



TAX SOFTWARE USER GUIDE



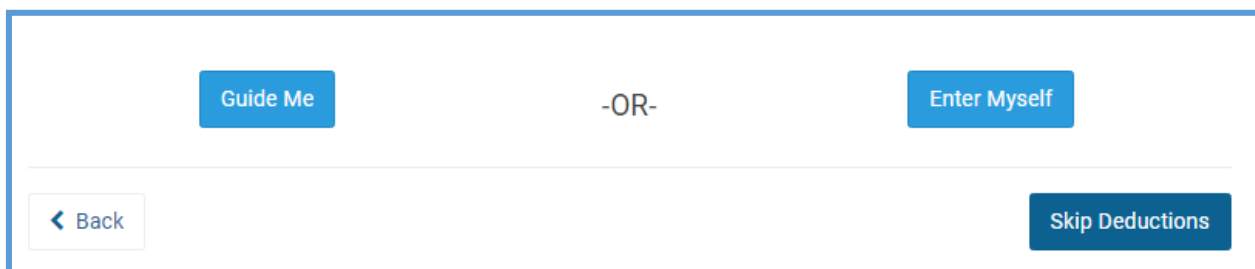
Entering Standard and Itemized Deductions

After completing this topic, you will be able to:

- ✓ **Use the standard deduction for the taxpayer.**
- ✓ **Use itemized deductions even when the standard deduction is better for the taxpayer.**
- ✓ **Enter medical and dental expenses.**
- ✓ **Enter taxes that qualify as itemized deductions.**
- ✓ **Deduct mortgage interest.**
- ✓ **Deduct charitable contributions.**
- ✓ **Deduct unreimbursed employee business expenses.**
- ✓ **Deduct job-related travel expenses as itemized deductions.**
- ✓ **Report miscellaneous itemized deductions.**
- ✓ **Deduct other itemized deductions.**

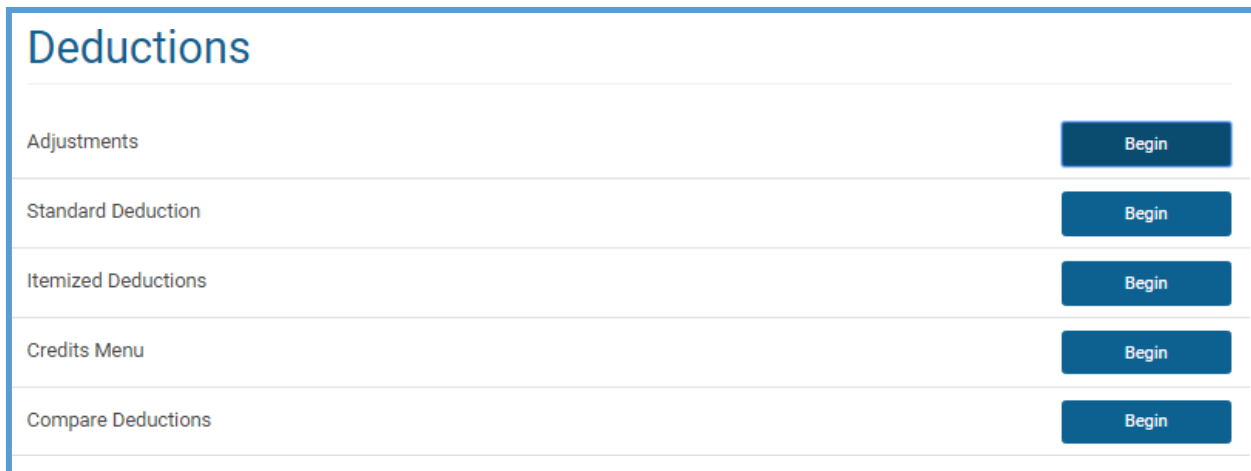
Taxpayers can reduce their taxable income amount using either the standard or itemized deduction. To begin with the standard or itemized deduction, use the following steps:

4. In the Federal Section, select **Deductions** to display the introduction page, as shown below:



5. Click **Enter Myself**.

TaxSlayer Pro Online displays the **Deductions** landing page:



Using the Standard Deduction

TaxSlayer Pro Online determines the greater of the standard or itemized deductions based on the information entered in the return. If the taxpayer only qualifies to use the standard deduction, you do not need to do anything additional to the return.

After you finish entering all deductions, you can use this page to see whether the standard or itemized deduction is better for the taxpayer. To do so, use the following step:

- Click **BEGIN** on the **Compare Deductions** line.

TaxSlayer Pro Online displays the **Compare Standard vs Itemized Deduction** page:

Compare Standard vs Itemized Deduction

Based on the information that you have entered, the following shows the comparison between the Standard Deduction vs. Itemized Deduction. We will automatically use the larger of the two deductions for your return. If you would like to, or are required to, use the Itemized Deductions you can select "Use Standard or Itemized Deduction" from the Itemized Deductions menu and select "Force to use Itemized Deduction."

Standard Deduction	Itemized Deductions
\$9,300.00	\$250.00

Adding Itemized Deductions

TaxSlayer Pro Online automatically calculates additional itemized deductions, such as state income taxes paid from a Form W-2 or 1099-R. If the taxpayer has other itemized deductions that you need to add, use the following steps:

1. From the **Deductions** landing page, click **BEGIN** on the **Itemized Deductions** line.

1040 View: Click Line 40 to link to the **Itemized Deductions** page.

TaxSlayer Pro Online displays the **Itemized Deductions** page:

Itemized Deductions	
Use Standard or Itemized Deduction	Begin
Medical and Dental Expenses	Begin
Taxes You Paid	Begin
Mortgage Interest and Expenses	Begin
Gifts to Charity	Begin
Unreimbursed Employee Business Expense	Begin
Job-Related Travel Expenses Form 2106	Begin
Miscellaneous Deductions	Begin
Less Common Deductions	Begin

2. Use this page as a starting point for all of the remaining sections of this guide.

Adding Medical and Dental Expenses

If the taxpayer paid unreimbursed medical expenses during the year, he or she may be able to deduct a portion of those expenses as itemized deductions. To deduct medical and dental expenses, use the following steps:

1. From the **Itemized Deductions** page, click **BEGIN** on the **Medical and Dental Expenses** line.

TaxSlayer Pro Online displays the **Schedule A – Medical Deductions** page:

Schedule A - Medical Deductions

Medical and dental insurance
\$|

i Note: We automatically pull over the following

- Medicare premiums paid on your 1099SSA (Social Security).
- Self employed health insurance you have already entered.
- Do not include medical/dental premiums deducted from your pay through a cafeteria plan (pre-taxed).

Amount paid to doctors/dentists	\$	☰
Prescriptions	\$	☰
X-Rays, lab work, etc	\$	☰
Nursing help (not for healthy baby or housework)	\$	☰
Hospital care (including meals and lodging)	\$	☰
Medical aids (hearing aids, crutches, wheelchairs, etc)	\$	☰
Medical mileage driven (in miles)		☰
Other medical expenses	\$	☰

Add/Edit Qualified Long-Term Care Premiums
Add Premiums

2. Read each line carefully and type the amounts based on information provided by the taxpayer.
 - a. TaxSlayer Pro Online automatically deducts certain health insurance payments. Read the information on the page carefully to determine what amounts you should **not** include.

- b. Click the **Supporting Statements** icon to itemize a list if the taxpayer has more than one. Click **Continue** when you finish adding amounts to carry the total to the **Medical Deductions** line.

Amount Paid to Doctors/Dentists

+ Add Amount paid to doctors/dentists Statement



Description	Amount		
Dr Smith	\$1,500.00		
Dr Davis	\$1,700.00		

+ Add Amount paid to doctors/dentists Statement

- c. If the taxpayer paid qualified long-term care premiums, click **Add Premiums** and type the total premiums paid.
3. When you finish adding medical deductions, click **Continue**.

TaxSlayer Pro Online displays the **Schedule A – Medical Deductions** summary page:

Schedule A - Medical Deductions

Medical and dental insurance	Amount paid to doctors/dentists	Other Medical Expenses		
\$0.00	\$3,200.00	\$0.00		

4. Click **Continue**.

Deducting Taxes

The IRS allows taxpayers to deduct several types of taxes as itemized deductions, including the following:


- State and local income or general sales tax.
- Real estate taxes.
- Personal property taxes.
- Other taxes.

To add taxes paid that qualify as itemized deductions, use the following steps from the **Itemized Deductions** landing page:


1. Click **BEGIN** on the **Taxes You Paid** line.

TaxSlayer Pro Online displays the **Schedule A – Taxes You Paid** page:

Schedule A - Taxes You Paid

 State and Local Tax amounts are automatically pulled from W-2, 1099, W-2G, and Estimates.
PLEASE DO NOT include any of these amounts in any of the boxes below or your calculations will **NOT** be correct.


Taxes Paid


Additional State and Local Income Tax
 (DO NOT INCLUDE AMOUNTS FROM W-2, 1099, W-2G or Estimates.)

State and Local Sales Tax Paid

[Add Sales Tax Worksheet](#)

Prior Year 4th Quarter State Estimates paid after 12/31/2015

Real Estate Taxes (Non-Business Property)
 Real Estate Taxes entered here will overwrite any real estate taxes paid already entered.

Personal Property (ex: Car Registration)
 Enter in your Ad Valorem tax, exclude amount paid for actual car tags.

Other Taxes

Description

State and Local Taxes

State and Local Income Tax

If the taxpayer paid state and local income tax during the year, TaxSlayer Pro Online automatically adds those taxes to Schedule A based on information you enter on Form W-2, Form 1099-R, estimated tax payment worksheets, and other forms where the payer may have deducted state and local income taxes.

In some cases, the taxpayer may have paid state taxes that you have not previously added to the return. If you need to add state and local income tax paid, use the following step on the **Schedule A – Taxes You Paid** page:

- Type the amount of any state and local income tax paid in the **Additional State and Local Income Tax** box. Remember that you should not include any amounts from Forms W-2, 1099, or W-2G already entered into the return. Also, do not include any estimated tax payments.


General Sales Taxes

Some taxpayers qualify to claim general sales tax paid instead of state and local income tax paid. If the taxpayer needs to figure the better of the two, you can add sales tax to the return. To take the sales tax deduction, use the following steps from the **Schedule A – Taxes You Paid** page:

1. Click **Add Sales Tax Worksheet**.

TaxSlayer Pro Online displays the **Sales Tax Deduction** page:

Sales Taxes Deduction

 To calculate your sales tax deduction, complete the information below. If you would rather enter the deduction amount from your receipts, select the 'Override' button below.

Override

State *

- Please Select - ▾

ZIP Code of Locality *


Number of days lived in the state *

Local general sales tax percent

%

State general sales tax percent

%

 The calculation using the IRS tables do not take into account sales tax paid on large purchases such as a car or boat. Enter the sales tax amount paid on single purchases such as cars, trucks, RV's, and boats.



General sales taxes paid

\$

*Click [here](#) to view the IRS sales tax deduction calculator.

2. Select the state from the drop-down list.
3. Type the number of days lived in the state, the local sales tax, and the state sales tax.
4. If the taxpayer made purchases that qualify as large purchases to be added to the general rates, type the amount of general sales tax paid in the appropriate box.
5. Click **Continue**.

TaxSlayer Pro Online displays the **Sales Tax Deduction** page:

State	ZIP Code	Number of days in the locality	
Georgia	30165	366	 

6. If the taxpayer has another state to add (for example, if he or she lived in more than one state during the year), click **Add** and use the same steps to add other states.

7. Click **Continue**.

TIP: If you need to adjust the calculated Modified AGI for the General Sales Tax calculation, use the **Modified Adjusted Gross Income** box on the **Taxes You Paid** page.

Modified Adjusted Gross Income

Calculated Modified Adjusted Gross Income (MAGI)

\$45450

Amount to Adjust the Calculated MAGI by

\$

Real Estate Taxes

If the taxpayer paid real estate taxes during the year, he or she may be able to deduct those taxes as itemized deductions. To deduct real estate taxes, use the following step from the **Schedule A – Taxes You Paid** page:

- Type the total amount of real estate taxes paid in the **Real Estate Taxes (Non-Business Property)** box.

TIP: If you enter real estate taxes here, type the total real estate taxes paid that qualify as itemized deductions. You can also enter real estate taxes paid when you enter the mortgage interest deduction. **Do not** add real estate taxes paid in both places.

Personal Property Taxes

If the taxpayer paid vehicle property taxes, he or she may be able to deduct those as an itemized deduction. To enter property taxes, use the following step from the **Schedule A – Taxes You Paid** page:

- Type the total amount of deductible personal property taxes in the **Personal Property** box.

Other Taxes

If the taxpayer has other deductible taxes that you have not already entered on this page, use the following step:

- Type the description and amount on the **Other Taxes** line.

Deducting Mortgage Interest

If the taxpayer owned a home and paid mortgage interest during the year, he or she may be able to deduct that interest as an itemized deduction. To deduct home mortgage interest, use the following steps from the **Itemized Deductions** page:

1. Click **BEGIN** on the **Mortgage Interest and Expenses** line.

TaxSlayer Pro Online displays the **Schedule A Interest** page:

Schedule A Interest	
Mortgage Interest Reported on Form 1098	Begin
Mortgage Interest Not Reported on Form 1098	Begin
Points Not Reported on Form 1098	Begin
Private Mortgage Insurance (PMI) Deduction	Begin

Form 1098 Mortgage Interest

2. If the taxpayer received a Form 1098 to report the mortgage interest, click **BEGIN** on the **Mortgage Interest Reported on Form 1098** line.

TaxSlayer Pro Online displays the **Mortgage Interest Reported on 1098** page:

Mortgage Interest Reported on 1098

Add/Edit Interest Reported

Add Interest & Points Paid

Real Estate Taxes (Non-Business Property)

Real Estate Taxes (Non-Business Property)

\$

3. Click **Add Interest and Points Paid**.

TaxSlayer Pro Online displays the **Mortgage Interest Reported on 1098** page:

Mortgage Interest Reported on 1098

Recipient/Lender's Name *

Interest Paid

Points Paid

4. Type the lender's name, amount of interest paid, and amount of any deductible points paid.

5. Click **Continue**.

TaxSlayer Pro Online displays the **Schedule A Interest** page, listing the Form 1098 information you entered:

Recipient/Lender's Name	Amount
Lender	\$1,000.00

6. If the taxpayer received additional Forms 1098, click **Add** and follow the same steps to add those forms.
7. Click **Continue**.

TaxSlayer Pro Online displays the **Mortgage Interest Reported on 1098** page:

Real Estate Taxes (Non-Business Property)

8. If the Form 1098 includes real estate taxes paid on the properties, type the total amount in the **Real Estate Taxes (Non-Business Property)** box.

TIP: If you already entered real estate taxes in the **Taxes You Paid** section, do not type them here.

9. Click **Continue**.

Mortgage Interest with no Form 1098

10. If the taxpayer paid mortgage interest to an individual that was not reported to him or her on a Form 1098, click **BEGIN** on the appropriate line.

TaxSlayer Pro Online displays the **Schedule A – Interest Not Reported on 1098** page:

Schedule A - Interest Not Reported on 1098

If you did **not** receive a Form 1098 please use the following section to report your mortgage interest.

This section is only for interest you paid to another individual. (Not a mortgage company)

Home mortgage interest
NOT reported on Form 1098 *

\$

Name *

Check here if this a Social Security Number

Identifying Number *

-

Address information *

Check here if foreign address

Address (Number and Street) *

ZIP Code *

-

City, Town, or Post Office *

State *

11. Type the amount of mortgage interest paid and the lender's name in the appropriate boxes.
12. Type the lender's identifying number. If the identifying number is a Social Security number, select the **Check here if this is a Social Security Number** check box.

13. Type the lender's address.
14. Click **Continue**.

TaxSlayer Pro Online displays the **Schedule A Interest** page:

Schedule A Interest

Mortgage Interest Reported on Form 1098	Begin
Mortgage Interest Not Reported on Form 1098	Begin
Points Not Reported on Form 1098	Begin
Private Mortgage Insurance (PMI) Deduction	Begin

Points with no Form 1098

15. If the taxpayer paid deductible points during the year, and did not receive a Form 1098 to report those points, click **BEGIN** on the appropriate line.

TaxSlayer Pro Online displays the **Points Not Reported on Form 1098** page:

Points Not Reported On Form 1098

If you **did not** receive a Form 1098 please use the following section to report your mortgage points.

Total amortizable points deductible this year

Other points NOT reported on Form 1098

16. Type the amounts in the appropriate boxes.
17. Click **Continue**.

TaxSlayer Pro Online displays the **Schedule A Interest** page:

Schedule A Interest	
Mortgage Interest Reported on Form 1098	Begin
Mortgage Interest Not Reported on Form 1098	Begin
Points Not Reported on Form 1098	Begin
Private Mortgage Insurance (PMI) Deduction	Begin

Primary Mortgage Insurance Deduction

18. If the taxpayer paid qualified mortgage insurance premiums during the year, click **BEGIN** on the appropriate line.

TaxSlayer Pro Online displays the **Primary Mortgage Insurance (PMI) Deduction** page:

Private Mortgage Insurance (PMI) Deduction
Enter the amount of qualified mortgage insurance premiums on policies issued after 2006 that you paid during 2016. Generally, this amount is listed in Box 5 of Form 1098.
\$ <input type="text"/>

19. Type the amount of qualified mortgage insurance premiums in the box.

20. Click **Continue**.

Deducting Charitable Contributions

If the taxpayer made contributions to a qualifying charitable organization, he or she may be able to deduct those contributions as an itemized deduction. To deduct charitable contributions, use the following steps from the **Itemized Deductions** page:


1. Click **BEGIN** on the **Gifts to Charity** line.

TaxSlayer Pro Online displays the **Gifts to Charity** page:

Gifts to Charity	
Cash Gifts to Charity	Begin
Non-Cash Gifts to Charity	Begin
Non-Cash Donations (more than \$500)	Begin
Limitation on Charitable Contributions Deduction	Begin
Declaration of Appraiser	Begin
Donee Acknowledgement	Begin

2. If the taxpayer has cash gifts to charity, click **BEGIN** on the **Cash Gifts to Charity** line.

TaxSlayer Pro Online displays the **Charity Cash Contributions** page:

Charity Cash Contributions	
<p> To group all cash contributions as one single entry, select the "Override" button below.</p> <p>Override</p>	
Charity Name *	<input type="text"/>
Description	<input type="text"/>
Date of Donation *	<input type="text" value="MM"/> <input type="text" value="DD"/> <input type="text" value="YYYY"/>
Amount Donated *	<input type="text" value="\$"/>

3. Type the charity's name, a description, the amount donated, and the date the taxpayer made the donation.

TIP: If you want to group all of the taxpayer's cash contributions as one entry, click **Override** and type the total amount of cash contributions.

4. Click **Continue**.

TaxSlayer Pro Online displays the **Gifts to Charity** page:

Gifts to Charity	
Cash Gifts to Charity	Begin
Non-Cash Gifts to Charity	Begin
Non-Cash Donations (more than \$500)	Begin
Limitation on Charitable Contributions Deduction	Begin
Declaration of Appraiser	Begin
Donee Acknowledgement	Begin

5. If the taxpayer has qualifying charitable miles, click **BEGIN** on the **Non-Cash Gifts to Charity** page.

TaxSlayer Pro Online displays the **Schedule A Gifts to Charity Information** page:

Schedule A Gifts to Charity Information

Charitable Miles

Non-Cash Less Than or Equal to \$500

Carryover from Prior Year

6. Type the number of miles the taxpayer used his or her vehicle for charity in the **Charitable Miles** box.

7. If the taxpayer made non-cash gifts to charities totaling less than \$500, type the total amount of non-cash contributions in the appropriate box.

NOTE: If the taxpayer has noncash contributions of more than \$500, you must file Form 8283. Form 8283 is out of scope for the VITA/TCE Programs. Refer the taxpayer to a professional tax preparer.

8. If the taxpayer carried over a deduction for charitable contributions in the prior year, type the amount of the charitable contribution carryover from the prior year.
9. Click **Continue**.

TaxSlayer Pro Online displays the **Gifts to Charity** page:

Gifts to Charity	
Cash Gifts to Charity	Begin
Non-Cash Gifts to Charity	Begin
Non-Cash Donations (more than \$500)	Begin
Limitation on Charitable Contributions Deduction	Begin
Declaration of Appraiser	Begin
Donee Acknowledgement	Begin

10. When you finish adding charitable donations, click **Continue**.

Deducting Unreimbursed Employee Business and Travel Expenses

Other Employee Business Expenses

If the taxpayer paid for expenses related to his or her job, he or she may be able to deduct those expenses as an itemized deduction. To deduct job-related expenses, use the following steps from the **Itemized Deductions** page:

1. Click **BEGIN** on the **Unreimbursed Employee Business Expense** line.

TaxSlayer Pro Online displays the **Schedule A Unreimbursed Employee Expenses Information** page:

Schedule A Unreimbursed Employee Expenses Information

Union or Professional Dues
\$|

Job Search Expenses
\$

Uniforms
\$

Small Tools Used in Work
\$

Job Supplies
\$

Add/Edit Unreimbursed Employee Expenses that are not listed above
Add Additional

2. Type the amount of any unreimbursed expenses on the appropriate line.
3. If the taxpayer has unreimbursed expenses that do not apply to the other lines, click **Add Additional**.

TaxSlayer Pro Online displays the **Schedule A Other Expenses** page:

Schedule A Other Expenses

Description *
|

Amount *
\$

4. Type the description and amount of the other expense.
5. Click **Continue**.

TaxSlayer Pro Online displays the **Unreimbursed Employee Expense** page:

Unreimbursed Employee Expense

[Add a Miscellaneous Deduction Item](#)

Description	Amount
Other Expense Description	\$200.00

[Add a Miscellaneous Deduction Item](#)

6. If the taxpayer has more unreimbursed employee expenses not listed elsewhere, click **Add** and follow the same steps to add each one.
7. Click **Continue**.

TaxSlayer Pro Online displays the **Schedule A Unreimbursed Employee Expenses Information** page:

Schedule A Unreimbursed Employee Expenses Information

Union or Professional Dues
\$|

Job Search Expenses
\$

Uniforms
\$

Small Tools Used in Work
\$

Job Supplies
\$

[Add/Edit Unreimbursed Employee Expenses that are not listed above](#)

[Edit Additional](#)

8. When you finish typing expenses, click **Continue**.

Travel Expenses

If the taxpayer paid for travel expenses related to his or her job, he or she may be able to deduct those expenses as an itemized deduction. To deduct job-related travel expenses, use the following steps from the **Itemized Deductions** page:

1. Click **BEGIN** on the **Job-Related Travel Expenses Form 2106** line.

1040 View: Click Line 24 to link to the **Form 2106 Information** page.

TaxSlayer Pro Online displays the **Form 2106 Information** page:

Form 2106 Information

Personal Information

Form belongs to
Taxpayer

Occupation *
 ⓘ Required for input of auto expenses.
Entry of auto expenses will be available once you "Continue"

 Check here if you are a member of a Reserve Component of the United States, including National Guard and reserves, a performing artist, or qualifying government employee.
 Check here to Prorate Expenses for Minister/Clergy.

Other Expenses

Parking fees, tolls, and transportation, including train, bus, etc., that did not involve overnight travel or commuting to and from work

Travel expense while away from home overnight, including lodging, airplane, car rental, etc. Do not include meals and entertainment

Business expenses not included above or in vehicle expenses. Do not include meals and entertainment

Amount paid by employer (not on W-2 Box 1)

Meals and Entertainment Expenses

2. If this return is for a married couple, select whether the Form 2106 belongs to the taxpayer or spouse.
3. Type the occupation.
4. In the **Other Expenses** section, read each line carefully and type the amount based on information provided by the taxpayer.
5. In the **Meals and Entertainment Expenses** section, type the full amount of any qualifying meal and entertainment expenses in the appropriate line. TaxSlayer Pro Online reduces the amount by the appropriate percentage.
6. Click **Continue**.

TaxSlayer Pro Online displays the **Form 2106** summary page:

Form 2106	
Currently Editing: Taxpayer (with Occupation: Teacher)	
2106 Information	Edit
View/Edit Vehicles	Begin
Vehicle Questions	Begin

7. If the taxpayer used his or her own vehicle and has vehicle expenses, click **BEGIN** on the **View/Edit Vehicles** line.

TaxSlayer Pro Online displays the **Form 2106 Vehicle Information** page:

Form 2106 Vehicle Information

Vehicle Description *

Date the vehicle was placed in service *

MM ▼ DD ▼ YYYY ▼

Total miles the vehicle was driven during 2016

Business miles driven *

Average daily roundtrip commuting distance

Commuting miles included in total miles above

Is your vehicle eligible for the Standard Mileage Rate? *

Yes

No



Check here if this vehicle was used for a Rural Mail Carrier.

8. Type the vehicle information, including the business miles driven and the commuting miles information.
9. Select the appropriate radio button to show whether the vehicle is eligible for the standard mileage rate.
10. Click **Continue**.

TaxSlayer Pro Online displays the **Form 2106 Vehicle** summary page:

Form 2106 Vehicle

[+ Add Another](#)

Description
Vehicle: "Hyundai" (driven 25000 total miles)  
+ Add Another

11. If the taxpayer used more than one vehicle for job-related travel expenses, click **Add** and use the same steps to add each vehicle.
12. When you finish adding vehicles, click **Continue**.

TaxSlayer Pro Online displays the **Vehicle Questions** page:



Vehicle Questions

- Check here if you (or your spouse) have another vehicle available for personal use.
- Check here if your vehicle was available for personal use during off-duty hours.
- Check here if you have evidence to support your deduction.
- Check here if the evidence is written.

13. Read each check box carefully and select any that apply.
14. Click **Continue**.

TaxSlayer Pro Online displays the **Form 2106** summary page:

Form 2106

Description	Type	
Taxpayer (with Occupation: Teacher)	Nonreservist	 

15. Click **Continue**.

Desktop Tip: Select **2% Deductions & Job Expenses (2106)** from the **Schedule A – Itemized Deductions Menu**.

Entering Miscellaneous Deductions

If the taxpayer paid certain expenses, he or she may be able to deduct those expenses as a miscellaneous itemized deduction. To deduct miscellaneous deductions, use the following steps from the **Itemized Deductions** page:

1. Click **BEGIN** on the **Miscellaneous Deductions** line.

TaxSlayer Pro Online displays the **Schedule A – Miscellaneous Deductions** page:


Schedule A - Miscellaneous Deductions

Amortizable premium on taxable bonds

Federal estate tax on income in respect to a decedent

Gambling losses to the extent of gambling winnings

Impairment-related work expenses

Repayment under claim of right (if greater than \$3000)
 If your repayment was less than \$3000, click Add/Edit below and enter it as an additional Miscellaneous Deduction.

Unrecovered investment in pension

Tax Return Preparation

Safe Deposit Box Rental

Investment Fees and Expenses

Add/Edit Miscellaneous Deductions that are not listed above
[Add Additional](#)

2. Read each line carefully and type the amount of the taxpayer's deduction in the appropriate box.

Other Deductions

3. If the taxpayer has miscellaneous itemized deductions other than those listed specifically, click **Add Additional**.

TaxSlayer Pro Online displays the **Schedule A Other Expenses** page:

Schedule A Other Expenses

Description *



Amount *

4. Type a description for the expense.
5. Type the amount of the expense.
6. Click **Continue**.

TaxSlayer Pro Online displays the **Miscellaneous Deduction Item** page:

Miscellaneous Deduction Item

[+ Add a Miscellaneous Deduction Item](#)

Description	Amount	
Misc Other	\$40.00	 

[+ Add a Miscellaneous Deduction Item](#)

7. If the taxpayer has other miscellaneous itemized deductions to list, click **Add** and use the same steps to add each item.
8. Click **Continue**.


TaxSlayer Pro Online displays the **Schedule A – Miscellaneous Deductions** page:

Amortizable premium on taxable bonds

Federal estate tax on income in respect to a decedent

Gambling losses to the extent of gambling winnings

Impairment-related work expenses

Repayment under claim of right (if greater than \$3000)
 If your repayment was less than \$3000, click Add/Edit below and enter it as an additional Miscellaneous Deduction.

Unrecovered investment in pension

Tax Return Preparation

Safe Deposit Box Rental

Investment Fees and Expenses

Add/Edit Miscellaneous Deductions that are not listed above

9. Click **Continue**.

Who Must Use Itemized Deductions

If the taxpayer's filing status is married filing separately and the spouse itemizes deductions on his or her return, the taxpayer must itemize, even if the standard deduction is better for the taxpayer. To accomplish this in TaxSlayer Pro Online, use the following steps:

1. From the **Deductions** page, click **Itemized Deductions**.

1040 View: Click Line 40 to link to the **Itemized Deductions** page.

TaxSlayer Pro Online displays the **Itemized Deductions** landing page:

Itemized Deductions	
Use Standard or Itemized Deduction	Begin
Medical and Dental Expenses	Begin
Taxes You Paid	Begin
Mortgage Interest and Expenses	Begin
Gifts to Charity	Begin
Unreimbursed Employee Business Expense	Begin
Job-Related Travel Expenses Form 2106	Begin
Miscellaneous Deductions	Begin
Less Common Deductions	Begin

2. Click **Begin** on the **Use Standard or Itemized Deduction** line.

TaxSlayer Pro Online displays the **Force Itemized Deduction Instead of Standard Deduction** page:

Force Itemized Deduction Instead of Standard Deduction

Please choose one:

- Use better of standard deduction or itemized deduction.
- Force to use itemized deduction.

3. Click **Force to use itemized deduction.**

4. Click **Continue.**

Desktop Tip: On the **Personal Information** Menu, click **Other Categories**, and then **Force Itemized Deductions or Dual Status Alien**. Select **Force System to Use Itemized Deductions**, and click **OK**.

TaxSlayer Pro Online now uses the itemized deduction regardless of which is better for the taxpayer.

Summary

You should now be able to:

- Use the standard deduction for the taxpayer.
- Use itemized deductions even when the standard deduction is better for the taxpayer.
- Enter medical and dental expenses.
- Enter taxes that qualify as itemized deductions.
- Deduct mortgage interest.
- Deduct charitable contributions.
- Deduct unreimbursed employee business expenses.
- Deduct job-related travel expenses as itemized deductions.
- Report miscellaneous itemized deductions.
- Deduct other itemized deductions.