INSTRUCTIONS FOR FILL-IN AND SELF-CALCULATION FORMS

We encourage you to use the self-calculation forms provided here. Self-calculation forms are designed to perform the math computations for you, using the numbers that you enter onto the form. Your accuracy in entering the numbers has a direct impact on the results of the math computations.

Self-calculation forms are not programmed to detect when tax information is entered incorrectly. That means the forms cannot notify you that a potential error has been made. For this reason, we recommend that you double-check your entries, as well as the results of all math computations, before filing your forms.

Helpful Hints When Completing a Self-Calculation Form

- Always choose a "filing status" when completing a tax returns and associated schedules.

- If you do not know the last four digits of your zip code, please enter zeros.

- Check all math computations for accuracy.

- "Tooltips" are included above certain fields. Please open these tips for extra help and instructions. To close the message, click anywhere within the tip and an X will appear in the upper left hand corner. Click on the X to close.

- If you would like to clear all the fields entered on the self-calculation form and start over, please click on the Department of Revenue icon next to the √ at the top right hand side of the form.

Acrobat Toolbar Functions

When you install the Acrobat Reader and download a self-calculation or "fill-in" form, you will see a toolbar at the top of the document like this:

The Hand Tool will most likely be pre-selected the first time you use Acrobat Reader. This tool allows you to fill in the tax forms online. This tool is selected when the cursor appears in the shape of a hand like the one pictured on the button.

With a self-calculation form on the screen, first note that the yellow highlighted areas are the only fields where data can be entered. The "fill-in" forms are not

highlighted and data can be entered in all fields. Complete only the fields that pertain to you. In some cases it is only a few lines because the form will calculate and automatically fill the data in on the rest of the form. Move the hand tool over a portion of the form to be filled in. You will notice that the hand icon changes to a text icon, which looks like a capital letter I. This means that this is an area of the form that you are able to fill in using your keyboard. Also, a message to assist you will appear below the text box you are about to fill in. After you fill in that text box, move your mouse to another field to fill it in. Note: You may also use the TAB button on your keyboard to advance to the next field.