Dear Prospective Student,

Thank you for inquiring about Jackson Hewitt Tax School! If there's one thing in life that is certain? It's taxes. That's why tax preparation offers such a great career opportunity. Understanding the tax code allows you to earn extra income while helping others get the most out of their tax return.

We have an exciting curriculum planned for this season, with courses beginning the week of October 12th, 2026 that include:

- Online and in-person course formats to accommodate the learning style that's right for you
- Several locations and time frame choices
- Knowledgeable instructors with real tax preparation experience, ready and eager to help you learn
- Learn how to prepare taxes both on paper and using the computer

You may also return to http://www.rctaxschool.com/ to view the next steps below:

Please review the following materials which are included below:

- Welcome Letter
- Fundamentals of Tax Preparation Course Description
- Tax School FAQ's
- Course Locations

We look forward to talking with you soon. Please feel free to give us a call if you have any questions or need further information. You can contact us at:

Phone: 623-849-4480 Opt. 5
Email: taxschool@jacksonhewittaz.com

Fundamentals of Tax Preparation

The Fundamentals of Tax Preparation (FTP) Course is Jackson Hewitt's basic income tax course for individuals interested in becoming tax preparers, as well as preparers who need a refresher in basic tax concepts and individual taxpayers who want to learn about tax preparation. The objective of the Course is to teach individuals how to accurately prepare a variety of basic-level federal individual income tax returns.

Course Description

FTP is a 12-session course that focuses on the key concepts found in the majority of Jackson Hewitt tax returns. In addition, the course includes a Final Exam. The sessions include the following components designed to help students reinforce, validate, and better retain their newly acquired knowledge:

Topics in the Fundamentals of Tax Preparation course include:

- Filing requirements
- Dependents
- Filing status
- Filing basics, such as general information about Form 1040, Form W-2 wages and federal income tax withholding, the standard deduction, tax from the Tax Table, and tax return signatures
- Employee compensation
- Saver's Credit & Child Tax Credit
- Earned Income Tax Credit
- Retirement & government distributions, including IRA's, Pensions, Social Security Benefits and Unemployment Compensation
- Self-Employment Income and Expenses, and Due Diligence
- Self-Employment other Considerations, including Self-Employment tax, the Qualified Business Income Deduction, and EITC for Self-Employed Taxpayers
- Interest & Dividends
- Form 8867 paid preparer due diligence

The sessions include the following components designed to help students reinforce, validate, and better retain their newly acquired knowledge:

- Examples to help students relate to the concepts practically
- Illustrations that use realistic taxpayer scenarios to walk through how the tax concepts being taught apply to completing tax returns using tax preparation software and specific IRS forms and schedules
- Review questions to help determine how well the student has grasped the content covered in the session
- Practice exercises that provide opportunities to apply knowledge and reinforce the session content by completing tax returns, including online Software Entry Practice Exercises
- Session assessments to test and grade students on the content in each session

Content

In addition, the Jackson Hewitt Basic Tax Preparation course is recognized with The University of Phoenix®*. For more information about the process of credit transfer, go to The University of Phoenix Website or contact us.

*** University of Phoenix® is a registered trademark of Apollo Group, Inc., in the United States and/or other countries. Jackson Hewitt does not automatically register hours with UOP. Students will need to contact UOP to request evaluation of credit. Additional fees may apply from University of Phoenix®**

Tax School FAQ's

Can I get CEs for taking the course?	• You may be eligible to earn 15 Continuing Education (CE) credits when successfully completing our Fundamentals of Tax Preparation Course.
Can you tell me about your online course?	• The web-based version of our Fundamentals of Tax Preparation Course is an independent study course. This course offers minimal guidance, with a weekly follow-up from an instructor • Our online students are always welcome to come into the office and complete practice exercises, to ask questions, or meet the team. • E-textbook only
Can you tell me about the classes you hold in your offices, in person?	• We offer in-person classes at: *See Enrollment Form for more information* • The classroom course uses an online textbook and is led by an instructor in a Jackson Hewitt office. • Our instructors are knowledgeable and have experience in preparing taxes in our office locations. • Our instructors are very committed to student success and will assist you throughout the learning process.
What do you cover in the course?	• The Fundamentals of Tax Preparation Course covers basic tax concepts that will enable you to complete Form 1040. *See Course Description.
How long is the course that is taught at the office?	• The course is 6 or 4 weeks, based on your class choice, the weekday and weeknight class meet two or three days a week or you may choose the Saturday course, which meets once a week • We also have an online version of our course.
When do your classes begin?	• Online and in person courses all start during the week of October 12th, 2026 • 6-week class starts 10/13 • 4-week class starts 10/26
How much does it cost?	**In Person Course:** • We do not charge for the in-person course. You only pay for the online textbook • The cost for the required online textbook is $25 • You can purchase a hard copy for an additional $25 (optional) • Book fees are NOT REFUNDABLE. **Online Course:** • We do not charge for the online course. You only pay for the online textbook • E-textbook is $149 • Book fees are NOT REFUNDABLE.

Tax School FAQ's

Will I be hired if I take this course?	• Our primary purpose for offering this course is for Jackson Hewitt to find potential tax preparers. • Enrollment in, or completion of our Fundamentals of Tax Preparation Course, is not an offer or a guarantee of employment. Additional training, experience or skills may be required to be employed as a tax preparer. However, most of our graduates go on to become tax preparers with local Jackson Hewitt offices. • We begin our interviewing process in September, and students are required to apply for positions with Jackson Hewitt. • Remember, our course walks you through the process of completing the Form 1040. Individual tax return preparation is a marketable skill that you can use within the tax industry.
My friend wants to take the course, too. Can we share books?	• We require that you both have online books. However, you have the option to purchase a hard copy, which you are welcome to share it.
Who teaches the course? **What kind of training does the instructor have?**	• Our course is both developed and taught by experienced tax preparers. • Most of our instructors have worked as a Tax Pro over 5 years. • All Instructors successfully completed the Instructor Certification Program.
Do you teach the current year tax forms?	• Our courses are based on the most current year tax forms available, which is tax year 2025. • We offer a tax update session free of charge when the current year forms are available.
Do I have to pay upfront?	• All online book fees must be paid at registration.
If I need to cancel registration, can I get a refund?	• All fees paid are non-refundable.
I have other questions not listed here, how can I get them answered?	• Online: http://www.rctaxschool.com/ fill out the information request. • By email: taxschool@jacksonhewittaz.com • By phone: 623-849-4480 Option 6 • In person, two locations: 6544 W Thomas Rd, Phoenix, AZ 85033 3124 S Mill Ave, Tempe, AZ 85282

Class list 2026
4 week Courses

67th Ave&Thomas: 6544 W Thomas Rd Ste 32, Phoenix
HZZ514 M&W&F 10:00 am- 1:00 pm 10/26-11/20
HZZ564 M&W&F 6:00 pm –9:00 pm 10/26-11/20

Mill Ave & Southern Ave: 3124 S Mill Ave, Tempe
HZZ414 T &Th&F 10:00am – 1:00pm 10/27-11/20
HZZ464 M&W&F 6:00 pm – 9:00 pm 10/26-11/20

Central Ave & Southern Ave: 6076 S Central Ave, Phoenix
HZZ314 M&W&F 10:00 am-1:00 pm 10/26-11/20
HZZ364 M&W&F 6:00 pm –9:00 pm 10/26-11/20

Gilbert & Houston 1111 N Gilbert Road,Gilbert
HZZ714 M&W&F 10:00 am- 1:00 pm 10/26-11/20
HZZ764 M&W&F 6:00 pm – 9:00 pm 10/26-11/20

67th & Peoria 6750 W Peoria ave Ste 120
HZZ814 M&W&F 10:00am- 1:00pm 10/26-11/20
HZZ864 M&W&F 6:00pm - 9:00pm 10/26-11/20

Online Courses

Online : 4-6 week open enrollment
HZZ202 scheduled by Coordinator