

Sample article for organizations to use to reach customers (word count 318)

Customize and post the following article on your websites and/or use in other communication vehicles to help your customers decide which tax form they should file.

Which tax form should you file?

Which form should you use to file your federal income taxes? Most people file electronically with IRS Free File or another IRS e-file option. It's easy — just let the tax software select the right form for you. But if you file on paper, you'll need to pick the right form to use.

Before you decide, check out IRS [Free File](#) on [IRS.gov](#). It has free tax software or a Fillable Forms option that allows you to fill in your tax forms using a computer. You can e-file the completed forms for free!

If you still prefer paper and pen, here are some tips on how to choose the best form for your situation.

You can generally use Form 1040EZ if:

- Your taxable income is below \$100,000;
- Your filing status is single or married filing jointly;
- You are not claiming any dependents; and
- Your interest income is \$1,500 or less.

The Form 1040A may be best for you if:

- Your taxable income is below \$100,000;
- You have capital gain distributions;
- You claim certain tax credits; and
- You claim adjustments to income for IRA contributions and student loan interest.

However, there are reasons you must use Form 1040, including:

- Your taxable income is \$100,000 or more;
- You claim itemized deductions;
- You are reporting self-employment income; or
- You are reporting income from sale of a property.

Read more about which form to use in IRS [Publication 17, Your Federal Income Tax](#). The quickest way to get tax forms and instructions is to visit [IRS.gov](#) and go to the [Forms & Publications](#) page. New tax forms often appear online well before the printed forms are available.

You can also have forms mailed to you by calling the IRS at 800-TAX-FORM (800-829-3676), or you can pick them up at a [local IRS office](#). Some libraries and post offices also have tax forms.

NOTE TO EDITOR: Below are additional resources, including YouTube videos, you can share with your customers.

[IRS Tax Tip 2014-03](#)

IRS YouTube Videos:

- *Welcome to Free File – [English](#)*
- *IRS Tax Forms and Publications - [English](#) | [Spanish](#) | [ASL](#)*

IRS Podcasts:

- *Tax Forms and Publications - [English](#) | [Spanish](#)*