



Arizona Department of Revenue Individual Income Update

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February 2022

Tips to Avoid Common Errors

PREPARING YOUR RETURN

- Ensure all the necessary lines and forms are filled out properly.
- Identify and correct math errors or miscalculations.
- Double check that all information and supporting documentation are correct.
- Make sure all income, withholding, and payments are reported accurately.
- Double check spelling of names.
- Avoid using two different names.
- Make sure key information like a tax ID number, Social Security Number, routing number or account number are correct in all appropriate boxes.
- Remember to sign and date the return.
- Do not staple any items to the return.

SUBMITTING YOUR RETURN

- Choose e-file and direct deposit for a faster refund. It is six times faster! Submit all required documents with your return.
- Make sure you use correct postage on the envelope, if applicable.
- If filing by paper, mail to the [correct P.O. Box](#) listed on the form according to tax due or refund.
- Send payment with the correct return. Send the Arizona Department of Revenue (ADOR) payments with the state return to ADOR and the IRS payment with the federal return to the IRS.
- Do not resubmit return prior to the anticipated processing timeframe.
- Include a [voucher](#) with the payment if not sending it with the return. The Department spends time researching and connecting the payment to an account if no return or voucher is included thus delaying the return process.

FREE TAX PREPARATION AND FILING

Free File Software

[Free File Alliance](#) is a nonprofit coalition of industry-leading tax software companies partnered with ADOR and the IRS to provide free electronic tax services. Free File is fast, safe, and a free way to do your tax return online.

Individuals who meet certain criteria can get assistance with income tax filing. Check out the [ADOR website](#) for free file partners.

1. Review the offers from the vendors listed by clicking on their logo.
2. Follow the (logo) Free File link since another entry to the website may cause a charge for the filing.
3. Select a vendor and begin a return on the website.

Electronic filing is:

- Fast: Up to six times faster processing of your refund and money in your account sooner.
- Accurate: Fewer errors than paper forms.
- Affordable: If you qualify, it's free.
- Paperless: Help the environment by reducing paper usage.



(602) 255-3381 or toll-free at (800) 352-4090



www.azdor.gov

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The Arizona Department of Revenue does not endorse any specific tax filing product. Any questions regarding software or availability of forms should be directed to the software company.

Fillable Forms

For taxpayers above the Free Fill Alliance AGI threshold, fillable forms are the fastest way to file a paper state individual income tax return. You can download the fillable form, enter the information, add necessary associate forms into the package, and it does the math for you, making complex returns simple.

If you choose fillable forms as your free file option, you should be comfortable doing your own taxes.

Limitations with fillable forms include:

- It won't give you guidance about which forms to use or help with your tax situation.
- It only performs basic calculations and doesn't provide extensive error checking.

See instructions for line-by-line guidance.

AARP Tax-Aide

The AARP Foundation Tax-Aide Program offers free assistance to individuals 50 and older, who can't afford a tax preparation service, to file federal and Arizona state returns. Visit the [AARP Tax-Aide website](#) for more information.

Volunteer Income Tax Assistance (VITA)

The VITA Program provides free tax help to people who generally make \$58,000 or less, persons with disabilities, and limited English speaking taxpayers. Visit the [IRS website](#) for more information on VITA.

211 Information

For free, local federal and state tax preparation locations for taxpayers who are elderly, disabled, or low income, visit www.211arizona.org.

