Lesson 3 Teacher Guide: Minnesota Individual Income Tax Filing Components and Requirements

Objectives

As a result of this lesson, students will be able to describe key elements required to complete a Minnesota Individual Income Tax return and how to comply with filing requirements. More specifically, students will be able to:

a. Identify the factors that determine if an individual is required to file a Minnesota Individual Income Tax return.
b. Define key terms and elements that are required to complete a Minnesota Individual Income Tax return.
c. Find key resources related to filing a Minnesota Individual Income Tax return on the Minnesota Department of Revenue website.

Lesson Components

Online Learning Module

The Lesson Three learning module has 10 sections, and we estimate it will take students 20 to 30 minutes to complete.

The components include:

- **The written lesson**
  The content is presented through written lectures. Students will need to select tabs, use directional arrows, and open links to fully engage with the information.
- **Vocabulary words**
  Important vocabulary words are in bold throughout this lesson. At the bottom of each section, the vocabulary words appear on flashcards and their definitions are revealed when students select each one.
- **Vocabulary matching exercises**
  There are two vocabulary matching exercises in this lesson. Vocabulary terms are on the left column and definitions are on the right column. Students must select and drag the definitions to the correct vocabulary word. They cannot submit the exercise until all items are matched, and they will receive feedback on correct and incorrect answers after submitting the exercise.

- **Check for understanding**
  Students must complete a check for understanding activity at the end of this lesson. It consists of eight multiple choice questions, and the pass rate is 80%. If they score below 80%, students will be prompted to retake the activity. You will not receive students' scores. If you would like this information, we suggest asking students to email you a screenshot of their scores or recreating the questions in your preferred format.
- **Scenario**
  The lesson concludes with an interactive scenario where students can practice applying the lesson's content to a real-life scenario.

Note-Taking Guide

We included a PDF note-taking guide to accompany the online learning module. The note-taking guide is for students to fill out as they complete the lesson. This guide will help students complete the vocabulary matching exercises and check for understanding activity.

Answer Keys

Vocabulary Check 1

Match the key vocabulary term with the correct definition. (Terms and definitions here are listed as matching pairs and need to be randomized for assessment.)

Vocabulary Term	Definition
Individual Income Tax Return	A form you file with the government to report your income, withholding, and other factors to calculate whether you owe more taxes or are due a refund.
Minnesota Department of Revenue	The state taxing agency of Minnesota.
Refund	Money paid to you by the government after filing your individual income tax return.
Balance Due	The amount of individual income tax you still owe after completing your individual income tax return.
Income	Money received through wages, salaries, tips, self-employment, services, or investments.
Filing Status	The category you choose on your individual income tax return that reflects your household and marital status.
Dependent	An individual who relies on someone for financial support and meets certain IRS rules.
Internal Revenue Service (IRS)	The federal taxing agency for the United States.

Residency Status	A status based on the location of your home and your living situation.

Vocabulary Check 2

Match the key vocabulary term with the correct definition. (Terms and definitions here are listed as matching pairs and need to be randomized for assessment.)

Vocabulary Term	Definition
Social Security Number (SSN)	An identification number issued by the Social Security Administration needed to file an individual income tax return.
Individual Tax Identification Number (ITIN)	An identification number issued by the IRS for taxpayers who are not eligible for a Social Security Number.
Form W-2	A tax form you receive from your employer each year that reports how much money you made and how much has been withheld for taxes.
Form 1099	A tax form you receive that reports how much money you earned from sources of income that are not your employer.
Federal Form 1040	The federal individual income tax form used to file your annual federal return.
Federal Adjusted Gross Income (FAGI)	The total income you report on your federal tax return, minus specific deductions. This amount is the starting point for completing your Minnesota Individual Income Tax return.
Form M1	Minnesota's form used to file your annual individual income tax return.
Deduction	An amount that reduces a taxpayer's Minnesota taxable income. Taxpayers can choose the standard deduction or itemized deduction.
Credit	A tax benefit that reduces the amount of tax owed on Minnesota Individual Income Tax returns and can sometimes result in a refund.

Check for Understanding

These are the assessment questions for this lesson. Correct answers are indicated in bold.

1. What factors impact if an individual is required to file an Individual Income Tax return with the Minnesota Department of Revenue? (Select all that apply)
    - **a. Age**
    - b. Home Ownership
    - **c. Residency status**
    - **d. Income**
    - **e. If you are a dependent**
    - **f. Filing Status**
    - g. If you have any pets

2. What is the form used to file a Minnesota Individual Income Tax return to the Minnesota Department of Revenue?
    a. Form W-4MN
    b. Form M1
    c. Form 1040
    d. Form W-2
3. What are the most common tax documents needed to start your Minnesota Individual Income Tax return?
    a. Form W-2
    b. Form 1099
    c. Form I-9
    d. Form 1040
    e. Form W-4
4. What personal information do you need to provide for your Minnesota Individual Income Tax return? (Select all that apply)
    a. First and last name
    b. Social Security Number (SSN) or Individual Tax Identification Number (ITIN)
    c. Date of birth
    d. Address
5. You want to file your Minnesota Individual Income Tax return but have not yet received your Form W-2. Who should you ask first to provide you with this form?
    a. Minnesota Department of Revenue
    b. Internal Revenue Service (IRS)
    c. Your tax preparer
    d. Your employer
6. What is the due date for filing your Minnesota Individual Income Tax return?
    a. January 1
    b. April 15
    c. October 15
    d. December 31
7. If the tax you already paid during the year is more than the amount of tax you owe when you file your return, which of the following is true?
    a. You will receive a refund.
    b. You will have a balance due.
8. If the tax you already paid during the year is less than the amount of tax you owe when you file your return, which of the following is true?
    a. You will receive a refund.
    b. You will have a balance due.

Scenario questions

These are questions from the scenario. Correct answers are in bold.

1. How can I find out if I need to file a Minnesota Individual Income Tax return?
    a. **Visit Who Must File an Income Tax Return on Minnesota Revenue's website.**
    b. Visit Individual tax filing on the IRS website
2. Based on the Who Must File an Income Tax Return webpage, the following information about me should be used to determine if I am required to file a Minnesota Individual Income Tax return:
    - I am 21 years old.
    - I live full time in the state of Minnesota.
    - My filing status is single.
    - I am not a dependent.
    - Last year I made $63,000.

    Based on this information, am I required to file a Minnesota Individual Income Tax return?
    a. No, based on the information provided, you are not required to file a Minnesota Individual Income Tax return.
    b. **Yes, based on the information provided, you are required to file a Minnesota Individual Income Tax return.**
3. Since I am required to file my Minnesota Individual Income Tax return, can you tell me what personal information I need to provide?
    a. **You need to provide your first and last name, Social Security Number (SSN) or Individual Tax Identification Number (ITIN), date of birth, and address.**
    b. You only need to provide your Social Security Number (SSN) or Individual Tax Identification Number (ITIN).
4. I have heard a lot about Minnesota's income tax credit for student loans. How can I learn if I qualify for that tax credit?
    a. Visit Tax credits and deductions for education on the IRS website and select "Student Loan Interest."
    b. **Visit Income Tax Credits on Minnesota Revenue's website, expand the Income Tax Credits section, and select "Student Loan."**
5. If I am due a refund, where can I check for status updates after completing my return?
    a. There is not a way to check on the status of your refund.
    b. **Visit the Where's My Refund? System on Minnesota Revenue's website.**

Resources Linked in Lesson

These links are referenced in this lesson:

- Who Must File an Income Tax Return
- Filing Status for Individuals
- Dependents
- Residents
- Individual Income Tax
- Electronic Filing Software for Individuals
- Filing a Paper Income Tax Return
- Choosing a Tax Preparer
- Free Tax Preparation Sites

- Free Electronic Filing
- How to file your taxes: Step by step
- Minnesota Standard Deduction
- Minnesota Itemized Deductions
- Income Tax Credits
- Income Tax Due Dates
- Filing After the Due Date
- Where's My Refund?
- Paying Your Individual Income Tax
- Penalties and Interest for Individuals