

## **MODULE 20: INCOME TAX RETURNS**

**CODE: 961 204 Duration: 60 hours**

### **A. Gather information and documents**

- Quality of customer service in terms of greeting and information gathering procedure -Accurate recording of information on initial form
- Grouping of documents according to the order in which the information must be input

### **B. Do the calculations and enter the data**

- Entering of data in appropriate places S Accuracy of calculations with respect to:
- Income deductions credits schedules

### **C. Check the preliminary income tax return**

- Inclusion of all data
- Appropriate correction of errors detected by the software
- Appropriate responses to suggestions given by the software

### **D. Minimize the amount of income tax to be paid.**

- Correct development of different scenarios using the software's integrated function S Selection of best scenario
- Accurate recording of new data in the report
- Correct use of the software function aimed at minimizing the amount of tax to be paid by spouses

### **E. Produce the final income tax return.**

- Return printed correctly
- Correct assembly of documents to be submitted with the return