



# 4480

**VITA/TCE Link & Learn Taxes Training Kit**  
Volunteer Income Tax Assistance (VITA) / Tax Counseling for the Elderly (TCE)

**2013 RETURNS**



Take your VITA/TCE training online at [www.irs.gov](http://www.irs.gov) (keyword: Link & Learn Taxes). Link to the Practice Lab to gain experience using tax software and take the certification test online, with immediate scoring and feedback.



## What products are available for VITA/TCE training?

Product	Highlights
Link & Learn Taxes - Electronic format	Available on <a href="http://www.irs.gov">www.irs.gov</a> , keyword <i>Link &amp; Learn Taxes</i> and provides access to all VITA/TCE courses and tests: <ul style="list-style-type: none"> <li>• Basic, Advanced, Military, and International</li> <li>• Cancellation of Debt (COD), Health Savings Accounts (HSA), Foreign Student, and Puerto Rico</li> <li>• Volunteer Standards of Conduct, Intake/Interview &amp; Quality Review, Site Coordinator Training</li> </ul>
Publication 4491, Student Training Guide - Electronic and print format, stand alone product	<ul style="list-style-type: none"> <li>• Contains tax law contents in evergreen* format. Updates to tax law will be provided in Publication 4491X</li> <li>• Basic, Advanced, Military &amp; International courses are contained in this guide</li> </ul>
Publication 4555E, VITA/TCE e-instructor guidance - Electronic format	<ul style="list-style-type: none"> <li>• Instructor guide available electronically on <a href="http://www.irs.gov">www.irs.gov</a></li> </ul>
Publication 4491W, Comprehensive Problems & Exercises Workbook - Electronic and print format, part of Publication 4480 kit	<ul style="list-style-type: none"> <li>• Contains problems and practice exercises in evergreen* format. Answers will be provided for TY2012 in the workbook, and current year answers will be made available in Publication 4491X</li> </ul>
Publication 4012, Volunteer Resource Guide - Electronic and print format, part of Publication 4480 kit and stand alone	<ul style="list-style-type: none"> <li>• A training tool and site reference guide revised annually to the current tax year</li> </ul>
Form 6744, Test/Retest - Electronic and print format, part of Publication 4480 kit and stand alone	<ul style="list-style-type: none"> <li>• The tests (Basic, Advanced, Military, and International) are open book and can be taken and scored on Link &amp; Learn Taxes</li> <li>• The answers for the test and retest are based on 2013 values for deductions, exemptions, tax, and credits. To be a certified volunteer, the student must demonstrate competency in 2013 tax law. Only the 2013 version of the software will generate the correct answers</li> <li>• The Standards of Conduct-Ethics Training and test are included in this booklet</li> </ul>
Course Evaluation - Electronic format	<ul style="list-style-type: none"> <li>• Share your ideas for enhancing these materials by completing the training evaluations on <a href="http://www.irs.gov">www.irs.gov</a>, keyword <i>Link &amp; Learn Taxes</i></li> </ul>
Practice Lab	<ul style="list-style-type: none"> <li>• This is an early-release version of the IRS-provided tax preparation software to use for training and testing. Access available through <i>Link &amp; Learn Taxes</i></li> </ul>
Publication 4189 (CD)	<ul style="list-style-type: none"> <li>• Contains answers for Form 6744 and HSA/COD optional modules. Available through your SPEC Relationship Manager</li> </ul>
Publication 4942 - Specialty Courses COD & HSA - Electronic format	<ul style="list-style-type: none"> <li>• Contains COD &amp; HSA course and test</li> </ul>
Publication 4961 - Volunteer Standards of Conduct-Ethics Training - Electronic and print format	<ul style="list-style-type: none"> <li>• Contains the Volunteer Standards of Conduct-Ethics training</li> </ul>
Publication 4491X - VITA/TCE Training Supplement - Electronic format	<ul style="list-style-type: none"> <li>• Contains current filing season updates</li> </ul>
Publication 5051 (CD)	<ul style="list-style-type: none"> <li>• Contains Publication 4491, Publication 4491W, Publication 4012, Publication 4942, Publication 4961, Publication 4695 (PR), Publication 4704FS, Publication 4011, Form 6744, Form 13614C, and Form 13614C (SP)</li> </ul>

\* We will update evergreen products – products that require minimal updates – every 2 or 3 years. Volunteers are encouraged to order copies of this product now as printed quantities will decrease significantly and will only be available for new volunteers. **Please consult the Publication 4491X for any updates to our evergreen products.**