

MONTGOMERY COLLEGE

Income Tax Preparer

Workforce Development and Continuing Education | Fall 2023

Income Tax Preparation

*Foundational Course in Tax Preparation

Gain a new skill to use part time or full time! This comprehensive course covers the basics of preparing individual tax returns filed with the IRS. Review, line by line, Form 1040 and the three schedules, including Schedule A (Itemized Deductions). Explore Schedules B, C, D, and E, ethics, and Federal Tax Law. Textbook is required. Please check the MC Bookstore for details regarding textbooks. TWA

Course: TAX003 **54 Hours**
\$439 + \$90 fee = \$529; NMR add \$250

Rockville Campus

CRN#: 24110 9 Sessions Sat
9/16-11/11 9:30 a.m.-4:30 p.m.

Online: Structured Remote

CRN#: 24109 18 Sessions Mon, Wed
9/11-11/8 6:30-9:30 p.m.

Small Business I Tax Course

Do you want to grow your tax practice by providing business tax returns? This course is designed for existing individual income tax return preparers. Discuss preparing business tax returns for various forms of business entities such as C and S Corporations, partnerships, and sole proprietorships. Discuss dispositions, income, expenses, and understanding the balance sheet. Review employment taxes such as Form 941, 940, Form W-2, W-3, W-9, Form 1099-NEC, and other relevant forms including 6198, 8829, and schedules M-1, M-2, K-2, K-3 and Form 7203 Basis. Textbook is required. Please see the MC Bookstore for details about textbooks. Please have the textbook at the first day of class. TWA

Course: TAX007 **30 Hours**
\$295 + \$150 fee = \$445; NMR add \$225

Online: Structured Remote

CRN#: 24114 10 Sessions Tue, Thur
9/26-10/26 6-9 p.m.

Individual Tax Preparer Exam Test Prep

New course with extended hours!

This course will prepare you to take the Maryland Individual Tax Preparers Exam; the first step in becoming an individual tax preparer in Maryland by allowing you to sign federal and state tax returns. Review exam topics, including filing state and federal tax returns, income, assets, adjustments, exemptions, additions, deductions, tax computation, credits, other taxes due, payments, and ethics. Discuss the Affordable Care Act. Maryland topics include Maryland state residency, calculation of Maryland tax, Maryland state credits, calculation of local tax, TAX003 Income Tax Preparation. Textbook is required. Please bring your Comprehensive Tax Bundle for 2022 Returns, if you have it from TAX003. Or, it can be purchased at the MC Bookstore. TWA

Course: TAX010 **18 Hours**
\$219 + \$150 fee = \$369; NMR add \$160

Rockville Campus

CRN#: 24568 3 Sessions Fri
9/8-9/22 9:30 a.m.-4:30 p.m.

CRN#: 24569 3 Sessions Sat
12/2-12/16 9:30 a.m.-4:30 p.m.

TWA: Tuition Waiver Applies; NMR: Non-Maryland Resident fee



For more information, please e-mail Laura Weihrauch *Program Director*
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www.montgomerycollege.edu/wdce
240-567-5188

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Maryland Individual Tax Preparer Continuing Education

All Maryland Individual Income Tax preparers are required to complete 16 hours of continuing education credits when they renew their Maryland license. This course provides continuing professional education. Discuss three hours of tax law update, two hours of ethics, two hours of Maryland tax law topics, and 10 hours of federal tax law topics. Students will need to bring their Preparer Tax Identification Number (PTIN) to class to receive IRS CE credit. IRS CE credit is awarded for the calendar year that the course is completed. All materials are provided. It is suggested that you bring a laptop to class. TWA

Course: TAX006 **17 Hours**

\$190 + \$115 fee = \$305; NMR add \$160

Rockville Campus

CRN#: 24113 3 Sessions Fri

11/3-11/17 9 a.m.-5 p.m.

Last class meets 9 a.m-12 p.m.

Online: Structured Remote

CRN#: 24111 3 Sessions Fri

10/6-10/20 9 a.m.-5 p.m.

Last class meets 9 a.m-12 p.m.

CRN#: 24112 3 Sessions Fri

12/1-12/15 9 a.m.-5 p.m.

Last class meets 9 a.m-12 p.m.

How To Start and Grow Your Tax Preparation Business

Learn how to go from employee to entrepreneur. Examine the process of starting and growing your tax business. Discuss tax preparation and obtaining credentials, developing a business plan, and risk management. Explore establishing your office, operating systems, and buying a tax practice. Learn the day-to-day activities of a tax preparation business owner: target market, pricing, advertising, growth potential, startup costs, hiring and employee retention, and more. Discuss responsibilities, such as due diligence and fraud protection, and helping your clients deal with the IRS. Textbook is required. Please see the MC Bookstore for details about textbooks. Please have the textbook at the first day of class. TWA

Course: TAX009 **8 Hours**

\$160 + \$90 fee = \$250; NMR add \$140

Online: Structured Remote

CRN#: 24115 1 Session Fri

9/29 9 a.m.-6 p.m.

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For more information, please e-mail Laura Weihrauch Program Director

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