

How to Use Link and Learn for Training

Go to www.villagestaxaide.com

- Select: **Become a Volunteer** tab on top of page
- At bottom of page Select: Click to access **Link & Learn Tax Lessons**
- A menu of topics appears under two columns: Basic and Advanced. You will **only** use the Advanced menu.
- Select a topic from Advanced column, i.e. Filing Basics Workout
- Click on **References** on top right menu bar and open Publication 4491 lesson. Read through it first (Note: not every topic has a link to Pub 4491). Close file.
- Click **Next** to continue and do workout to test your knowledge. As you are viewing, there may be links to aides in Pub 4012, select and view them for additional information.
- Click **Exit** at top right to return to lesson list and select next topic.

NOTE: Some lessons might not yet be updated for tax year 2023.

DO NOT FEAR: You are not expected to absorb and remember all this information. This is to make you familiar with tax topics to ease you into your January training. The lessons and/or workout should be viewed **prior** to starting your training in January. Recommended time allotment over a **4** week span is as follows:

- Week 1 topics – Filing Basics, Filing Status, Personal Exemptions, Dependents, Unique Filing Situations
- Week 2 topics – Income—Wages etc., Business, Capital Gain/Loss, Retirement Income
- Week 3 topics – Schedule K-1 and rental income, Income--Unemployment Compensation, Social Security, Other Income, Adjustments to Income, Standard Deduction, Itemized Deductions
- Week 4 topics – Credits--Child and Dependent Care, Education, Foreign Tax, Child Tax; Miscellaneous Credits, Other Taxes, Payments, Earned Income Credit

Remember, the more you prepare, the easier the training will be in January. Thank you for your commitment to this program.