

INDIVIDUAL INCOME TAX RETURN

FOR NET INCOMES OF NOT MORE THAN \$5,000

For Calendar Year 1922

Do not write in this space
SERIAL NUMBER _____

THIS RETURN
SHOULD BE FILED
NOT LATER THAN
THE 15TH DAY OF
THE THIRD MONTH
FOLLOWING THE
CLOSE OF THE
TAXABLE PERIOD

Or for period begun _____, 1921, and ended _____, 1922

AMOUNT PAID
\$ _____
(Cashier's Stamp)

PRINT NAME AND ADDRESS PLAINLY BELOW

(Name)

(Street and number, or rural route)

(Post office) (County) (State)

CASH CHECK M.O.

Examined by _____

OCCUPATION, PROFESSION, OR KIND OF BUSINESS _____

Item and Instruction No.	INCOME	Amount Received.	Expenses Paid.			
1. Salaries, Wages, Commissions, etc. (State name and address of person from whom received.)		\$ _____	\$ _____	\$ _____		
2. Income from Business or Profession (From Schedule A)						
3. Interest on Bank Deposits, Notes, Mortgages, and Corporation Bonds						
4. Income from Partnerships, Fiduciaries, etc. (State name and address of partnership, etc.)						
5. Rents and Royalties (From Schedule B)						
6. Profit from Sale of Real Estate, Stocks, Bonds, etc. (From Schedule C)						
7. Other Income (except dividends from domestic corporations and interest on obligations of the United States) (State nature of income)						
(a) _____						
(b) _____						
8. TOTAL INCOME IN ITEMS 1 TO 7				\$ _____		
DEDUCTIONS						
9. Losses by Fire, Storm, etc. (Explain in Schedule D)				\$ _____		
10. Interest Paid						
11. Taxes Paid						
12. Bad Debts (Explain in Schedule E)						
13. Contributions (Explain in Schedule E)						
14. Other Deductions Authorized by Law (Explain in Schedule E)						
15. TOTAL DEDUCTIONS IN ITEMS 9 TO 14				\$ _____		
16. NET INCOME (Item 8 Minus Item 15)				\$ _____		

COMPUTATION OF TAX

17. Net Income (Item 16 above)	\$ _____		20. Total Tax (4% of Item 19)	\$ _____	
18. Less Personal Exemption and Credit for Dependents	\$ _____		21. Less: Income Tax Paid at the Source	\$ _____	
			22. Income and profits taxes paid to a foreign country or possession of the United States (attach Form 1116)		
19. Balance (Item 17 minus Item 18)	\$ _____		23. Balance of Tax (Item 20 minus Items 21 and 22)	\$ _____	

An amended return must be marked "Amended" at top of return

Checks will be accepted if payable at par at Collector's Office
3-12463

SCHEDULE A.—INCOME FROM BUSINESS OR PROFESSION. (See Instruction 2.)

1. Total income from business or profession _____		\$ _____
COST OF GOODS SOLD:		
2. Labor _____	\$ _____	OTHER BUSINESS DEDUCTIONS: 10. Salaries and wages not reported as "Labor" on Line 2 (see Instructions 1) _____ \$ _____ 11. Rent on business property in which taxpayer has no equity _____ 12. Interest on business indebtedness to others _____ 13. Taxes on business and business property _____ 14. Repairs, wear and tear, obsolescence, depletion, and property losses (explain below) _____ 15. Bad debts arising from sales or professional services _____ 16. Other expenses (list principal items and amounts below or on separate sheet) _____ 17. TOTAL (Lines 10 to 16, inclusive) _____ \$ _____ 18. TOTAL DEDUCTIONS (Line 9 plus Line 17) _____ \$ _____ 19. NET INCOME (Line 1 minus Line 18) (Enter as Item 2) _____ \$ _____
3. Material and supplies _____		
4. Merchandise bought for sale _____		
5. Other costs (list principal items and amounts below or on separate sheet) _____		
6. Plus inventory at beginning of year _____		
7. TOTAL _____	\$ _____	
8. Less inventory at end of year _____		
9. NET COST OF GOODS SOLD _____	\$ _____	
State amount of salary to self included in Line 10 _____ \$ _____		
Explanation of deductions claimed on Lines 5, 14, and 16 _____		

SCHEDULE B.—INCOME FROM RENTS AND ROYALTIES. (See Instruction 5.)

1. Kind of property	2. Amount received.	3. Cost, or value March 1, 1913.	4. Depreciation and depletion.	5. Repairs.	6. Other expenses.	7. Net income (Enter as Item 5).
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

State estimated life of property, and how you figured depreciation _____

SCHEDULE C.—PROFIT FROM SALE OF REAL ESTATE, STOCKS, BONDS, ETC. (See Instruction 6.)

1. Kind of property.	2. Date acquired.	3. Amount received.	4. Depreciation.	5. Cost.	6. Value March 1, 1913.	7. Subsequent improvements.	8. Net profit (Enter as Item 6).
_____		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

If not acquired by purchase, state how acquired. _____

SCHEDULE D.—EXPLANATION OF LOSSES BY FIRE, STORM, ETC. (See Instruction 9.)

1. Kind of property.	2. Cost or value March 1, 1913.	3. Depreciation previously taken.	4. Salvage value.	5. Insurance.	6. Net loss (Enter as Item 9).
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

SCHEDULE E.—EXPLANATION OF DEDUCTIONS CLAIMED IN ITEMS 12, 13, and 14.

1. Are you a citizen or resident of the United States? _____	2. If you filed a return for 1921, to what Collector's office was it sent? _____	3. Is this a joint return of husband and wife? _____
4. Was a separate return filed by your husband or wife? _____	If so, state: (a) Exemption claimed, \$ _____	(b) Name and address entered at head of that return _____
5. Were you married and living with husband or wife on the last day of your taxable period? _____	6. If not, were you on the last day of your taxable period supporting one or more persons living in your household who are closely related to you by blood, marriage, or adoption? _____	
7. How many dependent persons (other than husband or wife) under 18 years of age or incapable of self-support because mentally or physically defective were receiving their chief support from you on the last day of your taxable period? _____		
8. State amount of dividends received from domestic corporations (including dividends received through partnerships, fiduciaries, etc.) _____ \$ _____	9. State amount of interest received on Victory Liberty Loan 4 3/4% Notes and Treasury Notes _____ \$ _____	10. State amount of interest received on other obligations of the United States (except Liberty Bonds) on a principal in excess of \$5,000 _____ \$ _____

I SWEAR (or affirm) that this return, including the accompanying schedules and statements (if any), has been examined by me, and, to the best of my knowledge and belief, is a true and complete return, made in good faith, for the taxable period as stated, pursuant to the Revenue Act of 1921 and the Regulations issued under authority thereof.

(If return is made by agent, the reason therefor must be stated on this line.)

Sworn to and subscribed before me this _____ day of _____, 1923. _____
 (Signature of individual or agent.)

 (Signature of officer administering oath.) (Title.) (Address of individual or agent.)

INSTRUCTIONS

The Instruction Numbers on this Page Correspond with the Item Numbers on the First Page of the Return

1. INCOME FROM SALARIES, WAGES, COMMISSIONS, ETC.

Enter as Item 1 on page 1 of the return, all salaries or other compensation credited by or received from outside sources, and any salaries included as a deduction in Line 10, Schedule A, for (a) yourself, (b) your husband or wife, if a joint return is filed, and (c) each dependent minor child having a net income of less than \$1,000 per annum. Use a separate line for each entry, giving the information requested.

Any necessary expenses against salaries, etc., such as traveling expenses paid while away from home in the pursuit of a trade or business, may be claimed as a deduction. Traveling expenses ordinarily include expenditures for railroad fares, meals, and lodging.

2. INCOME FROM BUSINESS OR PROFESSION.

If you owned a business, or practiced a profession on your own account, fill in Schedule A on page 2 of the return, and enter the net income (or loss) as Item 2 on page 1, of the return.

This schedule should include income derived from the following sources: (a) Sale of merchandise, or products of manufacturing, mining, construction, and agriculture; (b) Business service, such as amusements, hotel and restaurant service, livery and garage service, laundering, storage, transportation, etc.; and (c) Professional service, such as dentistry, law, or medicine.

In general, report any income in the earning of which you incurred expenses for material, labor, supplies, etc.

Farmer's income schedule.—If you are a farmer or rent your farm out on shares and keep no books of account, or keep books on a cash basis, obtain from the Collector, and attach to this return, Form 1040 F, Schedule of Farm Income and Expenses. Enter the net farm income as Item 2, page 1 of the return. If your farm books of account are kept on an accrual basis, the filing of Form 1040 F is optional. Income from salaries, interest, rents, sales of property, etc., should be entered in Items 1 to 7 of the return.

Installment sales.—If you have used the installment method in computing income from installment sales you must attach to your return a schedule showing separately for the years 1919, 1920, 1921, and 1922 the following information: (a) Gross sales (b) Cost of goods sold; (c) Gross profits; (d) Percentage of profits to gross sales; (e) Amount collected; (f) Gross profit on amount collected.

Kind of business.—Describe the business or profession, in the space provided at the top of page 1 as "grocery," "retail clothing," "drug store," "laundry," "doctor," "lawyer," "farmer," etc.

Total income from business or profession.—Enter on Line 1 of Schedule A the total income from sales or services, less any discounts or allowances from the sale price or service charge.

Salaries.—Enter on Line 10 all salaries and wages not included as "Labor" on Line 2 under "Cost of Goods Sold." Any salary or wages deducted for your own services or the services of your dependent minor children must be entered as income in Item 1 of your return.

Rent.—Enter on Line 11 rent on business property in which you have no equity. Do not include rent for dwelling you occupy for residential purposes.

Interest.—Enter on Line 12 interest on business indebtedness to others. Do not include interest to yourself on capital invested in or advanced to the business.

Taxes.—Enter on Line 13 taxes on business property or for carrying on business. Do not include taxes assessed against local benefits of a kind tending to increase the value of the property assessed, as for paving, sewers, etc., nor Federal income taxes.

Repairs, wear and tear, obsolescence, depletion, and property losses.—Enter on Line 14 (a) ordinary repairs required to keep property in usable condition, (b) reasonable allowance for exhaustion, wear and tear of property used in the trade or business, including a reasonable allowance for obsolescence, and (c) losses of business property by fire, storm, or other casualty, or theft, not compensated for by insurance or otherwise and not made good by repairs claimed as deductions. Explain these deductions in the space provided under Schedule A.

Do not claim any deduction for depreciation in the value of a building occupied by you as a dwelling, or of other property held for personal use, nor for land (exclusive of improvements thereon), nor on stocks, bonds, and like securities.

Bad debts.—Enter on Line 15 debts, or portions thereof, arising from sales or professional services that have been reported as income, which have been definitely ascertained to be worthless and have been charged off within the year, or such reasonable amount as has been added to a reserve for bad debts within the year.

A debt previously charged off as bad, if subsequently collected, must be returned as income for the year in which collected.

Other expenses.—Enter on Line 16 all ordinary and necessary business expenses, not classified above, such as fire insurance, heat, light, and traveling expenses. (See Instruction 1.) Do not include cost of business equipment or furniture, expenditures for replacements, or for permanent improvements to property, nor personal living and family expenses.

Deficit.—If the amount to be entered on Line 19 shows a deficit, indicate by using red ink or a minus sign.

3. INTEREST ON BANK DEPOSITS, ETC.

Enter as Item 3 all interest received or credited to your account during the taxable period on bank deposits, notes, mortgages and corporation bonds. Interest on bonds is considered income when due and payable.

If you claim a credit on account of income tax paid at the source on corporation bonds, such credit should be 2 per cent of the amount of interest received on the bonds, in connection with which you filed a white ownership certificate (Form 1000), and should be entered as Item 21 on page 1 of the return.

4. INCOME FROM PARTNERSHIPS, FIDUCIARIES, ETC.

Enter your share (whether received or not) in the profits of a partnership, or in the income of an estate or trust, except the part of such share that consisted of dividends on stock of domestic corporations, and taxable interest on obligations of the United States, which should be included in Items 8, 9, and 10, at foot of page 2 of the return.

Enter in Item 1, salary received from a partnership or corporation.

If the taxable period on the basis of which you file your return fails to coincide with the annual accounting period of the partnership or fiduciary, then you should include in your return your distributive share of the total net income for such accounting period, ending within your taxable period.

5. INCOME FROM RENTS AND ROYALTIES.

Explain in Schedule B depreciation, depletion, repairs, and other expenses.

If you received property or crops in lieu of cash rent, report the income as though the rent had been received in cash. Crops received as rent on a cropshare basis should be reported as income for the year in which disposed of (unless your return shows income accrued).

State the original cost of the property, or if it was acquired prior to March 1, 1913, the fair market value on that date.

Enter as depreciation the amount of wear and tear and obsolescence, or depletion, sustained during the taxable period 1922.

Other expenses include interest, taxes, fire insurance, fuel, light, labor, and other necessary expenses of this character.

6. PROFIT FROM SALE OF REAL ESTATE, BONDS, ETC.

Describe the property briefly in Schedule C, as "farm," "house," "bonds."

State the actual consideration or price received, or, the fair market value of the property received in exchange. Expenses connected with the sale, such as commissions paid agents, may be deducted in computing the amount received.

Enter the original cost of the property, and if it was acquired prior to March 1, 1913, the fair market value on that date. Attach statement explaining how value at March 1, 1913, was determined. Expenses incidental to the purchase may be included in the cost if never deducted from income. If the property was acquired by gift, bequest, devise, or inheritance after March 1, 1913, or in any manner prior to that date, see Section 202 of the Revenue Act of 1921.

Enter as depreciation the amount of wear and tear and obsolescence, or depletion, sustained and allowable as a deduction since March 1, 1913, or since date of acquisition, if subsequent to March 1, 1913. In the case of sales of stocks and bonds, no deductions should be taken in columns 4 and 7 of Schedule C for "Depreciation" and "Subsequent improvements."

Subsequent improvements include expenditures for additions, improvements and repairs made to restore the property or prolong its useful life. Do not deduct ordinary repairs, interest and taxes in computing profit or loss.

If the net result to be entered in Item 6 is a deductible loss, indicate the deficit by using red ink or a minus sign.

7. OTHER INCOME.

Enter all other taxable income for which no place is provided elsewhere on page 1 of the return including dividends on stock of foreign corporations.

Dividends on stock of domestic corporations and taxable interest on obligations of the United States should be entered in Items 8, 9, and 10 at the foot of page 2 of the return, as these items are exempt from taxation if the total amount reported therein, together with the net income Item 16, does not exceed \$6,000.

8. TOTAL INCOME.

Enter the net amount of Items 1 to 7, inclusive, after deducting any expenses reported in Item 1, and losses in Items 2, 4, 5, 6, and 7.

9. LOSSES BY FIRE, STORM, ETC.

Enter as Item 9 losses of property not connected with your trade, business, or profession sustained during the year from fire, storm, shipwreck, or other casualty, or from theft, which were not compensated for by insurance or otherwise. Do not deduct losses incurred in transactions which were neither connected with your trade or business, nor entered into for profit.

Losses claimed should be explained in Schedule D on page 2 of the return.

10. INTEREST PAID.

Enter as Item 10 interest paid on personal indebtedness as distinguished from business indebtedness (which should be deducted under Schedules A or B). Do not include interest on indebtedness incurred or continued for the purchase of bonds and other obligations, the interest on which is wholly exempt from tax, except interest on indebtedness incurred to purchase or carry Victory Liberty Loan 3 3/4% Notes, originally subscribed for by the taxpayer.

11. TAXES PAID.

Enter as Item 11 personal taxes paid and all taxes on property not used in business or profession, not including those assessed against local benefits of a kind tending to increase the value of the property. Do not include Federal income taxes, taxes imposed upon the taxpayer upon his interest as shareholder or member of a corporation, which are paid by the corporation without reimbursement from the taxpayer, nor income and profits taxes claimed as a credit in Item 22, page 1 of the return.

12. BAD DEBTS.

Enter as Item 12 all bad debts other than those claimed as a deduction in Items above. State in Schedule E, (a) of what the debts consisted, (b) when they were created, (c) when they became due, and (d) how they were actually determined to be worthless.

13. CONTRIBUTIONS.

Enter as Item 13 contributions or gifts made within the taxable period to or for the use of: (a) the United States, any State, Territory, or any political subdivision thereof, or the District of Columbia, for exclusively public purposes; (b) any corporation or community chest fund, or foundation, organized and operated exclusively for religious, charitable, scientific, literary, or educational purposes, including posts of the American Legion or the Women's Auxiliary units thereof, or for the prevention of cruelty to children or animals, no part of the net earnings of which inures to the benefit of any private stockholder or individual; or (c) the special fund for vocational rehabilitation authorized by section 7 of the Vocational Rehabilitation Act; to an amount which in all the above cases combined does not exceed 15 per cent of the taxpayer's net income as computed without the benefit of this paragraph.

Fiduciaries filing this return for estates in the process of administration are allowed, in lieu of this deduction, that provided in Section 219 (b) of the Revenue Act of 1921.

List names of organizations and amounts contributed to each in Schedule E.

14. OTHER AUTHORIZED DEDUCTIONS.

Enter any other authorized deductions for which no place is provided elsewhere on page 1 of the return.

If this return is filed for an estate in the process of administration, there may be deducted the amount of any income properly paid or credited to beneficiaries.

Any deduction claimed should be explained in Schedule E.

15. TOTAL DEDUCTIONS.

Enter as Item 15 the total of Items 9 to 14 inclusive. This amount should not include any deduction claimed in Schedule A.

16. NET INCOME.

Enter as Item 16 the net income, which is obtained by deducting Item 15 from Item 8.

17. PERSONS REQUIRED TO MAKE A RETURN OF INCOME.

An income tax return must be filed by every citizen of the United States whether residing at home or abroad, and every person residing in the United States, though not a citizen thereof, whose gross income for the taxable period 1922 amounted to \$5,000 or whose net income amounted to—

- (a) \$1,000 if single or if married and not living with husband or wife.
- (b) \$2,000 if married and living with husband or wife.

If the combined net income of husband, wife, and dependent minor children equalled or exceeded \$2,000, or if the combined gross income of husband, wife and dependent minor children equalled or exceeded \$5,000 all such income must be reported on a joint return or on separate returns of husband and wife. If single and the net income, including that of dependent minors, if any, equalled or exceeded \$1,000, or if the gross income equalled or exceeded \$5,000, a return must be filed. A minor, however, having a net income of \$1,000 or \$2,000, according to the marital status, or a gross income of \$5,000, must file a return.

Under each of the above conditions, a return must be filed even though no tax is due. Note especially Instruction 22, "Credits for Personal Exemption and Dependents."

The income of a minor or incompetent, if derived from a separate estate under control of a guardian, trustee or other fiduciary, must be reported by his guardian or other local legal representative.

Income of (a) estates of decedents before final settlement; (b) trusts, whether created by will or deed for unascertained persons or persons with contingent interests; or income held, or which under the terms of the will or trust may be held, for future distribution, is taxed to the fiduciary as a single person, except that from the income of an estate there may first be deducted any amount properly paid or credited to beneficiaries.

If the net income of a decedent from the beginning of the taxable period to the date of his death was at the rate of \$1,000, if unmarried, or \$2,000, if married and living with wife or husband, or if the gross income was at the rate of \$5,000 or over, the executor or administrator shall file a return on Form 1040 or 1040A for such decedent.

18. WHEN TO USE FORM 1040 INSTEAD OF THIS FORM.

You must file your return on Form 1040—

- (a) If the combined net income of husband and wife exceeds \$5,000,
- (b) If your net income exceeds \$5,000,
- (c) If the net income reported in this return exceeds \$4,000 and the entire family exemption has been claimed in a separate return filed by husband or wife.
- (d) If the return is filed for a period of less than one year and the net income when placed on an annual basis exceeds \$5,000. (See Instruction 19 below.)

19. PERIOD TO BE COVERED BY RETURN.

Your return must be filed for the calendar year ending December 31, 1922, or for the fiscal year ending on the last day of any month other than December. The dates on which the period covered by the return begins and ends, if other than a calendar year, must be plainly stated at the head of the return.

The accounting period established must be adhered to for subsequent years, unless permission was received from the Commissioner to make a change. In the case of a return for a period of less than one year, the net income shall be placed on an annual basis by multiplying the amount thereof by twelve and dividing by the number of months included in such period; and the tax shall be such part of a tax computed on such annual basis as the number of months in such period is of twelve months.

20. ACCRUED OR RECEIVED INCOME.

If your books of account are kept on an accrual basis, report all income accrued, even though it has not been actually received or entered on the books, and expenses incurred instead of expenses paid.

If your books do not show income accrued and expenses incurred, report all income received or constructively received, such as bank interest credited to your account and expenses paid.

21. ITEMS EXEMPT FROM TAX.

The following items are exempt from Federal income tax and should not be reported, unless it is desired to establish a net loss, in which case see Section 204 of the Revenue Act of 1921:

- (a) The proceeds of life insurance policies paid upon the death of the insured;
- (b) The amount received by the insured as a return of premium or premiums paid by him under life insurance, endowment, or annuity contracts, either during the term or at the maturity of the term mentioned in the contract or upon surrender of the contract;
- (c) Gifts (not made as a consideration for service rendered), and money and property acquired under a will or by inheritance (but the income derived from money or property received by gift, will, or inheritance is taxable and must be reported);
- (d) Interest upon (1) the obligations of a State, Territory or any political subdivision thereof, or the District of Columbia; or (2) securities issued under the provisions of the Federal Farm Loan Act of July 17, 1916; or (3) the obligations of the United States or its possessions. In the case of obligations of the United States issued after September 1, 1917 (other than postal savings certificates of deposit), the interest is exempt only if and to the extent provided in the respective acts authorizing the issue thereof as amended and supplemented by Section 1528 of the Revenue Act of 1921, and should be excluded from gross income only if and to the extent it is wholly exempt to the taxpayer from income, war profits, and excess profits taxes;
- (e) Amounts received through accident or health insurance or under workmen's compensation acts, as compensation for personal injuries or sickness, plus the amount of any damages received, whether by suit or agreement, on account of such injuries or sickness;
- (f) Amounts received as compensation, family allotments and allowances under the provisions of the War Risk Insurance and the Vocational Rehabilitation Acts, or as pensions from the United States for service of the beneficiary or another in the military or naval forces of the United States in time of war;
- (g) The rental value of a dwelling house and appurtenances thereof furnished to a minister of the gospel as part of his compensation;
- (h) Compensation paid by a State or political subdivision thereof to its officers or employees.

22. CREDITS FOR PERSONAL EXEMPTION AND DEPENDENTS.

If you were married and living with your husband or wife or were head of a family on the last day of your taxable period, you may subtract from your net income on Form 1040A, before calculating your normal tax, an exemption of \$2,500, plus \$400 for each person (other than husband or wife) under 18 years of age or incapable of self-support because mentally or physically defective, who was receiving his chief support from you on that date. If husband and wife make separate returns, the exemption of \$2,500 may be claimed by either (but not by both) or may be divided between them, but the exemption of \$400 for each dependent may be claimed only by the person furnishing the child support.

If you were not married or did not live with husband or wife and were not head of a family on the last day of your taxable period, you are entitled to a personal exemption of \$1,000 plus \$400 for each dependent person under 18 years of age or incapable of self support because mentally or physically defective, who was receiving his chief support from you on that date.

An exemption of \$1,000 may be claimed in cases where Form 1040A is filed for estates in process of administration, or with respect to income held for future distribution.

If by reason of a change in your accounting period a return is filed for part of a year, the personal exemption and credit for dependents may be claimed in accordance with your status on the last day of such taxable period. (See also Instruction 19 on this page.)

A "head of family" is a person who actually supports one or more persons living in his (or her) household, who are closely related to him (or her) by blood, marriage, or adoption.

23. AFFIDAVIT.

The affidavit must be executed by the person whose income is reported unless he is a minor or incompetent or unless he is ill, absent from the country, or otherwise incapacitated, in which case the legal representative or agent may execute the affidavit. A minor, however, making his own return, must execute the affidavit.

The oath will be administered without charge by any collector, deputy collector, or internal revenue agent, or (if you are in the military or naval service of the United States) by any military or naval officer who is authorized to administer oaths for purposes of military or naval justice and administration. If an internal revenue officer is not available, the return should be sworn to before a notary public, justice of the peace, or other person authorized to administer oaths.

24. WHEN AND WHERE THE RETURN MUST BE FILED.

If the return is for the calendar year 1922, file it with the Collector of Internal Revenue for the district in which you live or have your principal place of business on or before March 15, 1923. If for a period other than the calendar year, the return should be filed on or before the 15th day of the third month following the close of such period.

If the address of the collector is not printed on the return and you do not know it, ask at the post office or bank.

In case you have no legal residence or place of business in the United States, the return should be forwarded to the Collector of Internal Revenue, Baltimore, Maryland.

25. WHEN AND TO WHOM THE TAX MUST BE PAID.

The tax should be paid, if possible, by sending or bringing with the return a check or money order drawn to the order of "Collector of Internal Revenue at (insert name of city and State)."

Do not send cash through the mail, or pay it in person, except at the office of the collector.

The total tax may be paid in four equal installments as follows: The first installment shall be paid at the time fixed by law for filing the return, the second installment shall be paid on the 15th day of the third month, the third installment on the 15th day of the sixth month, and the fourth installment on the 15th day of the ninth month after the time fixed by law for filing the return.

The total tax may be paid at the time of filing the return, or if paid in installments as provided above, the balance due at any time may be paid in full on or before the date when the next installment is due. One installment must be paid and the balance may be paid in installments, or in full, on or prior to any subsequent installment date referred to above. Failure to pay any installment on or before the date fixed by law makes the taxpayer liable for the payment of the balance of tax upon notice and demand by the collector.

26. PENALTIES.

For Making False or Fraudulent Return.

Not exceeding \$10,000 or not exceeding one year's imprisonment, or both, in the discretion of the court, and, in addition, 50 per cent of the tax evaded.

For Failing to Make Return on Time.

Not more than \$1,000, and, in addition, 25 per cent of the total tax.

For Failing to Pay Tax When Due or Understatement of Tax Through Negligence, etc.

Five per cent of the tax due but unpaid, plus interest at the rate of 1 per cent per month during the period in which it remains unpaid.

27. INFORMATION AT SOURCE.

Every individual making payments of salaries, wages, interest, rents, commissions, or other fixed or determinable income of \$1,000 or more during the calendar year, to any individual or partnership, is required to make a true and accurate return to the Commissioner of Internal Revenue, showing the amount of such payments and the name and address of the recipient. Forms 1096 and 1099, for reporting such information, will be furnished by any collector of internal revenue. Such returns of information covering the calendar year 1922 must be forwarded to the Commissioner of Internal Revenue, Sorting Section, Washington, D. C., in time to be received not later than March 15, 1923.