

Checklist of Common Errors When Preparing Your Tax Return

Before filing your return, look over it to make sure it is correct and complete. The following checklist may help you avoid errors:

- Did you use the peel-off label and enter any changes to the information on it? If you used the label, did you write your social security number in the space provided?
- If you do not have a label, or there are too many changes to the information, did you clearly print your name, social security number, and address, including zip code directly on your return?
- Did you enter the names and social security numbers for yourself, your spouse, your dependents, and qualifying children for earned income credit or child tax credit, *exactly* as they appear on the Social Security Cards? If there have been *any* name changes be sure to go to www.ssa.gov or call 1-800-772-1213 to get a new Social Security Card.
- Did you pick *only* one filing status?
- Did you check the appropriate *exemption* boxes and enter the names and social security numbers *exactly* as they appear on the Social Security Card, for all of the dependents claimed? Is the *total* number of exemptions entered?
- Did you enter income, deductions, and credits on the correct lines and are the totals right?
- If you show a negative amount on your return, did you put brackets around it?
- If you are taking the standard deduction and checked any box saying either you or your spouse were age 65 or older or blind, did you find the right standard deduction using the worksheet in the [Form 1040 Instructions](http://www.irs.gov/pub/irs-pdf/i1040gi.pdf) (<http://www.irs.gov/pub/irs-pdf/i1040gi.pdf>) or the [Form 1040-A Instructions](http://www.irs.gov/pub/irs-pdf/i1040.pdf) (<http://www.irs.gov/pub/irs-pdf/i1040.pdf>)?
- Did you figure the tax correctly? If you used the tax tables, did you use the right column for your filing status?
- Did you sign and date the return? If it is a joint return, did your spouse also sign and date the return?
- Do you have a [Form W-2](http://www.irs.gov/pub/irs-pdf/fw2.pdf) (<http://www.irs.gov/pub/irs-pdf/fw2.pdf>) from all of your employers and did you attach Copy B of each W-2 to your return? File *only* one return, even if you have more than one job. Combine the wages and withholding from all Form W-2's, on one return.
- Did you attach any [Form 1099-R](http://www.irs.gov/pub/irs-pdf/f1099r.pdf) (<http://www.irs.gov/pub/irs-pdf/f1099r.pdf>) that shows tax withheld?
- Did you attach all other schedules and forms you need? Are they in sequence number order given in the upper right-hand corner?
- If you owe tax, did you enclose a check or money order with the return and write your social security number, tax form, and tax year on the payment?
- Did you make a copy of the signed return and all schedules for your records?

A few of the most common mistakes include:

1. Incorrect or missing social security numbers;
2. Incorrect tax entered from the tables;
3. Math errors in figuring the child and dependent care credit or the earned income credit (Also, missing or incorrect identification numbers for child care providers);

4. Withholding and estimated tax payments entered on the wrong line; and
5. General math errors – both addition and subtraction.

It is important that you double check your whole return because any errors may delay the processing of your return.