not, recalculate using both methods.
	To locate the Annuity/Pension Exclusion Calculator go to the district 5 website, “Home” tab, “Income”, “Annuity Calc” or click the link: https://cotaxaide.org/tools/Annuity%20Calculator.html
	Jury duty income is entered in “Other income.” For any jury duty paid back to employer, open “other adjustments.” Then open the pop up screen and click on “Jury Duty Pay.”
	If a client has an “Identity Protection Pin”, go to “Miscellaneous Forms”, click on IRS Identification PIN and enter the PIN.

	When entering a Form 1099-NEC, be sure to “Create a New Schedule C”. If you don’t, the amount will not appear on the Form 1040. If a 1099-MISC has an amount in Box 3 Other Income that is misreported self-employment, enter in Form 1099-NEC Box 1 so it goes to Schedule C. When entering the business code for a Schedule C, click on (click here for a list of Business codes.” In the “Search Business Code” box, type the first word of the business type. After locating the appropriate business code, click on the code and the numbers will automatically appear on the TSO Schedule C.
	When reporting multiple short term and long-term totals with reported basis and no adjustments, select “**1099-B Transactions with No Adjustments**”
	When reporting multiple stock transactions with adjustments and several dates, you can enter “various”. Select “Alternative Options” and click on “various” in the pop-up screen. Also, “Alternative Options” can be used for “Inherited” property when applicable.
	When entering short/long-term loss carryforward from the prior year, go to “Other Capital Gains Data” section and enter the amount.
	The “Credits Menu” (AOC, Child Care Credit, Residential Energy Credit, etc.) is located under the heading “Deductions.”
	When entering gambling losses on Schedule A-Miscellaneous Deductions, you will need to enter the gambling losses limited to the amount of gambling income on Schedule 1, Line 8b. TSO will not limit the gambling losses to the gambling income.
	Use “Other Income” section to enter Cancellation of Debt, Form 1099-C.
	Retirement Savings Contribution Credit (RSCC): Any distributions received in two prior years, and current year must reduce the current year contributions before calculating the RSCC. Open the “Credits Menu” (located under “Deductions”), click on “Retirement Savings Credit Form 8880” and enter these distributions, if applicable.
	It is now acceptable to use the K-1 to enter partnership or S corporation items (interest, dividends, tax-exempt interest/dividends and capital gains/losses only)
	Interest income and dividends income section no longer require the payer’s EIN or address. Also, fields are available for Tax Exempt interest and Specified Private Activity Bond
	Self-employed Health Insurance can be entered in Schedule C General. Expenses and will carry over to Schedule 1 ‘Adjustments.”
	SE Health Insurance deduction is in-scope. It would be best to wait until you complete itemized deductions if applicable. Then, input the qualified insurance premiums on Schedule C, General Expenses, Health Insurance. Remember to reduce qualified medical insurance on the itemized deductions.

	If TSO asks for the date of an entry, use 12/31/2025 if a date is not known. For example, you enter cash contributions that were made throughout the year, just enter 12/31/2025.
Schedule 1-A VIN	VIN Decoder - Click here to access VIN Decoder and determine if car assembled in the US
Schedule 1-A No Tax WS	The following Worksheets are available on the home page of the TX3D5 website ● No Tax on Tips - employee ● No Tax on Tips - self employed ● No Tax on Overtime ● Car Interest
Summary/ Print:	Click on “Summary/Print” to view the Form 1040. To view all tax forms (PDF), click “print preview” at the top of the screen.
	On “Summary/Print” in the upper right-hand corner, click on “Prior Year Comparison”. If the previous year returns were filed at your site or the taxpayer chose “Global Carry Forward, you can compare the current year to the two previous year tax returns.
	On the Form 1040 (Summary/Print), click on any blue numbered field and it will take you to the source document. For example, click on the blue zeroes on line 1 (wages) of the Form 1040 (Summary/Print heading), and it will take you to the W-2 Wages. Black numbers can’t be changed nor will clicking on them take you to the source document.
	Ages of all taxpayers appear next to their respective names on the Form 1040 Summary/Print screen
e-File:	After correctly inputting all entries, “e-file” will appear letting you know that there are no errors. You are then ready to enter the final stages of the return (i.e. electronic mailing, direct deposit, paper return, questions, etc.).
De Minimis Safe Harbor Election	Taxpayers are allowed to expense up to $2,500 per item on the invoice for tangible property used in a trade or business. For example, a self-employed taxpayer buys a computer for $2,000 and a cell phone for $1,000 in two separate transactions. The taxpayer can expense both items on the Schedule C. To deduct these items, the taxpayer must make a valid election. Following is a sample election. **SECTION 1.263(a)-1(f) DE MINIMIS SAFE HARBOR ELECTION: TAXPAYER HEREBY MAKES THE DE MINIMIS SAFE HARBOR ELECTION UNDER SECTION 1.263 (a) -1(f) PURSUANT TO IRS NOTICE 2015-82**