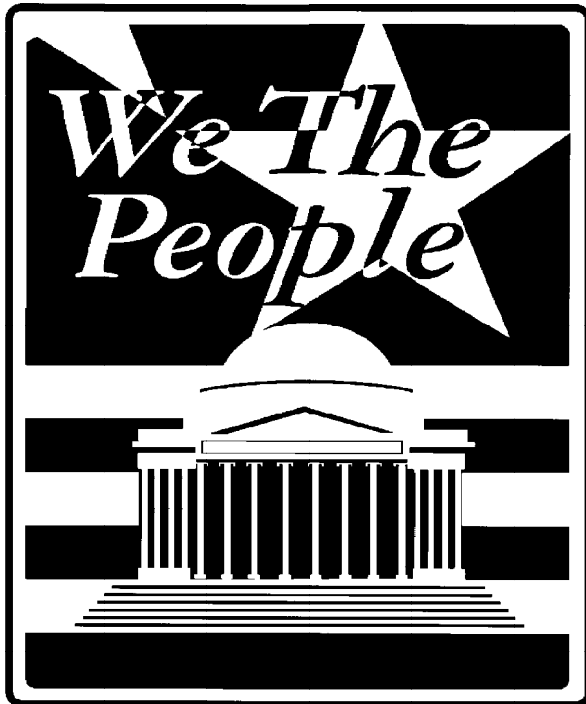




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Student's Guide to Federal Income Tax

For use in preparing
1994 Returns



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Introduction

This guide explains the federal income tax laws of particular interest to high school and college students. It will help you decide if income you are receiving (such as wages, tips, interest, or a scholarship or fellowship) is taxable. It will also help you decide if you should have tax taken out of your pay, and if you should file an income tax return.

The rules explained in this guide apply to students who are U.S. citizens and unmarried (single). If you are a foreign student studying in the U.S., you should see Publication 519, *U.S. Tax Guide for Aliens*.

Useful Items

You may want to see:

Publication

- 501** Exemptions, Standard Deduction, and Filing Information
- 508** Educational Expenses
- 520** Scholarships and Fellowships

Form (and Instructions)

- 1040EZ** Income Tax Return for Single and Joint Filers With No Dependents
- Schedule C–EZ (Form 1040)** Net Profit From Business (Sole Proprietorship)

Ordering publications and forms. To order free publications and forms, call our toll-free telephone number 1–800–TAX–FORM (1–800–829–3676). If you have access to TDD equipment, you can call 1–800–829–4059. See your tax package for the hours of operation. You can also write to the IRS Forms Distribution Center nearest you. Check your income tax package for the address.

Asking tax questions. You can call the IRS with your tax question Monday through Friday during regular business hours. Check your telephone book or your tax package for the local number or you can call toll-free 1–800–829–1040 (1–800–829–4059 for TDD users).

Where Do My Tax Dollars Go?

We pay taxes to help our government raise income (called “revenue”) to meet its expenses. The revenue raised by the personal income tax, as well as by other federal taxes, such as excise, estate, and gift taxes, is used to provide a wide variety of services to the public. Among these are our national defense, conservation of our natural resources, and aid to public education.

The social security tax pays for old age, survivor, and disability pension payments for you when you become eligible for them. The Medicare tax pays for basic Medicare insurance coverage. Both employees and employers pay these taxes.

How Is My Tax Figured?

You are responsible for reporting your income to the Internal Revenue Service (IRS) and figuring the tax due on it. You do this by filing an income tax return each year you meet the filing requirements. The IRS provides tax

forms, instructions, and publications to help you. These forms, instructions, and publications are based on the tax laws passed by Congress that are contained in the Internal Revenue Code.

Taxable income. Wages, tips, and other fees you get for work you do all count as income for tax purposes. Investment income, such as interest on your savings account and dividends, also counts as income for tax purposes.

The law allows you to subtract certain amounts from your income before you figure the tax due on it. These include the **personal exemption** (if you are entitled to claim one) and the **standard deduction** (or itemized deductions if you can itemize). These amounts are explained later. What remains is your **taxable income**.

Tax rates. Your tax will be a percentage of your **taxable income**. There are five tax rates, 15%, 28%, 31%, 36%, and 39.6%. Assuming you are single and your taxable income is not more than \$22,750 for 1994, your tax is the amount of your taxable income times 15% (.15). The 28% rate applies to income over \$22,750 but not over \$55,100, and the higher rates apply to income over \$55,100. The maximum tax rate on net capital gains is 28%.

Generally, if your taxable income is less than \$100,000, you do not compute the tax yourself. Instead, the math has been done for you in the Tax Table that is included in the instructions to the tax form.

You use the Tax Table unless one of the following is true:

- 1) Your taxable income is \$100,000 or more. In that case, use Tax Rate Schedule X.
- 2) Your taxable income is more than \$55,100 (for singles) and you have a net capital gain, or capital gain distributions that you report on line 13 of Form 1040. In that case, your tax may be less if you figure it using the Capital Gain Tax Worksheet in the Form 1040 instructions.

How Do I Pay My Taxes?

Federal income tax and social security and Medicare taxes are collected on a “pay-as-you-go” system. This means you must pay taxes on the income you earn at the time you earn it. Generally, depending on whether you are an employee or self-employed, there are two ways to pay your tax as you go. You can have tax withheld on your wages or you can make estimated tax payments.

Withholding on wages. Usually your employer “withholds” or takes out taxes from your paychecks during the year and deposits them in a federal bank. By the end of the year, you should have paid all or almost all the income tax due on your yearly income. If you haven’t, you

may owe more money and you could be subject to a penalty. It's easier to have taxes withheld during the year. That way, you probably will not have to pay more when you file your return.

Estimated tax payments. If you work for yourself, you won't have an employer to withhold taxes from your self-employment income. Therefore, you may need to make estimated tax payments on this income.

Generally, the law requires you to pay estimated tax for 1995 if you expect to owe \$500 or more when you file your return unless the amount you will have withheld is at least:

- 1) 90% of the tax to be shown on your 1995 income tax return, or
- 2) 100% of the tax shown on your 1994 income tax return.

If you need to make estimated tax payments, get **Form 1040-ES**, *Estimated Tax for Individuals*. It has a worksheet and instructions that will help you estimate your income for the coming year and figure how much tax you will owe. Usually you divide the amount you expect to owe for the year by four and make four equal payments of tax. These are due on April 17, 1995; June 15, 1995; September 15, 1995; and January 16, 1996.

How Does My Employer Decide How Much To Withhold?

You give your employer the information your employer will use to figure how much to withhold. When you get a job, one of the first things your employer will do is ask you to complete **Form W-4**, *Employee's Withholding Allowance Certificate*. The form and its worksheets will help you decide how many **withholding allowances** to claim. Each allowance you claim lowers the amount of tax that your employer will withhold from your pay.

You should claim all the allowances you are entitled to claim. That way your withholding will come as close to your actual tax liability as possible. For many students, this will be just one allowance. You can claim zero allowances if you want more tax withheld.

You want to have enough tax withheld so you won't have to make estimated tax payments as explained earlier. For example, if you have interest or dividend income, you may want to increase your withholding from your pay so that enough tax will be withheld. Otherwise, you may be charged a penalty for not paying enough tax during the year. But you don't want to have too much withheld either, because generally no interest is paid on the tax withheld during the year.

More than one employer. If you work for more than one employer at a time, you will be asked to complete a Form W-4 by each employer. If, after reading the Form W-4

worksheet, you decide you are entitled to claim one allowance, claim one allowance at one job and zero allowances at your other job. Do not claim the same withholding allowances at both jobs because not enough tax will be withheld during the year.

An example of a filled-in Form W-4 appears at the end of this publication.

Will I Owe More Than the Tax My Employer Withholds?

Your withholding probably won't match your tax exactly. So when you report your income and figure the tax on your tax return for the year, you will usually have underpaid or overpaid your tax. If you owe more, you pay the balance due with your return when you file after the end of the year. If you paid too much, the IRS will send you a refund check after you file your return.

May I Ask My Employer Not To Withhold Tax?

Perhaps you have a part-time job but are not earning enough to be required to file a tax return. You can ask your employer not to withhold tax (claim exemption from withholding) if both of the following are true:

- 1) For 1994 you had a right to a refund of all income tax withheld because you had no tax liability.
- 2) For 1995 you expect a refund of all income tax withheld because you expect to have no tax liability.

Dependents. You ordinarily cannot claim exemption from withholding if:

- 1) Someone will be able to claim you as a dependent for 1995,
- 2) Your total income will be more than \$600 (plus any cost-of-living increase; see 1995 Form W-4), and
- 3) You will have any unearned (investment-type) income.

Note: Students are not automatically exempt from withholding.

Form W-4. You claim exemption from withholding on Form W-4. Fill in the identifying information at the top of the form and skip lines 5 and 6. On line 7 write the word "EXEMPT." Then sign and date the form.

The exemption from withholding is good for only one year. If you remain eligible and want to claim exemption from withholding again next year, you must give your employer another Form W-4 by February 15.

If you claimed exemption from withholding, but no longer expect to be exempt from tax for that year, you have 10 days to give your employer a new Form W-4. On that new Form W-4, claim the correct number of withholding allowances so your employer will withhold the right tax.

Must I File a Return?

You are not required to file an income tax return for 1994 if your income for the year was \$600 or less. But, if you were self-employed, see *Income from self-employment*, later.

If your income was more than \$600, whether you must file a tax return depends on:

- Whether your parent or someone else can claim you as a “dependent” on his or her tax return (regardless of whether or not that person actually claims you),
- How much income you received, and
- What kind of income you received.

Dependent. A person who provides more than half of your support for the year can generally claim you as a dependent. That person will generally be your parent (or someone else who is related to you or is a member of your household).

Support includes amounts spent for food, lodging, clothing, education, medical and dental care, recreation, transportation, and similar necessities. Scholarships and fellowships are not considered in figuring support.

If you can be claimed as a dependent, the following chart shows whether you must file a return.

You must file a return if— your investment income was:	AND	The total of that income plus your wages, tips, and other earned income* was:
\$1 or more		more than \$600 (if not blind)**
\$0		more than \$3,800 (if not blind)**

*Includes any part of a taxable scholarship or fellowship grant that you must include in your income, as explained later under *What Kinds of Income Are Taxable?*

**Plus \$950 if blind.

If you are under age 14 and have more than \$1,200 of investment income, special rules apply. See Publication 929, *Tax Rules for Children and Dependents*.

If you cannot be claimed as a dependent by someone else, you must file a return if your gross income for the year was \$6,250 or more.

Income from self-employment. Whether or not you can be claimed as a dependent, you must file a return if your net earnings from self-employment were \$400 or more. This is because you must pay self-employment tax on net earnings of \$400 or more. See *Self-Employment Income*, later.

Example. During the summer, you earned \$400 from mowing lawns after subtracting the expenses you can deduct for that work. You must file a tax return and pay self-employment tax.

Your total earnings from self-employment (gross business income before subtracting your business expenses) are counted in your gross income for purposes of the filing requirements discussed earlier.

Example. You earned \$700 from providing typing services on weekends. Your expenses totaled \$325. Your net earnings from self-employment, \$375 (\$700 – \$325), are less than \$400. You do not have to file a return to pay self-employment tax. However, you must count the \$700 in your income when figuring whether you are otherwise required to file.

Refund of income tax withheld. If you are not required to file a return, and income tax was withheld from your pay because you did not claim exemption from withholding, you will be entitled to a refund of all the income tax withheld. But you must file a tax return to get it, even though you would not be required to file otherwise.

What Kinds of Income Are Taxable?

The following kinds of income often received by students are generally taxable:

- Pay for services performed
- Self-employment income
- Investment income
- Taxable scholarships and fellowships

Pay for Services Performed

When figuring how much income to report, include everything you received as payment for your services. This usually means wages, salaries, and tips.

Wages and salaries. The amount of wages (including tips) or salaries you received during the year is shown in box 1 of **Form W-2, Wage and Tax Statement**. Your employer will give you Form W-2 soon after the end of the year.

Tips. All tips you get are subject to income tax. This includes tips customers gave you directly, tips customers charged on credit cards that your employer gave you, and your share of tips split with other employees.

Keeping a record. Keep a daily record or other proof of your tips. You can use **Form 4070-A, Employee's Daily Record of Tips**. Your record must show your name, address, and employer's name. It must also show, for each workday, your cash and charge tips, tips you split

with other employees, and the employees' names. Record this information on or near the date you receive the tip income.

Reporting tips to your employer. You may receive tips of \$20 or more in a month while working for one employer. If you do, you must report the total amount of your tips to your employer by the 10th day of the next month. Usually the report should cover one month. However, if your employer asks you to report tips more often, you must do so.

You can use **Form 4070, Employee's Report of Tips to Employer**, for this report. If you do not use Form 4070, you can give your employer a statement. Make sure it shows your name, address, and social security number, your employer's name and address, amount of tips, period covered, your signature, and the date.

Where to get Forms 4070 and 4070-A. If your employer does not have these forms, call toll-free 1-800-829-3676. Ask for Publication 1244, *Employee's Daily Record of Tips and Report to Employer*. Publication 1244 includes both forms.

Withholding on tips. Your employer must withhold social security tax, Medicare tax, and any income tax due on the tips you report. Your employer usually deducts the withholding due on tips from your wages. If your wages are too small for your employer to withhold the taxes due on your tips, you may give your employer extra money to pay these taxes. Your employer will tell you how much is needed.

Form W-2. The tips you reported to your employer will be included with your wages in box 1 of Form W-2. Federal income tax, social security tax, and Medicare tax withheld on your wages and tips will be shown in boxes 2, 4, and 6.

If you worked for a large food and beverage establishment, your Form W-2 may show an amount in box 8, "Allocated tips." This amount is the difference between the amount of tips you reported to your employer and the minimum amount expected to be earned by employees where you work. The minimum expected amount was determined by your employer based on certain guidelines, which take into consideration receipts of the establishment and other factors.

You must include at least the additional tip amount from box 8 in your income unless you can prove a smaller amount with adequate records. If you have records, you **must** report as income the amount of tips your records show you actually received, even if this amount is more or less than the allocated tips.

Penalty. If you do not report tips to your employer as required, you may be charged a penalty in addition to the tax you owe. Therefore, if you did not report tips to your employer, you should attach a statement to your return explaining why you did not.

Self-Employment Income

Earnings you received from self-employment are taxable. This includes income from babysitting and lawn mowing, unless you are providing these services as an

employee. It may include other income you receive from work you do independently.

You are taxed on the income you received minus any business expenses you are allowed to deduct. Since you do not have an employer, you are responsible for keeping records to show how much money you received and how much you spent. The income and expenses are reported on Schedule C or C-EZ (Form 1040). An example of a filled-in Schedule C-EZ appears at the end of this publication.

Self-employment tax. If you had net earnings of \$400 or more from self-employment, you also will have to pay self-employment tax. This tax pays for your benefits under the social security system. Social security benefits are available to individuals who are self-employed just as they are to wage earners who have social security tax withheld from their wages by their employers. The self-employment tax is figured on **Schedule SE** (Form 1040).

Deduction for the self-employed. If you were self-employed, you can deduct part of your self-employment tax. See the Form 1040 instructions for more information.

Newspaper vendors. Newspaper carriers under 18 do not pay self-employment tax. If you are a newspaper carrier who is 18 or over, you must pay self-employment tax if:

- 1) You sell newspapers or magazines to the public,
- 2) Your income is the difference between the amount you are charged for them and the fixed price you sell them for, and
- 3) Your net earnings are \$400 or more.

Investment Income

This section explains whether you have to report income from bank accounts and certain other investments. Various types of investment income are treated differently. Some of the more common ones are discussed here.

Interest. Interest you get from checking and savings accounts and most other sources is taxable.

Bank accounts. Some credit unions, building and loan associations, savings and loan associations, mutual savings banks, and cooperative banks call what they pay you on your deposits "dividends." However, for tax purposes, these payments are considered interest, and you should report them as interest.

U.S. Savings Bonds. Interest on U.S. Savings Bonds is taxable for federal income tax purposes, but is exempt from all state and local income taxes. The most common bonds are Series EE bonds. These are issued in several different denominations and cost one-half the amount shown on the face of the bond. For example, a \$100 bond costs \$50. The difference between what you paid for them and the amount you get when you cash them is taxable interest. You can report all interest on

these bonds when you cash them, or you can elect to report their increase in value as interest each year. Publication 550, *Investment Income and Expenses*, explains how to make this election. The face value of the bond is paid only when the bond matures.

Under certain circumstances, the interest on Series EE bonds issued after 1989 is exempt from tax if used for educational purposes. See Publication 550 for further information.

Other interest from the U.S. Government. Interest on U.S. Treasury bills, notes, etc., issued by an agency of the United States, is taxable for federal income tax purposes, but is exempt from all state and local income taxes.

Tax-exempt bonds. Generally, interest from bonds issued by state and local municipalities is not taxable.

Interest statements. Your bank, savings and loan, or other payer of interest will send you a statement showing your interest if you earned at least \$10 for the year. You should receive these statements sometime in January after the end of the tax year. Banks may use IRS's official Form 1099-INT, *Interest Income*. However, they may instead include your total interest figure on their own statements they send you at the end of the year. Do not throw these statements away.

Dividends. Dividends are distributions of money, stock, or other property paid to you by a corporation. You may also get dividends through a partnership, an estate, a trust, or an association that is taxed as a corporation. Ordinary dividends, the most common type, are paid out of the corporation's earnings. You must report these as income on your tax return.

Dividend statements. Regardless of whether you receive your dividends in cash or additional shares of stock, the payer of the dividends will send you a Form 1099-DIV, *Dividends and Distributions*, showing the amount of your dividends if you earned at least \$10 in dividends for the year.

Other investment income. If you received income from sources not discussed here, see Publication 550. Also, the payer of the income may be able to tell you whether the income is taxable or nontaxable.

Taxable Scholarships and Fellowships

If you received a scholarship or fellowship, all or part of it may be taxable, even if you didn't receive a W-2 form. Generally, the entire amount is taxable if you are not a candidate for a degree.

If you are a candidate for a degree, you generally can exclude from income that part of the grant used for:

- **Tuition and fees** required for enrollment or attendance, or
- **Fees, books, supplies, and equipment** required for your courses.

You may not exclude from income any part of the grant used for room and board or personal items.

A **scholarship** generally is an amount paid for the benefit of a student at an educational institution to aid in the pursuit of studies. The student may be either a graduate or undergraduate.

A **fellowship** grant generally is an amount paid for the benefit of an individual to aid in the pursuit of study or research.

Payment for services. All payments you receive for services must be included in income. This is true even if the services are a condition of receiving the grant or are required of all candidates for the degree.

Reserve Officers' Training Corps (ROTC). Subsistence allowances paid to ROTC students participating in advanced training are not taxable. However, active duty pay, such as that received during summer advanced camp, is taxable.

Fulbright students and researchers. A Fulbright grant is generally treated like any other scholarship or fellowship in figuring how much of the grant can be excluded. If you receive a Fulbright grant for **lecturing or teaching**, it is payment for services and is subject to tax.

Pell grants and other federal grants. Payments received under certain government programs may qualify as scholarships or fellowships. However, those requiring past, present, or future services with the federal government may not be excluded, to the extent of amounts that represent payment for these services. Federal grants, such as Pell grants, supplemental educational opportunity grants, and grants to states for state student incentives, are subject to the same rules as other grants in figuring the amount that can be excluded.

Reduced tuition. You may be entitled to reduced tuition because you or one of your parents is or was an employee of the school. If you are, the amount of the reduction is not taxable as long as the tuition is for education below the graduate level. (But see the **graduate student** exception, next.) Also, the reduced tuition program must not favor any highly paid employee. The reduced tuition is taxable if it represents payment for your services.

Tax-free treatment for reduced tuition also applies to a **graduate student** at an educational institution who performs teaching or research activities for that institution. The qualified tuition reduction must be for education furnished by that institution, and not represent payment for services.

Scholarship prizes won in a contest are not scholarships or fellowships if you do not have to use the prizes for your education. If you can use the prize for any purpose, the entire amount is taxable.

Other grants or assistance. If you are not sure whether your grant qualifies as a scholarship or fellowship, ask the person who made the grant.

Additional information. See Publication 520 for more information on how much of your scholarship or fellowship is taxable.

Examples

The following examples show how some payments are treated.

Example 1. Gary Thomas receives a scholarship of \$2,500 for the spring semester. As a condition of receiving the scholarship, he must serve as a part-time teaching assistant. Of the \$2,500 scholarship, \$1,000 represents payment for his services. Gary is a degree candidate, and his tuition is \$1,600. He can exclude \$1,500 from income as a qualified scholarship. The remaining \$1,000, representing payment for his services, is taxable.

Example 2. Tammy Graves receives a fellowship grant that provides \$6,000, not designated for any specific use. Tammy is a degree candidate. She spends \$5,500 for tuition and \$500 for her personal expenses. Tammy is required to include \$500 in income.

Example 3. Ursula Harris, a degree candidate, receives a \$2,000 scholarship, of which \$1,000 is specifically designated for tuition and \$1,000 is specifically designated for living expenses. Her tuition is \$1,600. She may exclude \$1,000 from income but the other \$1,000 designated for living expenses is taxable and must be included in income.

Example 4. Jim Hunter is a member of the ROTC who is participating in the advanced course. He received a subsistence allowance of \$100/month for 10 months, and \$600 of active duty pay during summer advanced camp. He must include in his gross income only the \$600 active duty pay.

How To Report

If you file Form 1040EZ, include the taxable amount of your scholarship or fellowship on line 1. Enter "SCH," and any taxable amount **not** reported on a W-2 form, in the space to the right of the words "W-2 form(s)" on line 1.

If you file Form 1040A or Form 1040, include that amount on line 7. Enter "SCH" and any taxable amount **not** reported on a W-2 form in the space to the left of line 7.

Other Income

If you are not sure whether to include any item of income on your return, see Publication 525, *Taxable and Non-taxable Income*.

What Can I Deduct On My Return?

After you have totaled your income, you are allowed to subtract (deduct) certain amounts to arrive at taxable income before finding your tax.

Standard deduction. Most taxpayers are entitled to deduct a certain amount called the standard deduction. This amount is set by law and generally increases each year.

If your parent or someone else can claim you as a dependent, your standard deduction is the greater of:

- 1) \$600, or
- 2) Your earned income (income you received for work you did) for the year, but not more than \$3,800 (\$4,750 if blind).

If no one can claim you as a dependent, you can subtract a standard deduction of \$3,800 (\$4,750 if blind).

Itemized deductions. You may have high medical bills, pay a lot of mortgage interest or state and local income taxes, or contribute large amounts to charity. If these expenses add up to more than the amount of the standard deduction, the law allows you to claim the higher total instead of the standard deduction. To do this, though, you must list (itemize) all your deductible expenses on Schedule A (Form 1040). As a student, you probably do not have these kinds of expenses yet and so will not itemize. But keep this in mind for future years when it may apply.

Exemptions. Generally, you can subtract from income your own **personal exemption**. This amount is set by law and generally increases each year. However, if you can be claimed as a dependent by your parents or others who provide most of your support, you are not entitled to a personal exemption. But if you cannot be claimed as a dependent by someone else, you can generally subtract a personal exemption of \$2,450 for 1994.

What Can I Subtract From My Tax?

After you have found your tax, you may be able to subtract certain amounts from it. These amounts are called credits. They reduce your tax "dollar for dollar." If you qualify for the earned income credit, you may be able to get a check from the IRS even if you had no tax withheld.

If you are a student, you will probably not be eligible for a credit in 1994 unless you qualify for the earned income credit or you have a child.

You do not have to have a qualifying child to be able to claim the earned income credit in 1994. If you are at least

25 years old, have earned income of under \$9,000, and cannot be claimed as a dependent by another person, you may be eligible. See Publication 596, *Earned Income Credit*, to see if you can claim this credit.

If you have a child and you were employed in 1994, you may be eligible for either the earned income credit, the child and dependent care credit, or both. See Publication 596 and Publication 503, *Child and Dependent Care Expenses*, for more information.

How Do I File A Return?

Tax return forms. You can probably use the shortest, simplest form, **Form 1040EZ**. You can get it from your local IRS office or from a participating bank, post office, or library. Or call 1-800-829-3676. After you have filed your first return, the IRS will send you blank tax forms near the end of each year.

You may not be able to file Form 1040EZ and may have to file one of the longer forms, Form 1040A or Form 1040, instead. You cannot file Form 1040EZ if your income includes more than \$400 of taxable interest, any amount of dividends, or any income from self-employment. You cannot file Form 1040EZ or Form 1040A if you are reporting any allocated tips, or if you itemize deductions as explained earlier.

Income statements. In January, each of your employers should give you a Form W-2. It will show the amount of wages you were paid during the past year and how much tax (income, social security, and Medicare) was withheld. Your bank will send you Form 1099-INT or a similar statement showing the interest you earned during the past year.

If you don't receive Form W-2 by January 31, ask your employer for it. If you don't receive your Forms 1099-INT or other statements from your bank by January 31, call your bank and ask for them. If you still haven't received these income statements by February 15, call the IRS toll-free telephone number for your area. The numbers are listed in the tax form instructions.

Electronic filing. You may be able to have your return filed electronically instead of on a paper form. Over 14 million taxpayers filed electronically last year. Check your telephone book for tax preparers and other companies offering this service.

For more information on electronic filing, a recorded message is available on the Tele-Tax system. The Tele-Tax number for your area is listed in your tax forms package.

Putting Your Return Together

After you have received all your wage and other income statements, and you have the correct tax form and instructions, you are ready to complete your return.

Form 1040EZ. Form 1040EZ is only 11 lines long on the front of a single page. The booklet, *Instructions for Form 1040EZ*, contains instructions for each line. An example of a filled-in Form 1040EZ is in the back of this publication.

Basically all you do is fill in your name, address, and social security number, if you don't have an IRS label, and enter your total income for the year (from your Forms W-2 and 1099-INT). From that adjusted gross income amount you subtract the amount of your standard deduction, and your personal exemption if you can claim one. Then you find the tax on the remaining amount (taxable income) in the table in the back of the instructions for the form.

Compare the amount of tax shown in the table to the amount of your payments, including the tax your employer withheld. You can find the amounts of tax withheld by your employers in box 2 of Form W-2. If any tax was withheld from your interest income, you can find that amount in box 4 of Form 1099-INT.

If your payments are larger than your tax, the difference between the two amounts is your refund. If your tax is more than your payments, the difference is what you owe. If you owe more tax at the end of the year than you paid through withholding, you must send with your return a check or money order for the amount due.

Attach Copy B of all your Forms W-2 to your return. Do not attach Forms 1099-INT, but keep them for your records. Make a copy of your return before you mail it. Keep it in a safe place with the other copies of your Forms W-2 and your Forms 1099-INT.

Due date of return. If you are required to file a tax return for 1994, you must file it with IRS by April 17, 1995. You may request an extension to August 15, 1995, on Form 4868, *Application for Automatic Extension of Time To File U.S. Individual Income Tax Return*. An extension of time to file is not an extension of time to pay.

Penalties. There are penalties for filing your return late and for paying the tax late. And if you pay your taxes late, you will also be charged interest on the amount you owe.

What Tax Records Should I Keep?

As mentioned earlier, you should make and keep a copy of your completed tax return. Keep Copy C of all Forms W-2 and any other information you filed with the return. Keep these records for at least 3 years from the date the return was due or filed, or 2 years from the date you paid the tax, whichever is later.

When Will I Get My Refund?

If your return shows that IRS owes you a refund and you don't receive it within 8 weeks of filing, you can call the IRS and check the status of your refund. Check your phone book for the toll-free number for the IRS in your area. Be sure to have ready your social security number, your filing status, and the exact whole-dollar amount of refund shown on the return you filed.

What Free Tax Help Is Available?

Most of your tax questions can be answered by reading the tax form instructions or one of our free publications. IRS representatives are also available to help you with your tax questions. If, after reading the tax form instructions and our tax publications, you are not sure how to fill out your return, call or visit the IRS.

Telephone service. To get answers to your questions, you can call IRS toll-free. Check your phone book for the number in your area.

Tele-Tax. This is a service you can reach by phone that gives automated refund information and recorded tax information. Recorded tax information is available on about 140 topics. Telephone numbers, topics, and instructions on how to use Tele-Tax are in the tax forms package.

Walk-in service. Assistors in IRS offices will "walk through" a return with you in a group setting. If you want help, bring your Forms W-2, your 1099 forms showing interest or other income, and any other helpful information. Check your phone book for the location of the IRS office nearest you.

Other free publications. IRS provides many other publications on a variety of specific tax topics. A list of these appears in the tax form packages for Form 1040EZ, Form 1040A, and Form 1040. You can use the order blank in these packages to request forms and publications.

Sample Tax Forms

Preparing the various tax forms may look difficult but really is not. If you follow the forms line-by-line and refer to the instructions when necessary, you should be able to complete the forms easily. On the next few pages are examples of Form W-4, Form 1040EZ, and Schedule C-

EZ that you can use as a guide. And don't forget, if you have any questions, you can call the IRS.

Filled-in Form W-4

Rachel Smith is 19 years old and a sophomore at City College. Her parents pay most of her college costs, including living expenses, and claim her as a dependent on their tax return. In 1995, Rachel has a job as a cashier at the ABC Department Store to help her parents with the expenses.

Rachel estimates that she'll earn about \$720 during the school year and about \$2,920 during the summer. Also, she usually earns about \$50 a year in interest on checking and savings accounts at a local bank. Her total income will be about \$3,690.

On Rachel's first day of work, her boss gives her Form W-4 to fill in. Her completed Form W-4 is shown later.

She begins with the *Personal Allowances Worksheet*.

Line A. Since her parents can claim her as a dependent, Rachel cannot claim an allowance for herself. So she leaves line A blank.

Line B. Since she is single and has only one job, she can enter "1" on line B.

She leaves lines C and D blank since she has no spouse or dependents. She reads the information under "Head of Household" in the instructions at the top of the form. Rachel realizes that she cannot claim head of household filing status, so she also leaves line E blank. She leaves line F blank since she has no child or dependent care expenses.

Line G. She adds lines A through F and enters the total of her allowances (1) in the entry space for line G.

Rachel reads the bulleted items under line G and finds that neither the first nor the second item applies to her. Following the instruction for the third bulleted item, she enters the "1" from line G of the worksheet on line 5 of Form W-4.

Form W-4. She fills in the identifying information at the top of the form and marks the "Single" box to show her marital status in item 3. Rachel leaves line 6 blank since she does not want any additional amount (beyond what claiming "1" allowance will provide) withheld from her wages.

She reads through the bulleted items under line 7 and the instructions at the top of the form. Rachel sees that she does not qualify to claim exemption from withholding. She had a right to have all federal income tax withheld last year refunded to her since she had no tax liability. But she expects to have a tax liability this year since her income will be more than \$600 and includes some unearned income (interest), and her parents can claim her as a dependent. Since she cannot claim exemption from withholding, she leaves line 7 blank.

Rachel signs and dates the form at the bottom. Boxes 8, 9, and 10 are left blank. These are for the employer's use if needed.

Filled-in Form 1040EZ

Pat Brown is single and has no dependents. She is 22 years old and a full-time student at State University where she has a scholarship that covers her tuition and \$500 of her room and board. Her parents are able to claim her as a dependent.

Pat worked in the community library during the summer. Her Form W-2 (not illustrated) shows she earned \$1,850 in wages and had \$140 in federal tax withheld during 1994. She also received a Form 1099-INT showing she had \$277 in interest income. She files Form 1040EZ as explained below. Her completed Form 1040EZ is shown later.

Name & Address

Pat received a Form 1040EZ instruction booklet in the mail. On the front of the instruction booklet is a mailing label that shows her name, address, and social security number. Before she peels the label from the front of the booklet, she finishes her return and checks that the label is correct. When she has finished her return, she attaches the label to the top of her return where it says "label here."

Presidential Election Campaign Fund. Pat wants \$3 of her taxes to go to this fund, so she checks the "Yes" box. Checking "Yes" will not change her tax or reduce her refund.

Report Your Income

Pat has two items of income which must be combined and entered on line 1 of Form 1040EZ. The part of her scholarship that is for room and board (\$500) is taxable. She adds this amount to the wages (\$1,850) shown in box 1 of her Form W-2. She enters the total (\$2,350) on line 1. In the space to the right of "W-2 Form(s)," she writes "SCH \$500." On line 2, she enters her interest income of \$277. She adds her wages, taxable scholarship, and interest together to figure her adjusted gross income of \$2,627. She enters \$2,627 on line 3.

Standard Deduction and Personal Exemption

Since Pat can be claimed as a dependent by her parents, she checks the "Yes" box on line 4. She uses the worksheet on the back of her Form 1040EZ to figure the amount to enter on line 4. The information from her completed worksheet is shown below.

A. Enter the amount from line 1 on the front.	A. <u>\$2,350</u>
B. Minimum standard deduction.	B. <u>600</u>
C. Enter the LARGER of line A or line B here.	C. <u>\$2,350</u>
D. Maximum standard deduction. If single, enter \$3,800; if married, enter \$6,350.	D. <u>3,800</u>
E. Enter the SMALLER of line C or line D here. This is your standard deduction.	E. <u>\$2,350</u>
F. Exemption amount. •If single, enter 0. •If married and both you and your spouse can be claimed as dependents, enter 0. •If married and only one of you can be claimed as a dependent, enter \$2,450.	F. <u>-0-</u>
G. Add lines E and F. Enter the total here and on line 4 on the front.	G. <u>\$2,350</u>

Pat enters \$2,350 on line 4.

Note. If she could not be claimed as a dependent by her parents or someone else, she would have a standard deduction amount of \$3,800 and a personal exemption of \$2,450. In that case, she would have checked the "No" box and entered \$6,250 on line 4.

Figure Your Payments and Tax

Pat subtracts line 4 (\$2,350) from line 3 (\$2,627) and enters the result of \$277 on line 5. This amount is her taxable income. She will figure her income tax on this amount.

Pat had \$140 of Federal income tax withheld from her wages by her employer. She found this amount in box 2 of her 1994 Form W-2. She enters this amount on line 6 of Form 1040EZ.

Because she is under age 25 and her parents can claim her as a dependent, Pat is not eligible for the earned income credit. She leaves line 7 blank.

If she wanted the IRS to compute her tax for her, she would stop at this point. She would make sure lines 1 through 7 were completed accurately, then she would sign and date the return and enter her occupation.

Pat decides to compute her tax by herself. She adds the amounts on lines 6 and 7 and enters her total payments, \$140, on line 8.

She takes the amount on line 5, her taxable income of \$277, and goes to the Tax Table in Section 5 of the Form 1040EZ instructions. She reads down the income column of the Tax Table until she finds the line that includes her taxable income shown on line 5 of her Form 1040EZ. She then reads across the line to the tax column for single persons to find her tax (\$43). She enters this amount of tax on line 9 of her Form 1040EZ.

Refund or Amount You Owe

Pat compares line 8 and line 9. Since line 8 is larger, she subtracts line 9 (\$43) from line 8 (\$140) to arrive at her refund of \$97. She enters this amount on line 10. She will receive a tax refund of \$97.

If her employer had not withheld any federal income tax from her wages, Pat would have owed \$43 in income tax. She would have had to enter that amount on line 11. She would then attach a check or money order for the full amount of \$43 payable to "Internal Revenue Service." She would write on the front of her check or money order:

Her name,
Her address,
Her social security number,
Her daytime telephone number, and
"1994 Form 1040EZ."

Sign Your Return

Pat should check her return to make sure that she entered the numbers clearly and correctly and that her math is correct.

Pat enters her occupation and she signs and dates her return at the bottom of the form. She attaches Copy B of her Form W-2 where indicated on the front of Form 1040EZ.

She makes a copy of her filled-in tax return for her records. Then she mails her return to the appropriate service center as indicated in her forms package.

Filled-in Schedule C-EZ

Stephen Burke is a high school student. During the summer of 1994, he mowed lawns for some of his neighbors. He used his father's lawn mower and paid for gas and oil used in his business.

Stephen kept good records that showed he earned \$750 and spent \$40 on gas and oil. Since his income minus business expenses is more than \$400, he must file Form 1040 and Schedule C or C-EZ even if this was his only income.

Stephen enters his name and social security number at the top of Schedule C-EZ. He fills in the required information in Part 1 of Schedule C-EZ.

Part II, line 1 is where income is reported. All the money he received (including tips, if any) is shown on line 1.

Part II, line 2 is where the expenses are reported. He lists the \$40 for gas and oil on line 2. For information on what expenses can be deducted, see Publication 535, *Business Expenses*.

Part II, line 3 shows the net profit from the business that is subject to tax. Stephen must include \$710 on Form 1040, line 12. Since his **net** earnings from self-employment are more than \$400, Stephen must also complete Schedule SE to compute his self-employment tax.

Form 1040 and Schedule SE are not shown here. For more information on self-employment tax, see Publication 533, *Self-Employment Tax*.

Form W-4 (1995)

Want More Money in Your Paycheck?

If you expect to be able to take the earned income credit for 1995 and a child lives with you, you may be able to have part of the credit added to your take-home pay. For details, get Form W-5 from your employer.

Purpose. Complete Form W-4 so that your employer can withhold the correct amount of Federal income tax from your pay.

Exemption From Withholding. Read line 7 of the certificate below to see if you can claim exempt status. If exempt, complete line 7; but do not complete lines 5 and 6. No Federal income tax will be withheld from your pay. Your exemption is good for 1 year only. It expires February 15, 1996.

Note: You cannot claim exemption from withholding if (1) your income exceeds \$850 and includes unearned income (e.g., interest

and dividends) and (2) another person can claim you as a dependent on their tax return.

Basic Instructions. Employees who are not exempt should complete the Personal Allowances Worksheet. Additional worksheets are provided on page 2 for employees to adjust their withholding allowances based on itemized deductions, adjustments to income, or two-earner/two-job situations. Complete all worksheets that apply to your situation. The worksheets will help you figure the number of withholding allowances you are entitled to claim. However, you may claim fewer allowances than this.

Head of Household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals.

Nonwage Income. If you have a large amount of nonwage income, such as interest or dividends, you should consider making

estimated tax payments using Form 1040-ES. Otherwise, you may find that you owe additional tax at the end of the year.

Two Earners/Two Jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. This total should be divided among all jobs. Your withholding will usually be most accurate when all allowances are claimed on the W-4 filed for the highest paying job and zero allowances are claimed for the others.

Check Your Withholding. After your W-4 takes effect, you can use Pub. 919, Is My Withholding Correct for 1995?, to see how the dollar amount you are having withheld compares to your estimated total annual tax. We recommend you get Pub. 919 especially if you used the Two Earner/Two Job Worksheet and your earnings exceed \$150,000 (Single) or \$200,000 (Married). Call 1-800-829-3676 to order Pub. 919. Check your telephone directory for the IRS assistance number for further help.

Personal Allowances Worksheet

A	Enter "1" for yourself if no one else can claim you as a dependent	A	_____
B	Enter "1" if: <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,000 or less. 	B	<u>1</u>
C	Enter "1" for your spouse. But, you may choose to enter -0- if you are married and have either a working spouse or more than one job (this may help you avoid having too little tax withheld)	C	_____
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	_____
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of Household above)	E	_____
F	Enter "1" if you have at least \$1,500 of child or dependent care expenses for which you plan to claim a credit	F	_____
G	Add lines A through F and enter total here. Note: This amount may be different from the number of exemptions you claim on your return	G	<u>1</u>

For accuracy, do all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.
- If you are single and have more than one job and your combined earnings from all jobs exceed \$30,000 OR if you are married and have a working spouse or more than one job, and the combined earnings from all jobs exceed \$50,000, see the Two-Earner/Two-Job Worksheet on page 2 if you want to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line G on line 5 of Form W-4 below.

----- Cut here and give the certificate to your employer. Keep the top portion for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 0;">▶ For Privacy Act and Paperwork Reduction Act Notice, see reverse.</p>	OMB No. 1545-0010 <h1 style="margin: 0;">1995</h1>
1 Type or print your first name and middle initial Rachel S.		2 Your social security number 123 00 9876
Home address (number and street or rural route) 2026 Elk Grove Rd.		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.</small>
City or town, state, and ZIP code Anytown, CO 80000		4 If your last name differs from that on your social security card, check here and call 1-800-772-1213 for a new card <input type="checkbox"/>
5 Total number of allowances you are claiming (from line G above or from the worksheets on page 2 if they apply)		5 <u>1</u>
6 Additional amount, if any, you want withheld from each paycheck		6 \$ _____
7 I claim exemption from withholding for 1995 and I certify that I meet BOTH of the following conditions for exemption: <ul style="list-style-type: none"> • Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND • This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability. If you meet both conditions, enter "EXEMPT" here.		7 <u>7</u>
Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.		
Employee's signature ▶ Rachel S. Smith		Date ▶ March 13 1995
8 Employer's name and address (Employer: Complete 8 and 10 only if sending to the IRS)		9 Office code (optional)
		10 Employer identification number

**Use the
IRS label**
(See page 12.)
Otherwise,
please print.

Print your name (first, initial, last)
CAR-RT SORTCRO1**
PB 321-00-6789 S29 21
PAT A. BROWN
2483 COTTAGE RD 203
ANYTOWN AZ 85000
 City, town or post office, state and ZIP code. If you have a foreign address, see page 12.

Your social security number

Spouse's social security number

See instructions on back and in Form 1040EZ booklet:

Presidential Election Campaign (See page 12.)
 Notes: Checking "Yes" will not change your tax or reduce your refund.
 Do you want \$3 to go to this fund? Yes No
 If a joint return, does your spouse want \$3 to go to this fund? Yes No

Income

Attach Copy B of Form(s) W-2 here. Enclose, but do not attach, any payment with your return.

Note: You must check Yes or No.

- Total wages, salaries, and tips. This should be shown in box 1 of your W-2 form(s). Attach your W-2 form(s). **500**
- Taxable interest income of \$400 or less. If the total is over \$400, you cannot use Form 1040EZ.
- Add lines 1 and 2. This is your adjusted gross income. If less than \$9,000, see page 16 to find out if you can claim the earned income credit on line 7.
- Can your parents (or someone else) claim you on their return?
 Yes. Do worksheet on back; enter amount from line G here.
 No. If single, enter \$250.00. If married, enter 11,250.00. For an explanation of these amounts, see back of form.
- Subtract line 4 from line 3. If line 4 is larger than line 3, enter 0. This is your taxable income.

Yes	No	Dollars	Cents
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 350	00
<input type="checkbox"/>	<input type="checkbox"/>	277	00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 627	00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 350	00
<input type="checkbox"/>	<input type="checkbox"/>	277	00
<input type="checkbox"/>	<input type="checkbox"/>	140	00
<input type="checkbox"/>	<input type="checkbox"/>	140	00
<input type="checkbox"/>	<input type="checkbox"/>	43	00
<input type="checkbox"/>	<input type="checkbox"/>	97	00

Payments and tax

- Enter your Federal income tax withheld from your W-2 form(s).
- Earned income credit (see page 15). Enter type and amount of nontaxable earned income below.
- Add lines 6 and 7 (don't include nontaxable earned income). These are your total payments.
- Tax. Use the amount on line 6 to find your tax in the tax table on pages 28-32 of the booklet. Then, enter the tax from the table on this line.

Refund or amount you owe

- If line 8 is larger than line 9, subtract line 9 from line 8. This is your refund.
- If line 9 is larger than line 8, subtract line 8 from line 9. This is the amount you owe. See page 20 for details on how to pay and what to write on your payment.

Sign your return

Keep a copy of this form for your records.

I have read this return. Under penalties of perjury, I declare that to the best of my knowledge and belief, the return is true, correct, and accurately lists all amounts and sources of income I received during the tax year.

Your signature PAT A. BROWN		Spouse's signature if joint return	
Date 2-15-95	Your occupation Student	Date	Spouse's occupation

For IRS Use Only — Please do not write in boxes below.

**SCHEDULE C-EZ
(Form 1040)**

Net Profit From Business

(Sole Proprietorship)

► Partnerships, joint ventures, etc., must file Form 1065.

► Attach to Form 1040 or Form 1041. ► See instructions on back.

CMB No. 1545-0074

1994

Attachment
Sequence No. **09A**

Department of the Treasury
Internal Revenue Service (7)

Name of proprietor

Stephen Burke

Social security number (SSN)

567:00:4321

Part I General information

**You May Use
This Schedule
Only If You:**

- Had gross receipts from your business of \$25,000 or less.
- Had business expenses of \$2,000 or less.
- Use the cash method of accounting.
- Did not have an inventory at any time during the year.
- Did not have a net loss from your business.
- Had only one business as a sole proprietor.

And You:

- Had no employees during the year.
- Are not required to file Form 4562, Depreciation and Amortization, for this business. See the instructions for Schedule C, line 13, on page C-3 to find out if you must file.
- Do not deduct expenses for business use of your home.
- Do not have prior year unallowed passive activity losses from this business.

A Principal business or profession, including product or service Mowing lawns	B Enter principal business code (see page C-6) ► 2 2 1 2
C Business name. If no separate business name, leave blank.	D Employer ID number (EIN), if any
E Business address (including suite or room no.). Address not required if same as on Form 1040, page 1. City, town or post office, state, and ZIP code	

Part II Figure Your Net Profit

1 Gross receipts. If more than \$25,000, you must use Schedule C. <i>Caution: If this income was reported to you on Form W-2 and the "Statutory employee" box on that form was checked, see Statutory Employees in the instructions for Schedule C, line 1, on page C-2 and check here</i> ► <input type="checkbox"/>	1	750	
2 Total expenses. If more than \$2,000, you must use Schedule C. See instructions	2	40	
3 Net profit. Subtract line 2 from line 1. If less than zero, you must use Schedule C. Enter on Form 1040, line 12, and ALSO on Schedule SE, line 2. (Statutory employees do not report this amount on Schedule SE, line 2. Estates and trusts, enter on Form 1041, line 3.)	3	710	

Part III Information on Your Vehicle. Complete this part ONLY if you are claiming car or truck expenses on line 2.

- 4** When did you place your vehicle in service for business purposes? (month, day, year) ► / /
- 5** Of the total number of miles you drove your vehicle during 1994, enter the number of miles you used your vehicle for:
- a** Business **b** Commuting **c** Other
- 6** Do you (or your spouse) have another vehicle available for personal use? Yes No
- 7** Was your vehicle available for use during off-duty hours? Yes No
- 8a** Do you have evidence to support your deduction? Yes No
- b** If "Yes," is the evidence written? Yes No

Publications for Individuals

General Guides	531	.. Reporting Tip Income	908	.. Tax Information on Bankruptcy
1 .. Your Rights as a Taxpayer	533	.. Self-Employment Tax	911	.. Tax Information for Direct Sellers
17 .. Your Federal Income Tax	534	.. Depreciation	915	.. Social Security Benefits and Equivalent Railroad Retirement Benefits
225 .. Farmer's Tax Guide	537	.. Installment Sales	917	.. Business Use of a Car
334 .. Tax Guide for Small Business	541	.. Tax Information on Partnerships	919	.. Is My Withholding Correct for 1995?
509 .. Tax Calendars for 1995	544	.. Sales and Other Dispositions of Assets	925	.. Passive Activity and At-Risk Rules
553 .. Highlights of 1994 Tax Changes	547	.. Nonbusiness Disasters, Casualties, and Thefts	926	.. Employment Taxes for Household Employers
910 .. Guide to Free Tax Services (Includes a list of publications)	550	.. Investment Income and Expenses	929	.. Tax Rules for Children and Dependents
Specialized Publications	551	.. Basis of Assets	936	.. Home Mortgage Interest Deduction
3 .. Tax Information for Military Personnel (Including Reservists Called to Active Duty)	552	.. Recordkeeping for Individuals	938	.. Real Estate Mortgage Investment Conduits (REMICs) Reporting Information
54 .. Tax Guide for U.S. Citizens and Resident Aliens Abroad	554	.. Tax Information for Older Americans	945	.. Tax Information for Those Affected by Operation Desert Storm
378 .. Fuel Tax Credits and Refunds	555	.. Federal Tax Information on Community Property	946	.. How To Begin Depreciating Your Property
448 .. Federal Estate and Gift Taxes	556	.. Examination of Returns, Appeal Rights, and Claims for Refund	947	.. Practice Before the IRS and Power of Attorney
463 .. Travel, Entertainment, and Gift Expenses	559	.. Survivors, Executors, and Administrators	950	.. Introduction to Estate and Gift Taxes
501 .. Exemptions, Standard Deduction, and Filing Information	580	.. Retirement Plans for the Self-Employed	1244	.. Employee's Daily Record of Tips and Report to Employers
502 .. Medical and Dental Expenses	581	.. Determining the Value of Donated Property	1542	.. Per Diem Rates
503 .. Child and Dependent Care Expenses	584	.. Mutual Fund Distributions	1544	.. Reporting Cash Payments of Over \$10,000
504 .. Divorced or Separated Individuals	570	.. Tax Guide for Individuals with Income from U.S. Possessions	1546	.. How to use the Problem Resolution Program of the IRS
505 .. Tax Withholding and Estimated Tax	571	.. Tax-Sheltered Annuity Programs for Employees of Public Schools and Certain Tax-Exempt Organizations		
508 .. Educational Expenses	575	.. Pension and Annuity Income (Including Simplified General Rule)		
513 .. Tax Information for Visitors to the United States	584	.. Nonbusiness Disaster, Casualty, and Theft Loss Workbook		
514 .. Foreign Tax Credit for Individuals	587	.. Business Use of Your Home		
516 .. Tax Information for U.S. Government Civilian Employees Stationed Abroad	590	.. Individual Retirement Arrangements (IRAs)		
517 .. Social Security and Other Information for Members of the Clergy and Religious Workers	593	.. Tax Highlights for U.S. Citizens and Residents Going Abroad		
519 .. U.S. Tax Guide for Aliens	594	.. Understanding The Collection Process		
520 .. Scholarships and Fellowships	596	.. Earned Income Credit		
521 .. Moving Expenses	597	.. Information on the United States-Canada Income Tax Treaty		
523 .. Selling Your Home	721	.. Tax Guide to U.S. Civil Service Retirement Benefits		
524 .. Credit for the Elderly or the Disabled	901	.. U.S. Tax Treaties		
525 .. Taxable and Nontaxable Income	907	.. Tax Highlights for Persons with Disabilities		
526 .. Charitable Contributions				
527 .. Residential Rental Property				
529 .. Miscellaneous Deductions				
530 .. Tax Information for First-Time Homeowners				

Spanish Language Publications

1SP .. Derechos del Contribuyente
558SP .. Revisión de las Declaraciones de Impuesto, Derecho de Apelación y Reclamaciones de Reembolsos
579SP .. Cómo Preparar la Declaración de Impuesto Federal
594SP .. Comprendiendo el Proceso de Cobro
596SP .. Crédito por Ingreso del Trabajo
850 .. English-Spanish Glossary of Words and Phrases Used in Publications Issued by the Internal Revenue Service

Tax forms, publications and instructions listed on the order blank

You can get the following forms, schedules, and instructions at participating banks, post offices, or libraries.

Form 1040
Instructions for Form 1040 & Schedules
Schedule A for itemized deductions
Schedule B for interest and dividend income if over \$400; and for answering the foreign accounts or foreign trusts questions

Schedule EIC for the earned income credit
Form 1040A
Instructions for Form 1040A & Schedules
Schedule 1 for Form 1040A filers to report interest and dividend income

Schedule 2 for Form 1040A filers to report child and dependent care expenses
Form 1040EZ
Instructions for Form 1040EZ

You can photocopy the items listed below (as well as those listed above) at participating libraries or order them from the IRS.

Schedule 3, Credit for the Elderly or the Disabled for Form 1040A Filers
Schedule C, Profit or Loss From Business
Schedule C-EZ, Net Profit From Business
Schedule D, Capital Gains and Losses
Schedule E, Supplemental Income and Loss
Schedule F, Profit or Loss From Farming
Schedule R, Credit for the Elderly or the Disabled
Schedule SE, Self-Employment Tax
Form 1040-EZ, Estimated Tax for Individuals
Form 1040X, Amended U.S. Individual

Income Tax Return
Form 2106, Employee Business Expenses
Form 2106-EZ, Unreimbursed Employee Business Expenses
Form 2119, Sale of Your Home
Form 2210, Underpayment of Estimated Tax by Individuals and Fiduciaries
Form 2441, Child and Dependent Care Expenses
Form 3903, Moving Expenses
Form 4562, Depreciation and Amortization
Form 4868, Application for Automatic Extension of Time To File U.S. Individual Income Tax Return

Form 5329, Return for Additional Taxes Attributable to Qualified Retirement Plans, Annuities, and Modified Endowment Contracts
Form 8283, Noncash Charitable Contributions
Form 8862, Passive Activity Loss Limitations
Form 8886, Nondeductible IRA Contributions, IRA Basis, and Nontaxable IRA Distributions
Form 8822, Change of Address
Form 8829, Expenses for Business Use of Your Home

How to Get IRS Forms and Publications

You can visit your local IRS office or order tax forms and publications from the IRS Forms Distribution Center listed for your state at the address on this page. Or, if you prefer, you can photocopy tax forms from reproducible copies kept at participating public libraries. In addition, many of these libraries have reference sets of IRS publications that you can read or copy.

Where To Mail Your Order Blank for Free Forms and Publications

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