HERE'S HOW TO

Use the Recovery Rebate Credit Worksheet in the TY2020 Tax Program

The **Recovery Rebate Credit** is authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. More details about the Recovery Rebate Credit are available <u>here</u> at IRS.gov.

Any eligible individual who **did not receive any and/or the full amount** of the recovery rebate (aka *stimulus* or *economic impact* payment) as an advance payment, can claim the Recovery Rebate Credit on a 2020 Form 1040 or Form 1040-SR. Generally, this credit will increase the amount of the taxpayer's TY2020 refund or lower the amount of the tax they owe (any EIP over-payments do not impact the refund calculation and do not have to be paid back). These forms can also be used by people who are not normally required to file tax returns but are eligible for the credit.

• The second payment is considered a 2020 event and is incorporated into the Recovery Rebate Credit on the TY2020 federal return. <u>This is true even though some payments will not be received by taxpayers until early 2021</u>.

Important Tax Program Note: While IRS states taxpayers "do not need to complete any information about the Recovery Rebate Credit on your 2020 Form 1040 or 1040-SR if you received all your recovery rebate in 2020", the tax program will return an informational **Verification Warning Message** if you do not complete the Recovery Rebate Credit Worksheet on the tax return.

| Return | Errors and Rejects | | | |
|--------|--------------------|---|-----------|------------------|
| mport | Verify Reject | Bnk Rej Alerts | | |
| vkg | Form | Message | Timestamp | Туре |
| JS | RET 1040 | Enter stimulus payment received or check box if nor | ne | Warning |
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Note: This message is simply an informational warning and <u>does not</u> prevent the e-Filing of the tax return.

This helpful guide provides easy instructions for how to complete the **Recovery Rebate Credit Worksheet**, including how to enable or disable the displaying of *Verification Warning Messages* if you choose that option.

Option 1 (Recommended): Complete the Recovery Rebate Credit Worksheet

To satisfy the Verification Warning Message, complete the **Recovery Rebate Credit** worksheet as follows:

1. Enter the amount of payment(s) received, including any off-set amount that was withheld from the payment(s) by the Treasury Department (*off-sets were limited to child support*).

Note: If taxpayers are uncertain of the amount they received, they should locate and refer to **Notice 1444** (Payment 1) and **Notice 1444-B** (Payment 2) the IRS sent to all taxpayers who received payments.

2. If no payment(s) were received, mark the applicable check box in each column.

| Recovery R | pate Credit Worksheet | × |
|---------------------|---|---|
| Notices 14 | mounts, if any, of the stimulus payments you received (before offset) as shown on 4 and 1444-B. If you filed a joint return for 2019 and received the stimulus payments ar spouse are treated as having received half of the payment. Don't include on this line | ^ |
| | you received but later returned to the IRS. EIP 1 EIP 2 | |
| cor - Spo wit | bayer's stimulus amount for all filing statuses (include Notice 1444 Notice 1444-B bined taxpayer/spouse amount if MFJ in 2019 and 2020) use's stimulus amount only if spouse did not file MFJ taxpayer in 2019. Otherwise, leave blank. ck box if no stimulus payment was received | |
| 2. Doe a ju X | you be claimed as a dependent on another person's 2020 return? No. Go to line 2 Yes. You can't take the credit. STOP here s your 2020 tax return include a valid social security number for you, and if filing nt return, your spouse? Yes. Skip lines 3 and 4, and go to line 5 No. If you are filing a joint return, go to line 3 If you are NOT filing a joint return, STOP here. You can't take the credit | |
| | at least one of you a member of the US Armed Forces at any time during 2020, does at least one of you have a valid social security number? | ~ |

If the taxpayer **is eligible** for an Economic Impact Payment (or an additional payment), the amount will appear on Line 30 of Form 1040 (or Line 30 of Form 1040-SR).

| • If you have a qualifying child, attach Sch. ElC. 26 • If you have a qualifying child, attach Sch. ElC. 27 • If you have nontaxable combat pay, see instructions. 28 • Mount from Schedule 3, line 13 30 • Add lines 27 through 31. These are your total other payments and refundable credits 31 • Add lines 25d, 26, and 32. These are your total payments 31 | | | | | | | | | | |
|--|-----------------|---|---|----|--|--|--|--|--|--|
| attach Sch. ElC. 28 Additional child tax credit. Attach Schedule 8812 28 If you have nontaxable combat pay, see instructions. 28 29 30 Recovery rebate credit. See instructions 29 31 Amount from Schedule 3, line 13 31 32 Add lines 27 through 31. These are your total other payments and refundable credits 32 | • If you have a | 26 | 2020 estimated tax payments and amount applied from 2019 return | 26 | | | | | | |
| If you have nontaxable combat pay, see instructions. 30 Recovery rebate credit. See instructions. 31 Amount from Schedule 3, line 13. 32 Add lines 27 through 31. These are your total other payments and refundable credits. 32 | | | Earned income credit (EIC) | | | | | | | |
| combat pay, see instructions 29 30 Recovery rebate credit. See instructions 30 31 Amount from Schedule 3, line 13 31 32 Add lines 27 through 31. These are your total other payments and refundable credits 32 | | 28 | Additional child tax credit. Attach Schedule 8812 | | | | | | | |
| see instructions 30 Recovery rebate credit. See instructions 30 31 Amount from Schedule 3, line 13 31 31 32 Add lines 27 through 31. These are your total other payments and refundable credits 31 | | 29 | American opportunity credit from Form 8863, line 8 | | | | | | | |
| Add lines 27 through 31. These are your total other payments and refundable credits > 32 | | 30 | Recovery rebate credit. See instructions | | | | | | | |
| | | 31 | Amount from Schedule 3, line 13 | | | | | | | |
| 33 Add lines 25d, 26, and 32. These are your total payments | | 32 | Add lines 27 through 31. These are your total other payments and refundable credits | 32 | | | | | | |
| | | 33 Add lines 25d, 26, and 32. These are your total payments | | | | | | | | |

Option 2: Do Not Complete the Worksheet and Bypass the Verification Warning Message

If you choose to not complete the **Recovery Rebate Credit Worksheet** and need to bypass the Verification Warning Message (Example: Taxpayer does not have IRS Letter 1044 and does not remember the amount of their payment received), follow the steps below:

1. Click the **Queue** button in the toolbar.

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|----------|--------|------|---------|------|------|-------|----------|-------|----------|------|-------|-----------|-------|--------------------|-------|
| Add Form | Delete | Save | Refresh | Back | Next | Print | Verify | Queue | Notes | Calc | Appts | Send Text | Quick | Payments Interview | Close |

2. Click the Next button to bypass the informational Verification Warning Message

| Return | Return Errors and Rejects | | | | | | | | |
|--------|--------------------------------------|---|-----------|---------|----------------|--|--|--|--|
| Import | Import Verify Rejects Bnk Rej Alerts | | | | | | | | |
| Pkg | Form | Message | Timestamp | Ту | уре | | | | |
| US | RET 1040 | Enter stimulus payment received or check bo | | W | Varning | | | | |
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| Close | 9 | | | Details | <u>N</u> ext>> | | | | |

3. Proceed with return processing as normal

Optional: Steps to Disable / Enable Verification Warning Messages

If you do not receive this Verification Warning Message and/or prefer to not receive the messages, follow these steps:

- 1. Click the Setup Menu located on the Work in Progress (WIP) Screen.
- 2. Click > Office Setup > Applications Settings > Registration tab.

| atabase Set | up <u>U</u> tility <u>R</u> eports <u>C</u> ommands <u>H</u> e Office Setup | |
|-------------|---|--|
| Add New | Printer Setup Billing Setup Local Setup Wallet Setup | Receipt Numbers Required 1st Receipt Range Auto assign 2nd Receipt Range Verification Settings Prevent Transmit on © Fatal errors © Errors above warning O All errors/warnings |
| Sel Sta | Client Letters Login Accounts Color Setup Questionnaire Setup Restricted Forms/Fields Setup | Display Warning-type Errors Display Overrides as Errors Shrink venty List on Enter |
| Mar | Setup Wizard | ОК Неір |

3. To enable and/or disable the display of informational **Verification Warning Messages**, mark, or unmark the "**Display Warning-type Errors**" checkbox.

For more information on **Economic Impact Payments** along with answers to an extensive list of FAQs, please go to: <u>IRS.gov/Coronavirus</u> and Economic Impact Payment <u>FAQs</u>.

If you have additional questions about the instructions contained in this *Here's How To* guide, please contact our **Partner Support Team** at **206-209-2653**. You can also email us at <u>help@erosupport.com</u>.