

Special Enrollment Examination:

Part 1 - Individual Taxation

1	PRELIMINARY WORK AND TAXPAYER DATA	14
1A	Preliminary work to prepare tax returns	
1A1	Use of prior years' returns for comparison, accuracy, and carryovers for current year's return	
1A2	Taxpayer personal information (e.g., date of birth, marital status, dependents, identity protection PIN, state issued photo ID)	
1A3	Residency status and/or citizenship (e.g., visas, green cards, resident alien or non-resident alien, ITIN)	
1A4	Filing requirements and due date	
1A5	Taxpayer filing status	
1A6	Sources of worldwide taxable and non-taxable income (e.g., interest, wages, business, sales of property, dividends, rental income, flow-through entities, alimony received)	
1A7	Sources of applicable exclusions and adjustments to gross income (e.g., foreign earned income exclusion, retirement plans, HSAs, alimony paid, health insurance, self-employment tax)	
1A8	Sources of applicable deductions (e.g., itemized, standard)	
1A9	Qualifications for dependency	
1A10	Sources of applicable credits (e.g., education, foreign tax, child and dependent care, credit for other dependents, child tax credit)	
1A11	Sources of tax payments and refundable credits	
1A12	Previous IRS correspondence with taxpayer	
1A13	Additional required returns to be filed, and taxes paid (e.g., employment, gifts, international information returns, and other information returns)	
1A14	Special filing requirements (e.g., foreign income, presidentially declared disaster areas, injured spouse)	
1A15	Foreign account and asset reporting (e.g., FBAR, Form 8938)	
1A16	Minor children's unearned income ("Kiddie" tax)	
1A17	ACA requirements (e.g., total household income, premium tax credit, household size)	
2	INCOME AND ASSETS	17
2A	Income	
2A1	Taxability of wages, salaries and other earnings	
2A2	Interest Income (e.g., taxable and non-taxable)	

2A3	Dividends and other distributions from mutual funds, corporations, and other entities
2A4	Personal property rental
2A5	Gambling income and allowable deductions (e.g., Form W-2G, documentation)
2A6	Tax treatment of cancellation of debt (e.g., Form 1099C, foreclosures, insolvency)
2A7	Tax treatment of a U.S. citizen/resident with foreign income (e.g., tax treaties, Form 1116, Form 2555, Form 3520, Form 5471)
2A8	Other income (e.g., scholarships, barter income, hobby income, alimony, non-taxable combat pay, unearned income, taxable recoveries, NOL, illegal income)
2A9	Constructive receipt of income
2A10	Constructive dividends (e.g., payments of personal expenses from a business entity)
2A11	Passive income and loss
2A12	Pass-through income (e.g., Schedule K-1, income, deductions, basis, qualified business income [QBI] items)
2A13	Royalties and related expenses
2A14	State/local income tax refund and other itemized deduction recoveries
2A15	1099 MISC, 1099 NEC, 1099 K reporting, irregularities, and corrections
2B	Retirement income
2B1	Basis in a traditional IRA (Form 8606)
2B2	Comparison of and distributions from traditional and Roth IRAs
2B3	Distributions from qualified and non-qualified plans (e.g., pre-tax, after-tax, rollovers, Form 1099R, qualified charitable distribution)
2B4	Excess contributions and tax treatment (e.g., penalties)
2B5	Penalties and exceptions on premature distributions from qualified retirement plans and IRAs
2B6	Prohibited transactions and tax consequences
2B7	IRA conversions and recharacterization (Form 8606)
2B8	Required minimum distributions
2B9	Loans from qualified plans
2B10	Taxability of Social Security and Railroad Retirement benefits
2B11	Inherited retirement accounts
2B12	Foreign pensions and retirement income
2C	Property, real and personal
2C1	Sale or disposition of property including depreciation recapture rules and 1099A

2C2	Capital gains and losses (e.g., netting effect, short-term, long-term, mark-to-market, virtual currency)
2C3	Basis of assets (e.g., purchased, gifted or inherited)
2C4	Basis of stock after stock splits and/or stock dividends (e.g., research, schedules, brokerage records)
2C5	Publicly traded partnerships (PTP) (e.g., sales, dispositions, losses)
2C6	Sale of a personal residence (e.g., IRC sec 121 exclusions)
2C7	Installment sales (e.g., related parties, original cost, date of acquisition, possible recalculations and recharacterization)
2C8	Options (e.g., stock, commodity, ISO, ESPP)
2C9	Like-kind exchange
2C10	Non-business bad debts
2C11	Investor versus trader
2D	Adjustments to Income
2D1	Self-employment tax
2D2	Retirement contribution limits and deductibility (e.g., earned compensation requirements)
2D3	Health savings accounts
2D4	Other adjustments to income (e.g., student loan interest, alimony, moving expenses for active military, write-in adjustments)
2D5	Self-Employed Health Insurance
3	DEDUCTIONS AND CREDITS 17
3A	Itemized deductions and QBI
3A1	Medical, dental, vision, long-term care expenses
3A2	Various taxes (e.g., state and local, personal property, real estate)
3A3	Interest expense (e.g., mortgage interest, investment interest, tracing rules, points, indebtedness limitations)
3A4	Charitable contributions (e.g., cash, non-cash, limitations, documentation required)
3A5	Nonbusiness casualty and theft losses
3A6	Other itemized deductions
3A7	Itemized deductions for Form 1040-NR
3A8	Qualified Business Income (QBI) deduction
3B	Credits
3B1	Child and dependent care credit
3B2	Child tax credit and credit for other dependents

3B3	Education credits	
3B4	Foreign tax credit	
3B5	Earned income tax credit (e.g., paid preparer's earned income credit checklist, eligibility and disallowance)	
3B6	Adoption credits (e.g., carryovers, limitations, special needs)	
3B7	ACA premium tax credit	
3B8	Other credits (refundable and non-refundable) (e.g., health coverage tax credit, energy credits, Retirement savings contribution credit)	
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4A1	Alternative minimum tax and credit for prior year	
4A2	Household employees	
4A3	Underpayment penalties and interest	
4A4	Self-employment tax	
4A5	Excess Social Security withholding	
4A6	Tax provisions for members of the clergy	
4A7	Tax provisions for members of the military	
4A8	Income in respect of decedent	
4A9	Net investment income tax	
4A10	Additional Medicare tax	
4A11	Uncollected Social Security and Medicare tax	
4A12	Other taxes (e.g., first time homebuyer credit repayment)	
5	ADVISING THE INDIVIDUAL TAXPAYER	11
5A	Advising the individual taxpayer	
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5A2	Property sales (e.g., homes, stock, businesses, antiques, collectibles)	
5A3	Education planning (e.g., lifetime learning credit, IRC section 529 plans)	
5A4	Estate planning (e.g., gift versus inheritance, trusts, family partnerships, charitable giving, long-term care, life insurance)	
5A5	Retirement planning (e.g., annuities, IRAs, employer plans, early retirement rules, required minimum distribution, beneficiary ownership, charitable distributions from an IRA)	
5A6	Marriage and divorce (e.g., divorce settlement, common-law, community property, alimony)	

5A7	Items that will affect future/past returns (e.g., carryovers, net operating loss, Schedule D, Form 8801, negative QBI carryover)	
5A8	Injured spouse	
5A9	Innocent spouse	
5A10	Estimated tax and penalty avoidance (e.g., mid-year estimated tax planning)	
5A11	Adjustments, deductions, and credits for tax planning (e.g., timing of income and expenses)	
5A12	Character of transaction (e.g., use of capital gain rates versus ordinary income rates)	
5A13	Advantages and disadvantages of MFJ/MFS/HOH filing statuses in various scenarios (e.g., joint and several liability)	
5A14	Conditions for filing a claim for refund (e.g., amended returns)	
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6A3	Marital deduction and other marital issues (e.g., portability election)	
6A4	Life insurance, IRAs, and retirement plans	
6A5	Estate filing requirements and due dates (e.g., Form 706: Form 1041)	
6B	Gift Tax	
6B1	Gift-splitting	
6B2	Annual exclusion	
6B3	Unified credit	
6B4	Effect on estate tax (e.g., Generation skipping transfer tax)	
6B5	Filing requirements (e.g., Form 709)	
6C	International Information Reporting	
6C1	Filing and reporting requirements and due dates (e.g., FBAR, Form 8938, Form 8865, Form 5471, Form 3520)	
6C2	Covered accounts (e.g., FBAR, Form 8938)	
6C3	Potential penalties (e.g., failure to file, underreporting, substantially incomplete, statute of limitations, reduction of tax attributes)	
6C4	Distinctions between FBAR and Form 8938 requirements	