

Michigan Basics 102

Entering Data in TaxSlayer

*All Screenshots are taken from 2019 software.

Please attend upcoming trainings for more in-depth discussion on tax law application.

START BY Entering Basic Information and Completing a Federal Income Tax Return

Michigan School District Code is entered when starting the return in the Basic Information Section. This can be changed later.

The screenshot displays the 'Michigan Return' software interface for the year 2019. The top navigation bar includes a back arrow, the year '2019', and links for 'Help & Support', 'Primary Taxpayer', and 'Save & Exit'. A left-hand sidebar contains a 'Form Finder' search box and a menu with categories: 'Basic Information' (expanded), 'Federal Section', 'Health Insurance', 'State Section', and 'Summary/Print'. Under 'Basic Information', sub-sections include 'Filing Status', 'Personal Information', 'Dependents/Qualifying Person', and 'IRS Identity Protection PIN'. The main content area is titled 'Michigan Return' and contains the following fields: 'Select the school district in which you live' (dropdown menu showing '--Select--'), 'Would you like to make a contribution to the State Campaign Fund?' (checkbox), 'Taxpayer:' (dropdown menu showing '--Select--'), and 'Spouse:' (dropdown menu showing '--Select--'). A blue 'CONTINUE' button is located at the bottom right of the form area.

Creating a federal AGI for those completing only Michigan Credits

For those who neither have a reason nor a requirement to file income tax returns, enter \$1 of Miscellaneous income on the federal return under Less Common Income choose Other Income Not Reported Elsewhere, enter \$1 in the amount box and “IN ORDER TO E-FILE” in the description box.

Income	
W-2 (Most Common Form) Wages and tax statement	BEGIN
Form 1099-G Box 2 State or local income tax refunds, credits, or offsets	BEGIN
1099-DIV, INT, OID Interest income, dividends, and distributions	BEGIN
1099-R, RRB-1099, RRB-1099-R, SSA-1099 Distributions from pensions, annuities, retirement, IRAs, social security, etc.	EDIT
Form 1099-G Box 1 Unemployment Compensation	BEGIN
1099-MISC Miscellaneous income	BEGIN
Profit or loss from business Reported on Schedule C	BEGIN
Form 1099-K Payment card and third party network transactions	BEGIN
Supplemental Income and Loss Reported on Schedule E	BEGIN
Capital gains and losses May receive Form 1099-B, reported on Schedule D	BEGIN
Profit or Loss From Farming Reported on Schedule F	BEGIN
Alimony Received Payments from a former spouse under a legal agreement	BEGIN
Less Common Income K-1 earnings, gambling winnings, cancellation of debt, etc.	BEGIN

Less Common Income	
Other Income Not Reported Elsewhere	BEGIN

Other Income	
Form belongs to *	
<input checked="" type="radio"/>	Primary Taxpayer
<input type="radio"/>	Spouse Taxpayer
Description of other income *	
IN ORDER TO EFILE	
Amount of other income *	
\$ 1	

State Return Page - Michigan return started by software

Use this page to:

Add a State

Add a Common City Form

Produce a PDF copy of only the state return

Enter information to complete the state return, Property Tax and Home Heating credits

Delete a state return

Clicking Continue takes you to the Summary Print page

The screenshot shows the 'State Return' page for the year 2019. The interface includes a top navigation bar with '2019', 'Help & Support', 'Primary Taxpayer', and 'Save & Exit'. A left sidebar contains a 'Form Finder' search box and a menu with options: 'Basic Information', 'Federal Section', 'Health Insurance', 'State Section' (highlighted), 'Summary/Print', 'E-file', '2019 Amended Return', 'Your Office', 'Help & Support', and 'Save & Exit Return'. The main content area features a yellow warning box with an exclamation mark icon: 'If you need to change your state residency status just delete the current return and start again. State forms differ by the type of residency you select.' Below this is a link 'Add Another State Return'. A table lists the state return details:

State	Return Type	Localities	Print	Edit	Delete
Michigan	Resident	Localities			

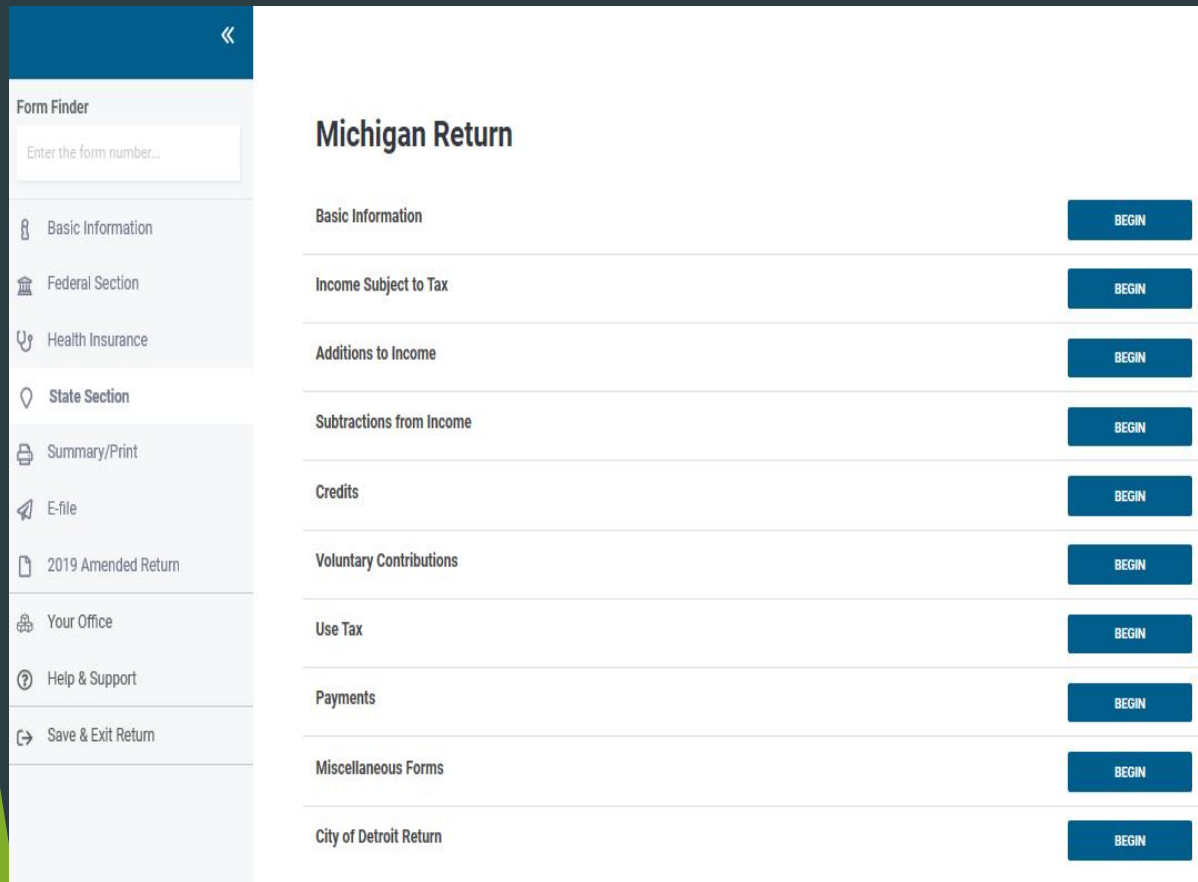
A blue 'CONTINUE' button is located at the bottom right of the table area. The footer of the page reads 'Copyright © 2020 Taxlayer Pro'.

***HINT: If taxpayer was a part year resident, delete the state return and then add a new MI return to enter part year information. The school district will need to be re-entered.

First Steps to Complete a Michigan Return

Michigan Return Page

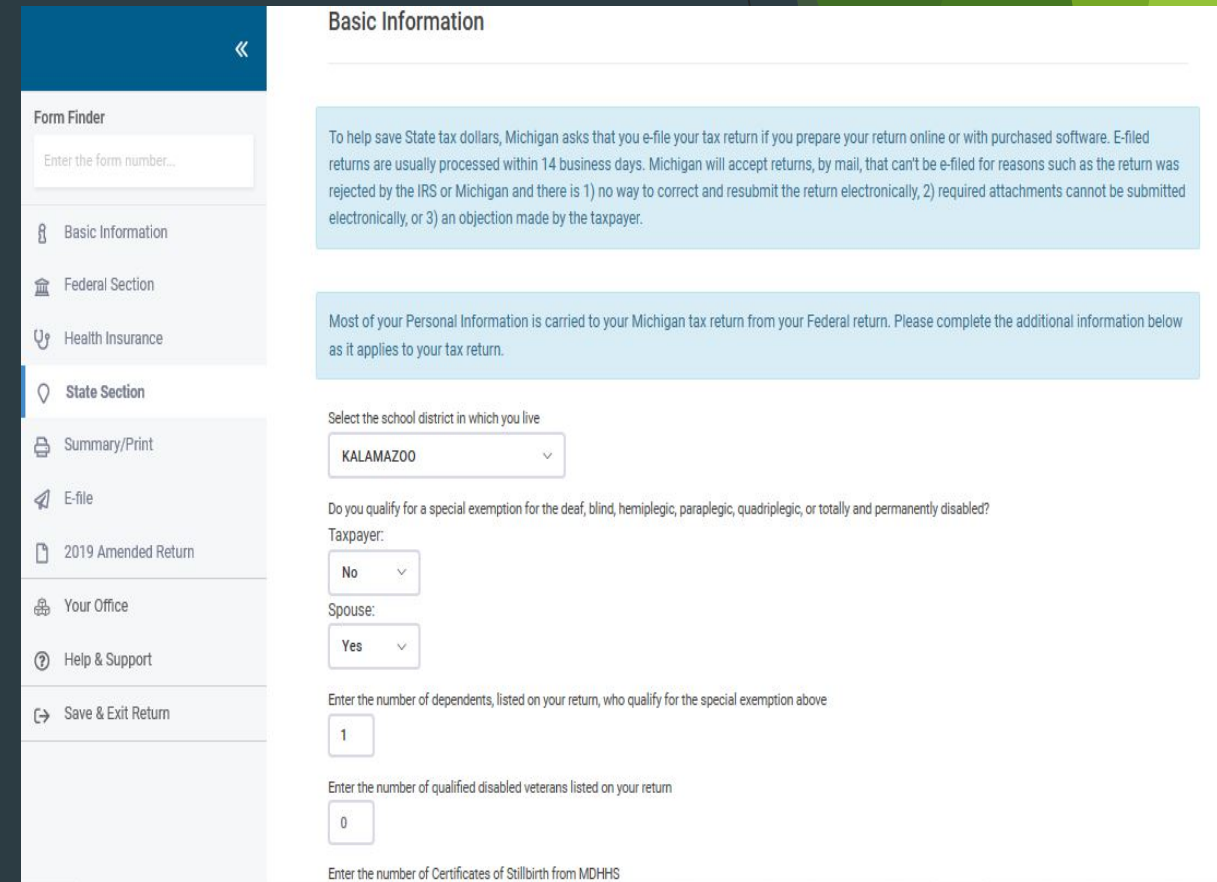
Most common: Basic Information, Subtraction to Income and Credits.



The screenshot shows the Michigan Return Page. On the left is a sidebar with a 'Form Finder' search box and a list of menu items: Basic Information, Federal Section, Health Insurance, State Section, Summary/Print, E-file, 2019 Amended Return, Your Office, Help & Support, and Save & Exit Return. The main content area is titled 'Michigan Return' and contains a list of sections, each with a 'BEGIN' button: Basic Information, Income Subject to Tax, Additions to Income, Subtractions from Income, Credits, Voluntary Contributions, Use Tax, Payments, Miscellaneous Forms, and City of Detroit Return.

Basic Information Page

Most common: School District Code, Special Exemptions



The screenshot shows the Basic Information page. It features a sidebar with the same menu items as the previous page. The main content area is titled 'Basic Information' and includes a light blue informational box about e-filing. Below this is another light blue box stating that personal information is carried over from the federal return. The page contains several form fields: a dropdown menu for 'Select the school district in which you live' (set to KALAMAZOO), a 'Do you qualify for a special exemption...' question with a 'No' dropdown, a 'Spouse:' question with a 'Yes' dropdown, a text input for 'Enter the number of dependents...' (set to 1), a text input for 'Enter the number of qualified disabled veterans...' (set to 0), and a text input for 'Enter the number of Certificates of Stillbirth from MDHHS'.

Michigan Pension Deduction

From the Michigan Return page select Subtractions to Income, then scroll to bottom and select Deduction for Taxpayers Born Before 1953

Deductions for Taxpayers Born before 1953

BEGIN

BACK

SAVE

The select Retirement Benefits that are Exempt form Michigan Income Tax

Basic Information

Federal Section

Health Insurance

State Section

Summary/Print

E-file

2019 Amended Return

Your Office

Help & Support

Save & Exit Return

Michigan Return

Deductions For Taxpayers Born Before 1953

Retirement Benefits that are Exempt from Michigan Income Tax

BEGIN

Dividend/interest/capital gains deduction for taxpayers 67 years or older

BEGIN

[learn more](#)

Check if SSA Exempt

Taxpayer:

No

Spouse:

No

BACK

SAVE

Michigan Pension Deduction Continued..

Form Finder
Enter the form number...

- Basic Information
- Federal Section
- Health Insurance
- State Section**
- Summary/Print
- E-file
- 2019 Amended Return
- Your Office
- Help & Support
- Save & Exit Return

Michigan Return

Retirement Benefits That Are Exempt From Michigan Income Tax

[learn more](#)

Do you have Retirement Benefits that are Exempt from Michigan Income Tax?
Yes

Were benefits from SSA employment received by a filer who was born after 1952, and retired as of January 1, 2013?
No

Deceased Spouse Name
[Text Field]

Deceased Spouse SSN
123-45-6789

Deceased Spouse Year of Birth
0

Retirement and Pension Benefits

BEGIN

- Basic Information
- Federal Section
- Health Insurance
- State Section**
- Summary/Print
- E-file
- 2019 Amended Return
- Your Office
- Help & Support

Michigan Return

Retirement And Pension Benefits

Payer FEIN	Pension Amount
Add Retirement And Pension Benefits	

BACK

- Basic Information
- Federal Section
- Health Insurance
- State Section**
- Summary/Print
- E-file
- 2019 Amended Return
- Your Office
- Help & Support
- Save & Exit Return

Michigan Return

Retirement And Pension Benefits

Select Federal 1099R to be pulled to Form 4884
PRIVATE RETIREMENT COMPANY, PRIMARY TAXPAYER, \$3744

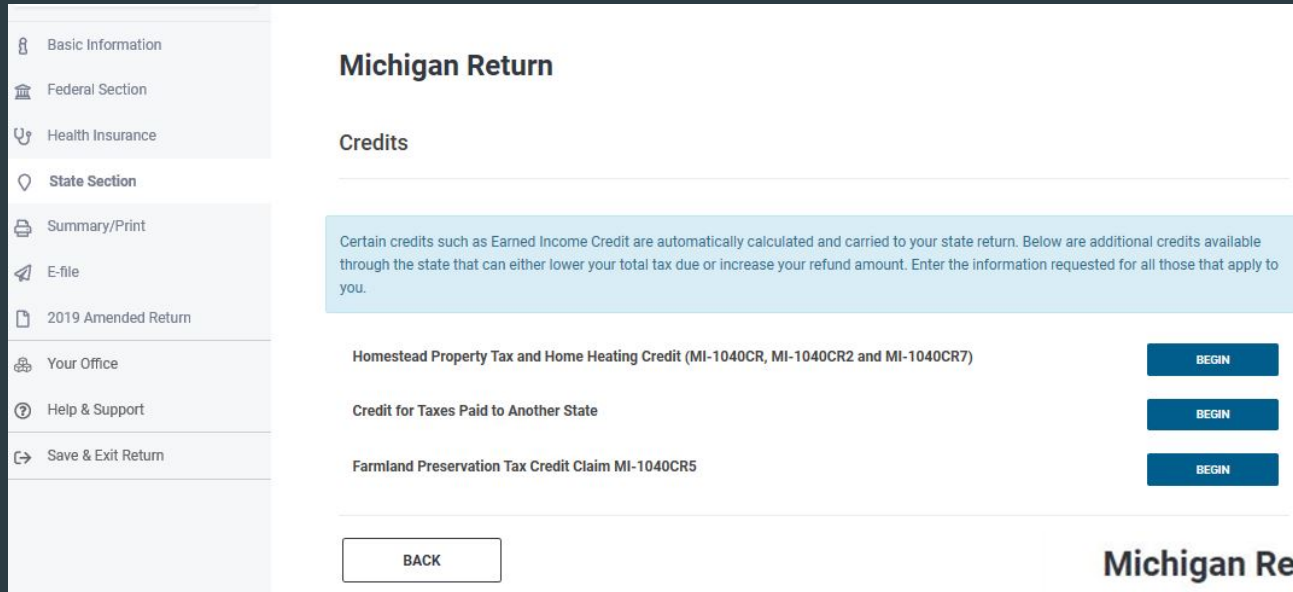
Is the a Private or Public retirement or pension benefit?
Private

Is the 1099R from a deceased spouse?
No

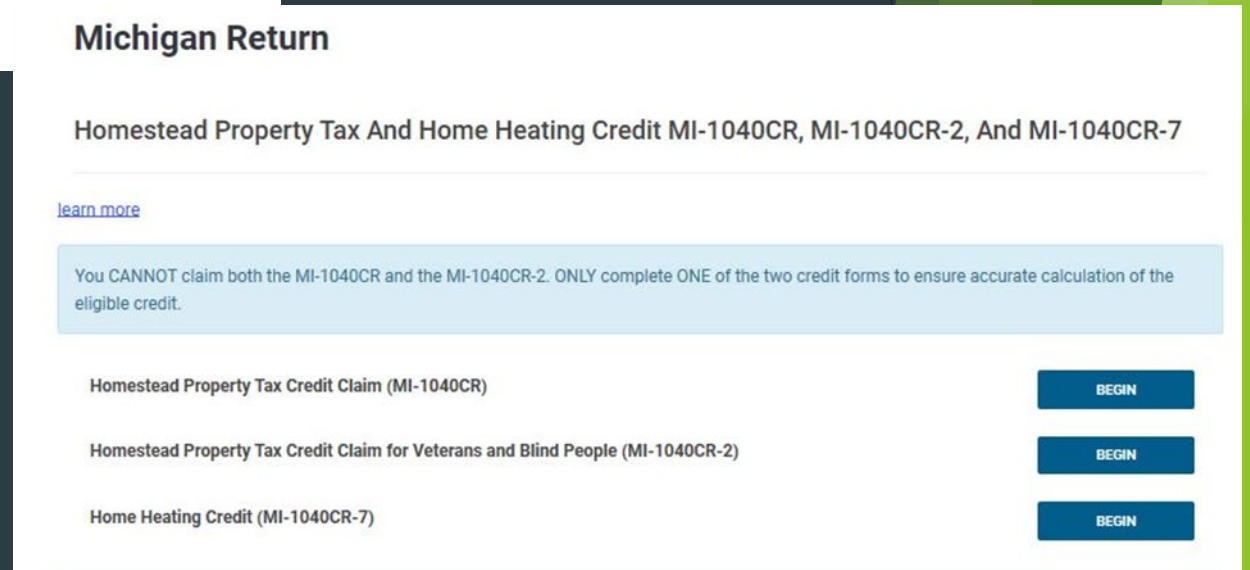
BACK **SAVE**

Entering Credit & Total Household Resources Information

On the Michigan Return Page, Select Credits to open the Credits Page



The screenshot shows the 'Michigan Return' interface. On the left is a navigation menu with options: Basic Information, Federal Section, Health Insurance, State Section (highlighted), Summary/Print, E-file, 2019 Amended Return, Your Office, Help & Support, and Save & Exit Return. The main content area is titled 'Michigan Return' and 'Credits'. A light blue informational box states: 'Certain credits such as Earned Income Credit are automatically calculated and carried to your state return. Below are additional credits available through the state that can either lower your total tax due or increase your refund amount. Enter the information requested for all those that apply to you.' Below this, three credit options are listed, each with a 'BEGIN' button: 'Homestead Property Tax and Home Heating Credit (MI-1040CR, MI-1040CR2 and MI-1040CR7)', 'Credit for Taxes Paid to Another State', and 'Farmland Preservation Tax Credit Claim MI-1040CR5'. A 'BACK' button is located at the bottom left of the main content area.



This screenshot provides a detailed view of the 'Michigan Return' page for the 'Homestead Property Tax And Home Heating Credit MI-1040CR, MI-1040CR-2, And MI-1040CR-7'. The title is 'Michigan Return' and the subtitle is 'Homestead Property Tax And Home Heating Credit MI-1040CR, MI-1040CR-2, And MI-1040CR-7'. A 'learn more' link is present. A light blue informational box contains the text: 'You CANNOT claim both the MI-1040CR and the MI-1040CR-2. ONLY complete ONE of the two credit forms to ensure accurate calculation of the eligible credit.' Below this, three credit options are listed, each with a 'BEGIN' button: 'Homestead Property Tax Credit Claim (MI-1040CR)', 'Homestead Property Tax Credit Claim for Veterans and Blind People (MI-1040CR-2)', and 'Home Heating Credit (MI-1040CR-7)'.

Entering Total Household Resources

On the Credit page select Homestead Property Tax and Home Heating Credit, then Homestead Property Tax Credit Claim.
Homestead Property Tax Credit Claim.

Do not reenter any amounts already entered in the federal section.

Scroll to the bottom of the page to enter Medical or HMO premiums paid by the taxpayer.

We will carry over income from your Federal return to determine the household income for these credits. Report any of the nontaxable income below the

Other taxable income not reported on Form 1040
\$

Description of other taxable income

Enter the amount of Child Support you received during 2019
\$

Enter any Workers compensation, veterans disability compensation and pension benefits that you received and are not included in your Federal income
\$

Enter the amount of FIP and other MDHHS benefits you received. DO NOT INCLUDE food Assistance Program benefits.
\$ 168

Enter any additional Social Security Benefits and Supplemental Security Income (SSI) that you did NOT report on your federal tax return
\$ 9000

Enter the amount of gifts or expenses paid on your behalf
\$

Enter any other nontaxable income
\$

Enter the description of other nontaxable income from above

Additional Adjustments to income
\$

Description of additional adjustments to income

Enter the amount of medical insurance or HMO premiums you paid for you and your family to adjust total income used to calculate the above credits

Enter the Medical insurance or HMO premiums you paid for you or your family
\$ 120

Michigan Property Tax Credit (MI-CR) Entries for Homeowners

Start by selecting Yes, under Are you eligible for the Homestead Property Tax Credit. Hint...if a credit does not calculate and it is likely one should have, make sure to double-check this selection.

After Selecting Part I, enter Property Tax information, including if home was bought or sold during the year.

Homestead Property Tax Credit Claim MI-1040CR

[learn more](#)

We have carried your Personal Information to Form MI-1040CR. Complete the questions below to finalize the personal information section of the form and corresponding Parts 1, 2, 3 below.

Are you eligible for the Homestead Property Tax Credit?

Select whether you are a Homeowner or Renter

Are you an unmarried spouse of person who was 65 or older at the time of death?

Does the taxable value of your homestead include unoccupied farmland classified as agricultural by your assessor?

Part 1: Complete if you are a Homeowner

Part 2: Complete if you are a Renter

Part 3: Complete if you are an Occupant of a Housing Facility

Worksheet 2105 for Separated or Divorced Taxpayers

Michigan Return

Part 1: Complete If You Are A Homeowner

Enter the 2019 Taxable Value of your Homestead from your 2019 property tax statement or assessment notice.

Enter the Property Taxes Levied on your homestead (DO NOT enter an amount here if you bought or sold your home in 2019 or paid service fees or were a nursing home occupant and complete the following information)

If you sold your home during 2019 complete the following information

Enter the number of days you occupied the Home Sold

Enter the Property Taxes Levied on the Home Sold

If Taxpayer is MFJ and lived with there spouse during the tax year, Spouses income must be entered here.

Michigan Return

Renter Information

Landlord's Name

Add Renter Information

BACK

Michigan Return

Renter Information (1)

Is the address of the homestead different from the mailing address on your tax return? If so, answer YES and enter the

--Select--

Street Address of Homestead

ZIP Code of Homestead

12345

City of Homestead

State of Homestead

--Select--

Landowner's Name

Landowner's Street Address

Landowner's ZIP Code

12345

Landowner's City

Landowner's State

--Select--

Monthly Rent

\$

Number of Months Rented for amount above

0

Michigan Property Tax Credit Entries for Renters

On the Credit page select Homestead Property Tax and Home Heating Credit, then Homestead Property Tax Credit Claim, then Part 2.

If lived at same address and rent changed during the year, scroll to bottom of Renter Information page to enter additional information.

If your rent amount changed during the year for the homestead listed above, enter the

New Monthly Rent

\$

Number of Months Rented at new amount

0

Did you pay lot rent on your mobile home?

No

If you paid lot rent on your mobile home, was it included in your rent?

No

Michigan Home Heating Credit (MI-CR7) Entries

On the Credit page select Homestead Property Tax and Home Heating Credit, then Home Heating Credit.

Home Heating Credit MI-1040CR-7

Are you eligible for the Home Heating Credit?

Yes

Enter the county where you live

Kalamazoo

Heat Provider Type Code

Natural Gas

Heat Provider Name Code

Consumers Energy

Are you a US citizen or a qualified alien?

Taxpayer:

Yes

Spouse:

Yes

Are your heating costs currently included in your rent?

--Select--

Do you want your name and address referred to other government assistance programs?

Do you want your name and address referred to other government assistance programs?

--Select--

Do you or your spouse now receive Supplemental Security Income (SSI)?

--Select--

How much were you billed for heat between November 1, 2018 and October 31, 2019?

\$ 925

If you lived in one of these CARE facilities for all of 2019, select one:

--Select--

Are you eligible to receive a refund from your heat provider for any overpayment to your heat account?

--Select--

When two or more single adults share a home, each may claim a credit if each has contracted to pay rent or owns a share of the home. Enter the number of single occupants.

0

If you are a full year resident of MI but occupied your homestead less than 12 months, enter the dates of occupancy below

Beginning date of occupancy

mm/dd/yyyy CLEAR

Ending date of occupancy

mm/dd/yyyy CLEAR

If you have qualifying dependents on the federal marked as not a dependent and they qualify as a dependent on the Home Heating Credit, enter the SSN

Qualifying Child not a Dependent SSN (1)

123-45-6789

Qualifying Child not a Dependent SSN (2)

123-45-6789

Qualifying Child not a Dependent SSN (3)