

# ACCT 116: TAX PRACTICES AND PROCEDURES

## Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2023
Credits:	3
Total Contact Hours:	54
Lecture Hours :	54
Lab Hours:	0
Hours Arranged:	0
Outside of Class Hours:	108
Strongly Recommended:	ACCT 110.
Transferable to CSU:	No
Transferable to UC:	No
Grading Method:	Standard Letter, Pass/No Pass

## Catalog Course Description

This tax course is designed to study the federal income tax system focusing on its process, procedure, and enforcement. It covers the administrative aspects of practice before the Internal Revenue Service (IRS) including rules, penalties, procedures, and ethics for client representation as attorneys, Certified Public Accountant (CPAs), Enrolled Agents (EAs), and general tax preparers. The course covered many topics included in part 3 of the IRS Special Enrollment Examination. 54 lecture hours.

## Course Objectives

- Explain what constitutes practice before the IRS and categories of individuals who may practice.
- Explain practitioner requirements and responsibilities.
- Discuss disreputable conduct, frivolous submissions, and fraudulent transactions.
- Explain the IRS rules governing practice before the IRS.
- Explain the various penalties can be imposed on acts of noncompliance by taxpayers and tax preparers.
- Describe the necessary steps to represent a taxpayer before the IRS.
- Apply the general steps to build a taxpayer's case.
- Apply the rules governing the statute of limitations on assessments and refunds.
- Describe the different types of supporting documentation.
- Explain the audit and appeal process
- Explain the different types of representation before the IRS.
- Discuss the various types of legal authority and legal references used to support a tax position.
- Understand the difference between tax planning and tax evasion.
- Explain the tax return filing process and record-keeping requirement and record maintenance requirements.

## Major Course Content

1. Requirements for Tax Practitioners
2. Sanctionable Acts and Disreputable

3. Rules and penalties
4. Power of Attorney
5. Building the taxpayer's case
6. Taxpayer's financial situation
7. Types of supporting documentation
8. Types of legal authority and references
9. Other related issues
10. Collections
11. Penalties and interest abatement
12. Audits and Examinations
13. Appeals
14. Accuracy and review of results
15. Record-keeping requirements,
16. Signing tax returns and dishonesty
17. Electronic filing requirements and responsibilities

## Examples of Required Writing Assignments

Research Problem:

You are interviewing a client before preparing his tax return. He indicates that he did not list as income \$96,000 received as a recovery for false imprisonment. What should you do with respect to this significant recovery?

Below is partial list of research aids to CCA 200809001. Daniel and Brenda Stadnyk, T.C.Memo. 2008-289. Rev.Rul. 2007-14, 2007-1 C.B. 747. § 104.

Prepare a tax research memorandum and include the following information: a. Identify tax issue(s) b. Key facts c. Applicable tax law and analysis d. Recommendation/Conclusion

## Examples of Outside Assignments

Prepare a one-page report comparing and contrasting the statutes of limitations on tax assessments. Explain the 3-year statute of limitation, 6-year statute of limitation, and the statute of limitation fraudulent returns.

## Instruction Type(s)

Lecture, Online Education Lecture