Comprehensive, Next-Level Tax Training Curriculum

20-20 SERVICES COMPLETE TAX MODEL

TECHNICAL SKILLS	SOFT SKILLS
Documentation and Review	Lead and Manage
Tax (Compliance) Foundation	Self-organization
Advising and Strategy	Client Service
Tax Research	Communication
Consultation	Professionalism

THE LENS OF PAST EXPERIENCE

20-20 Services provides a complete tax training curriculum to help develop your staff into well-rounded professionals who can take your firm to the next level. We have identified the key skill sets needed at various phases of a public accounting career and incorporated them into comprehensive training programs that offer both technical and soft-skills training. Our courses are tailored so that each module provides an opportunity to apply new skills right away. We use our experience in adult learning to design courses that share practical knowledge as well as engage and excite the participants. We encourage you to explore our unique offerings and ask us more about our training programs.

MORE INFO

For more information or if you have any questions, contact Beckie Reilly at 855.988.2020 or email her at  beckie.reilly@20-20services.com.

PRICING

TAX

Access topics by clicking on the circles below or navigation hyperlinks at the top of each page.

LEVEL 1

Tax Training

Level One is designed for individuals who are beginning their careers. It provides practical training for each of the important areas a new tax preparer would encounter when preparing tax returns. The program also provides personal skills training related to professionalism and etiquette. This interactive program includes the preparation of an individual tax return as well as an S Corporation tax return, using real-life source documents.

COURSE INFORMATION

Duration	**Variable**
Prerequisite	**None**
Level of Instruction	**Basic**
Delivery Method	**Group Live** **Group Internet** **Blended Learning**
CPE Credits	**24 Credits**
Taxes (AUD): 23	
Professional Development (PD): 1	
Advanced Preparation	**None**

COURSE OUTLINE

Individual Tax Return
12 Credits
- Filing status and dependency
- Compensation
- Interest and dividends
- Capital gains and losses
- Self-employment
- Residential rental properties
- Adjustments to income
- Standard and itemized deductions
- Individual tax credits
- Documentation

Prepare an Individual Tax Return
3 Credits

Foundational Skills
1 Credit
- Professionalism

Business Tax Topics
5 Credits
- Introduction to business taxes
- Schedules K and M-1
- Depreciation

Prepare an S Corporation Tax Return
3 Credits

Prepare a C Corporation Tax Return
(Optional Upon Request)

LEARNING OBJECTIVES

- Identify the tax rules related to the common types of income, deductions and credits found on the form 1040.
- Discuss appropriate professional behavior as well as various communication techniques, including the basics of oral and e-mail correspondence.
- Learn to prepare an individual tax return.
- Introduce business tax topics, such as schedule K, schedule M-1 and depreciation.
- Learn to prepare an S Corporation tax return or a C Corporation tax return.

LEVEL 2

Tax Training

Level Two is designed for staff tax preparers. The program covers both individual and business tax subjects. It focuses on delivering a core understanding of the common tax topics that tax preparers encounter every day. The business tax section of the program covers the fundamental tax laws for each type of business entity as well as other topics, such as book-to-tax reconciliation, basis and depreciation. The program also provides skills training related to communication, obtaining and organizing information, and time management. This program includes extension case study exercises and tax court case review.

COURSE INFORMATION

Duration	**Variable**
Prerequisite	**1+ Years Professional Experience**
Level of Instruction	**Intermediate**
Delivery Method	**Group Live** **Group Internet** **Blended Learning**
CPE Credits	**24 Credits**
Taxes (TAX): 22	
Personal Development (PD): 1	
Communications and Marketing (COM): 1	
Advanced Preparation	**None**

COURSE OUTLINE

Business Tax Topics
16 Credits

- C corporations
- S corporations
- Introduction to LLCs and partnerships
- Schedules K and M-1
- Basis fundamentals — S corporation
- Depreciation
- State apportionments

Individual Tax Topics
6 Credits

- Adjustments to income
- Selected schedule C and rental property topics
- Alternative minimum taxes

Foundational Skills
2 Credits

- Communication — business writing
- Self-management and organization

LEARNING OBJECTIVES

- Identify the fundamental tax laws governing C Corporations, S Corporations, Limited Liability Companies and Partnerships.
- Calculate permanent differences, timing differences, taxable income, separately stated items and ordinary income.
- Review the tax principles of other business topics, such as basis, depreciation and state apportionments.
- Explain the tax treatment of selected individual income tax topics.
- Explore selected tax principles for rental property and self-employment income.
- Compute alternative minimum tax adjustments and preferences.
- Improve communication, business writing and organizational skills.

LEVEL 3

Tax Training

Level Three is designed for individuals that are beginning the transition from tax preparer to tax reviewer and advisor. The program covers individual and business tax themes as well as an introduction to estate and trust tax law. This course is designed to challenge the participants' core tax knowledge needed to become a tax reviewer. The program also provides skills training designed for those juggling the role of preparer and reviewer.

COURSE INFORMATION

Duration	**Variable**
Prerequisite	**3+ Years Professional Experience**
Level of Instruction	**Intermediate**
Delivery Method	**Group Live** **Group Internet** **Blended Learning**
CPE Credits	**24 Credits**

Taxes (TAX): 21

Communications and Marketing (COM): 1

Personal Development (PD): 2

Advanced Preparation	**None**

COURSE OUTLINE

Business Tax Topics
14 Credits
- Advising on business creation
- Built-in gains
- Basis
- Deferred taxes
- Passive activities and at-risk rules
- Section 461 all events test

Individual Tax Topics
4 Credits
- Retirement contributions and distributions
- Equity-based compensation

Estates, Trusts and Gift Taxes
2 Credits
- Intro to estates, trusts and gifts taxes

Foundational Skills
4 Credits
- Reviewing tax returns
- Providing feedback
- Project planning
- Time management

LEARNING OBJECTIVES

- Discuss the advantages and disadvantages of the various types of business entities in order to advise on business creation.
- Review the principles of selected core business income tax topics.
- Explain the tax treatment of selected individual income tax topics.
- Identify the basics of estate/trust taxation as well as gift tax law.
- Improve on tax return review techniques, and learn to provide effective and constructive feedback.
- Manage information, clients and projects more efficiently.

LEVEL 4

Tax Training

Level Four is designed to advance the skills and knowledge of participants. This program covers individual and business topics, such as foreign taxes and state nexus. Significant portions of the course focus on LLC and Partnership taxes, business sales and exchanges, as well as estate, gift and trust tax law. The program also provides professional skills training focused on managing, supervising, training and delegating.

COURSE INFORMATION

Duration	**Variable**
Prerequisite	**4+ Years Professional Experience**
Level of Instruction	**Intermediate**
Delivery Method	**Group Live** **Group Internet** **Blended Learning**
CPE Credits	**24 Credits**
Taxes (TAX): 21	
Personal Development (PD): 3	
Advanced Preparation	**None**

COURSE OUTLINE

Business Tax Topics
11 Credits

- RLLC and partnership tax issues
  – Basis and at-risk
  – Capital accounts
  – Partner distributions
  – Partner contributions
- Various tax elections
- State tax nexus
- Equity vs. asset sales and exchanges

Individual Tax Topics
6 Credits

- Foreign taxes
- Tax planning
- Cancellation of Debt

Estates and Trusts
4 Credits

- Estate tax law
- Types of trusts
- Gift taxes

Foundational Skills
3 Credits

- Supervising, training and delegating
- Work-life balance
- Meeting people and networking

LEARNING OBJECTIVES

- Explore the core limited liability company and partnership tax issues.
- Explore other advanced business income tax topics, such as state tax nexus, various tax elections, and business sales and exchanges.
- Review laws governing foreign taxes and cancellation of debt.
- Brainstorm tax planning strategies.
- Discuss estate and trust taxation, and multigenerational gifting strategies.
- Apply professional skills of supervision, networking and work-life balance.

PERSONAL DEVELOPMENT

TAX TRAINING
New Manager Program

New Manager Program is designed to begin the development of management level skills. The ideal candidate to take this program is an experienced senior tax accountant. This 16 CPE credit hour program is entirely devoted to the skills essential to becoming a supervisor or new manager and effective future leader in a public accounting firm. Participants will have an opportunity to practice vital leadership, communication and organization strategies.

COURSE INFORMATION

Duration	**Variable**
Prerequisite	**14+ Years Professional Experience**
Level of Instruction	**Intermediate**
Delivery Method	**Group Live** **Group Internet**
CPE Credits	**16 Credits**
Communication: 2	
Personal Development (PD): 14	
Advanced Preparation	**None**

COURSE OUTLINE

Leadership and Management
Supervising and Motivating
Provide Written and Verbal Feedback
Conflict Management
Creative Problem Solving
Project Management
Time Management
Business Development and Networking

LEARNING OBJECTIVES

- Describe and apply multiple strategies and techniques for improving management and leadership.
- Select and apply strategies to motivate team members.
- Increase effectiveness of interactions with clients and co-workers through consideration of conflict management and supervisory approaches.
- Describe strategies to plan and coordinate multiple overlapping projects, and improve project efficiency and effectiveness.
- Prioritize task completion based on importance as well as urgency.
- Provide reinforcing, developing or constructive feedback to team members using a proven feedback model.
- Describe strategic activities to grow a professional network, including key people within your firm, and existing and potential clients.

BOOTCAMP

TAX TRAINING

LLCs and Partnerships

LLCs and Partnerships is designed to immerse the participants in the many details of LLC and Partnership tax law. The material covers the range from big picture concepts to detailed specific nuances. The interactive approach includes lecture and group activities as well as comprehensive case studies, vital leadership, communication and organization strategies.

COURSE INFORMATION

Duration	**Variable**
Prerequisite	**2-5 Years Professional Experience**
Level of Instruction	**Intermediate**
Delivery Method	**Group Live** **Group Internet**
CPE Credits	**16 Credits**
Taxes (TAX): 16	
Advanced Preparation	**None**

COURSE OUTLINE

Introduction to LLCs and Partnerships

Basis and At-Risk

Passive Activities and At-Risk Rules

Partner Distributions

Partner Contributions

Capital Accounts

Payments to Partners

Special Allocations and Substantial Economic Effect

Sale of Partnership Interest

IRC 754 Election Adjustment

Comprehensive Case Studies

LEARNING OBJECTIVES

- Build a foundation of knowledge by discussing the core limited liability and partnership tax issues.
- Explore advanced tax concepts that are encountered when preparing limited liability and partnership tax returns.

BOOTCAMP

TAX TRAINING
Estates, Gifts and Trusts

Estates, Gifts and Trusts is designed to provide the participants with an in-depth understanding of the multiple levels of taxation encountered in the area of estates, gifts and trusts. The material covers a range of topics from basic planning to detailed requirements of the asset transfer process. The interactive approach includes lecture and group activities as well as comprehensive case studies.

COURSE INFORMATION

Duration	**Variable**
Prerequisite	**4+ Years Professional Experience**
Level of Instruction	**Intermediate**
Delivery Method	**Group Live** **Group Internet**
CPE Credits	**16 Credits**
Taxes (TAX): 16	
Advanced Preparation	**None**

COURSE OUTLINE

Death of a Taxpayer

Estate Taxes

Gift Taxes

Generation-Skipping Transfer Tax

Fiduciary Taxes

Trust Agreements

Types of Trusts

Special Trusts

Grantor Trusts

Planning

Comprehensive Case Studies

LEARNING OBJECTIVES

- Build an understanding of the steps and requirements when a client dies.
- Develop a foundation for the planning and information flow of asset transfers.
- Explore the use of trusts in the Estate and Probate planning arena and the income taxation issues that arise within.
- Review the tax principles of generation skipping transfers.
- Introduce the complex nature and intricate uses of grantor trusts.
- Explore the advanced tax issues encountered in asset transfers during life and at death.

PERSONAL DEVELOPMENT

TAX TRAINING

Experienced Manager Program

Experienced Manager Program (EMP) is designed for individuals who have two or more years of experience in the manager role in client service's. This 2.5-day program will explore the skills necessary for seasoned managers to develop into future leaders of the organization. The EMP provides a deep dive on the topics relating to leading teams, crucial conversations, business development and a heavy emphasis on business presentation skills. Participants will have an opportunity to explore and build upon their strengths, and to identify strategies to work through challenges.

COURSE INFORMATION

Duration	**Variable**
Prerequisite	**1+ Years Management Experience**
Level of Instruction	**Intermediate**
Delivery Method	**Group Live** **Group Internet**
CPE Credits	**20 Credits**
Communication and Marketing (COM): 9.5	
Personal Development (PD): 10.5	
Advanced Preparation	**Bring a presentation for delivery during the program**

COURSE OUTLINE

Introduction, Goal Setting and Review
1.5 PD Credits
- Identify challenges facing experienced managers
- List goals for implementing strategies discussed in the program
- Review concepts discussed in the program and set action plans

Successful Communication
3.5 COM Credits
- Analyze three components of successful communication; intentional communication, active listening skills and the role of non-verbal communication
- Analyze differences between electronic and in-person communications and how to become more effective at both
- Practice opportunities to implement the components of successful communication

Team Development and Feedback
3 PD Credits
- Analyze internal and external motivational factors and explore the impact of a team leader on the motivation of individual team members
- Describe best practices to conduct effective development conversations
- Examine strategies to better develop engagement in team members
- List elements of the feedback model
- Review concept of feed-forward

Building an Intentional Network
2 PD Credits
- Delve into steps to take to begin conversations that lead to winning new business
- Explore network-building strategies with key people at your firm and external contacts

Managing Energy and Stress
2 PD Credits
- Identifying impacts on your own energy as well as energy of your team members
- Brainstorm strategies for managing mindset, energy and activities to improve performance and satisfaction
- Support team members through stressful times

Business Presentation Skills
6 COM Credits
- List essential skills for exceptional virtual presenters
- Identify best practices for setting up your virtual presentation studio
- List common tools for creating engagement and collaboration in your virtual presentations
- Practice delivering business presentations in a variety of settings

Building Trust
2 PD Credits
- List dimensions of diversity in self and others
- Define concepts related to diversity and inclusion as relevant to the workplace
- Review strategies to build trust within your teams

LEARNING OBJECTIVES

- Describe strategic activities to grow a professional network, including key people within your firm, and existing and potential clients.
- List and apply best practices for making successful presentations in a business setting.
- Analyze and practice best approaches to tackle difficult conversations with clients and team members.
- Demonstrate leadership skills by identifying and recognizing biases, building trust within your team, listing strategies to motivate individuals on your engagement teams and prioritizing the professional development of staff.

CUSTOMIZED PROGRAMS

BUILD YOUR OWN
Tax Program Menu

✓	Individual Taxes	Level	CPE Hours
	Capital Gains and Losses	Level 1	1
	Compensation	Level 1	1
	Filing Status, Personal Exemptions and Dependency	Level 1	1
	Individual Tax Credits	Level 1	1.5
	Interest and Dividends	Level 1	1
	Adjustments to Income	Level 1	1
	Rental Properties	Level 1	1.5
	Self-Employment	Level 1	1
	Standard and Itemized Deductions	Level 1	2
	Alternative Minimum Taxes	Level 2	2
	Cancellation of Debt	Level 4	2
	Adjustments to Income	Level 2	2
	Selected Schedule C and Rental Property Topics	Level 2	1
	Alternative Minimum Taxes	Level 3	2
	Equity-Based Compensation	Level 3	2
	Passive Activities and At-Risk Rules	Level 3	2
	Retirement Contributions and Distributions	Level 3	2
	Tax Planning	Level 4	2
	Foreign Taxes	Level 4	2
	Preparation of an Individual Tax Return	Level 1	2

✓	Soft Skills	Level	CPE Hours
	Professionalism	Level 1	2
	Documentation	Level 1	1
	Self Management and Organization	Level 2	2
	Communication — Business Writing	Level 2	2
	Time Management	Level 3	1
	Providing Feedback	Level 3	1
	Reviewing Tax Returns	Level 3	1
	Project Planning	Level 3	1
	Conflict Management	Level 4	2
	Work-Life Balance	Level 4	1
	Supervision — Delegating and Teaching	Level 4	2
	Meeting People and Networking	Level 4	1

✓	Corporate Taxes	Level	CPE Hours
	Introduction to Business Tax Topics	Level 1	1
	Schedule K and M-1	Level 1	2
	Depreciation	Level 1	2
	C Corporations	Level 2	3
	S Corporations	Level 2	2
	Basis Fundamentals — S Corporation	Level 2	2
	Depreciation	Level 2	2
	Schedule K and M-1	Level 2	2
	State Apportionments	Level 2	1
	Advising on Business Creation	Level 3	3
	Basis	Level 3	3
	Deferred Taxes	Level 3	2
	Built-In Gains	Level 3	2
	State Tax Nexus	Level 4	1
	Various Tax Elections	Level 4	2
	Prepare an S Corporation Tax Return	Level 1	3
	Prepare a C Corporation Tax Return	Plug and Play*	3
	Prepare a C Corporation Tax Return	Level 4	3

✓	Other Material	Level	CPE Hours
	Introduction to Estates, Gifts and Trusts	Level 3	2
	Estates, Gifts and Trusts	Level 4	4

✓	LLC and Partnerships	Level	CPE Hours
	Introduction to LLCs and Partnerships	Level 2	3
	Basis and At-Risk	Level 4	2
	Capital Accounts	Level 4	1
	Partner Distributions	Level 4	1
	Partner Contributions	Level 4	1
	Payments to Partners	Plug and Play*	1
	Sale of Partnership Interest	Plug and Play*	2
	Special Allocations and Substantial Economic Effect	Plug and Play*	1
	IRC 754 Elections	Plug and Play*	1
	Case Studies	Plug and Play*	4

MORE INFO

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