

## **Sample article for organizations to use to reach customers (493 word count)**

*Post the following article on your websites and/or use in other communication vehicles to help your customers file a complete and accurate federal tax return.*

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### **File a complete and accurate return to avoid processing delays**

It is important that you file a complete and accurate tax return to avoid any processing delays. If your return includes errors or is incomplete, it may require further review and could delay your refund. When we need more information to process your tax return, we will generally contact you by mail.

Some tax returns take longer to process than others for many reasons, including when a return:

- is affected by identity theft or fraud,
- includes Form 8379, Injured Spouse Allocation, which could take up to 14 weeks to process,
- amends your original tax return, which could take up to 16 weeks to process,
- is incomplete or missing information or
- requires further review.

Before filing your return, review it to make sure it is correct and complete. The most common errors include:

- incorrect or missing Social Security numbers or individual taxpayer identification numbers,
- incorrect tax entered based on taxable income and filing status,
- missing or incorrect identification numbers for child care providers,
- withholding and estimated tax payments entered on the wrong line, and
- errors in addition and subtraction.

Did you consider filing your tax return electronically? By electronically filing your tax return, many common errors may be avoided or corrected by the tax preparation software. Depending on your income, you may even qualify to [e-file](#) for free by using [Free File](#) tax software. Visit [IRS.gov/Filing](https://www.irs.gov/Filing) to learn more.

The Volunteer Income Tax Assistance program offers free tax help to people who generally make \$53,000 or less, people with disabilities, the elderly and taxpayers with limited English who need help preparing their tax returns. The Tax Counseling for the Elderly program offers free tax help for all taxpayers, particularly those who are 60

years of age and older, specializing in questions about pensions and retirement-related issues unique to seniors. IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals.

To locate the nearest VITA or TCE site near you, use the [VITA Locator Tool](#).

It is important that you review your entire return because any errors or oversights may delay the processing of your return. You should save a copy of the signed return and all schedules for your records. Keep the records and receipts that support or document items on your return even if you don't submit them when you file. When you sign your tax return, you are verifying that your information is true, correct and complete under penalties of perjury.

More information is available on IRS.gov under [Tax Topic 303](#): *Checklist of Common Errors When Preparing Your Tax Return*.

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**NOTE TO EDITOR: On Twitter? Use the following IRS-approved tweet to reach out to your customers.**

No matter who prepares it, YOU are responsible for your #tax return information. Choose a preparer wisely. #IRS <http://go.usa.gov/rv6W>