

MONTGOMERY COLLEGE

Income Tax Preparer

Workforce Development and Continuing Education | Fall 2025

Recommended Course Sequence:

1. TAX003 – Income Tax Preparer (54 hours)

If you are just starting out with exploring a career in Income Tax Preparation and want to become certified in the state of Maryland, this class will help you work toward that goal. This course does not provide, and should not be used for, personal tax advice.

2. TAX010 – Individual Tax Preparer Exam Test Prep (18 hours)

You can opt to take TAX010 after TAX003 if you want additional preparation before taking the Maryland Tax Preparer exam.

3. TAX007 – Small Business I Tax Course (30 hours)

TAX009 – How to Start and Grow Your Tax Preparation Business (8 hours)

These are designed for individuals who are already working as tax preparers and want to expand their skills or tax business offerings.

4. TAX006 – Maryland Individual Tax Preparer Continuing Education (17 hours)

This course is for Maryland Individual Income Tax preparers who need to complete their required continuing education credits to renew/maintain their Maryland license. It is not recommended for beginner tax preparers.

**Not all courses are offered every semester

Income Tax Preparation

*Foundational Course in Tax Preparation

Gain a new skill to use part time or full time! This comprehensive course is designed for students interested in becoming professional tax preparers. It focuses on the fundamentals of preparing individual tax returns filed with the IRS and does not provide, and should not be used for, personal tax advice.

Review, line by line, Form 1040 and the three schedules, including Schedule A (Itemized Deductions). Explore Schedules B, C, D, and E, ethics, and Federal Tax Law. Textbook is required. Please check the MC Bookstore for details regarding textbooks. TWA

Course: TAX003 54 Hours

\$300 + \$299 fee = \$599; NMR add \$250

Rockville Campus

CRN#: 23973 9 Sessions Sat

9/6-11/1 9:30 a.m. - 4:30 p.m.

1 hour lunch break

Online: Structured Remote

CRN#: 23974 20 Sessions

10/17 6:30-9:30 p.m. Wed

10/22 6:30-9:30 p.m. Fri

10/27-11/14 6:30-9:30 p.m. Mon, Wed, Fri

11/17-11/19 6:30-9:30 p.m. Mon, Wed

11/24 6:30-9:30 p.m. Mon

12/1-12/17 6:30-8:30 p.m. Mon, Wed

**Fall Registration
opens July 28th!**

^ Register early, TAX003 fills quickly and no overrides will be provided.



TWA: Tuition Waiver Applies; NMR: Non-Maryland Resident fee



For more information, please e-mail Income Tax Preparer

Program Director: laura.weihrrauch@montgomerycollege.edu, 240-567-1862

Program Coordinator: tracy.ritenour@montgomerycollege.edu, 240-567-1807

www.montgomerycollege.edu/wdce

240-567-5188

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Individual Tax Preparer Exam Test Prep

New course with extended hours!

This course will prepare you to take the Maryland Individual Tax Preparers Exam; the first step in becoming an individual tax preparer in Maryland by allowing you to sign federal and state tax returns. Review exam topics, including filing state and federal tax returns, income, assets, adjustments, exemptions, additions, deductions, tax computation, credits, other taxes due, payments, and ethics. Discuss the Affordable Care Act. Maryland topics include Maryland state residency, calculation of Maryland tax, Maryland state credits, calculation of local tax, local credits, state fund contributions, and payments. Practice multiple-choice questions for each exam topic and review solutions for each question; tax rules will be reviewed, as needed. Textbook is required; Comprehensive Tax Bundle 2025 is available for purchase at the MC Bookstore. *Prerequisite: TAX003 Income Tax Preparation.* TWA

Course: TAX010 18 Hours

\$200 + \$199 fee = \$399; NMR add \$160

Rockville Campus

CRN#: 23982 3 Sessions Sat
12/6-12/20 9:30 a.m. - 4:30 p.m.
1 hour lunch break

Maryland Individual Tax Preparer Continuing Education

All Maryland Individual Income Tax preparers are required to complete 16 hours of continuing education credits when they renew their Maryland license. This course provides continuing professional education. Discuss three hours of tax law update, two hours of ethics, two hours of Maryland tax law topics, and 10 hours of federal tax law topics. Students will need to bring their Preparer Tax Identification Number (PTIN) to class to receive IRS CE credit. IRS CE credit is awarded for the calendar year that the course is completed. All materials are provided. It is suggested that you bring a laptop to class. TWA

Course: TAX006 17 Hours

\$200 + \$179 fee = \$379; NMR add \$160

Rockville Campus

CRN#: 23975 3 Sessions Fri
9/5-9/19 9 a.m.-5 p.m.
Last class on 9/19 meets 9 a.m.-12 p.m.
CRN#: 23977 3 Sessions Fri
11/7-11/21 9 a.m.-5 p.m.
Last class on 11/21 meets 9 a.m.-12 p.m.

Online: Structured Remote

CRN#: 23976 3 Sessions Fri
10/3-10/17 9 a.m.-5 p.m.
Last class on 10/17 meets 9 a.m.-12 p.m.
CRN#: 23978 3 Sessions Fri
12/5-12/19 9 a.m.-5 p.m.
Last class on 12/19 meets 9 a.m.-12 p.m.

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How To Start and Grow Your Tax Preparation Business

Learn how to go from employee to entrepreneur. Examine the process of starting and growing your tax business. Discuss tax preparation and obtaining credentials, developing a business plan, and risk management. Explore establishing your office, operating systems, and buying a tax practice. Learn the day-to-day activities of a tax preparation business owner: target market, pricing, advertising, growth potential, startup costs, hiring and employee retention, and more. Discuss responsibilities, such as due diligence and fraud protection, and helping your clients deal with the IRS. Textbook is required. Please see the MC Bookstore for details about textbooks. Please have the textbook at the first day of class.

TWA

Course: TAX009 8 Hours

\$150 + \$149 fee = \$299; NMR add \$140

Online: Structured Remote

CRN#: 23980 1 Session Sat

11/22 9 a.m.-6 p.m. 1 hour lunch break

Small Business I Tax Course

Do you want to grow your tax practice by providing business tax returns? This course is designed for existing individual income tax return preparers. Discuss preparing business tax returns for various forms of business entities such as C and S Corporations, partnerships, and sole proprietorships. Discuss dispositions, income, expenses, and understanding the balance sheet. Review employment taxes such as Form 941, 940, Form W-2, W-3, W-9, Form 1099-NEC, and other relevant forms including 6198, 8829, and schedules M-1, M-2, K-2, K-3 and Form 7203 Basis. Textbook is required. Please see the MC Bookstore for details about textbooks. Please have the textbook at the first day of class. TWA

Course: TAX007 30 Hours

\$250 + \$249 fee = \$499; NMR add \$225

Online: Structured Remote

CRN#: 23979 10 Sessions Tue, Thur

9/11-10/23 6-9 p.m.

No class 10/2, 10/9, 10/14

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