



Helpful Tips On Filing Your Personal Income Tax Return

- 1. File Electronically:** It's fast, accurate, secure and the preferred method for filing. Taxpayers who file electronically receive their refunds faster than those who file paper returns.
- 2. Free Income Tax E-File:** The West Virginia State Tax Department has entered into an agreement with Free File Alliance member companies that offer free on-line services to qualified West Virginia taxpayers. Each Free File Alliance member sets taxpayer eligibility requirements for its program. For more information on Free File Alliance, visit our website, www.wvtax.gov/
- 3. The federal return must be completed first in order to complete your West Virginia return.**
- 4. File Early:** The earlier you file, the faster your return is processed. If you file on or around April 15th processing time will take longer.
- 5. Enclose W-2's, 1099's and other supporting documents as required.**
- 6. Direct Deposit for refund returns:** Whether filing electronically or filing a paper return, you may choose to have your refund directly deposited. It is faster, safer and easier to track should any questions arise.
- 7. Payment Options for balance due returns:** Returns filed with a balance of tax due may use the following payment options:



Check or Money Order -If you filed a paper return, enclose your check or money order with your return. If you electronically filed, mail your check or money order with the payment voucher IT-140V that is provided to you after the submission of your tax return.



Electronic Funds Transfer -If you electronically filed your return, your tax payment may be automatically deducted from your checking account. You may elect to authorize the withdrawal to occur at the time the return is filed or delay payment until April 15th.

Payment by credit card -Payments can be made through Official Payments Corp. using your Visa Card, Discover Card, American Express Card or MasterCard. Call 1-800-2PAYTAXSM or visit www.officialpayments.com.

Official Payments Corporation is a private credit card payment service provider. A convenience fee of 2.5% will be charged to your credit/debit card. The State will not receive this fee. You will be informed of the exact amount of the fee before you complete your transaction. After you complete your transaction, you will be given a confirmation number, which you should keep for your records.

- 8. Mail return to the West Virginia State Tax Department:** Enclosing a check or money order with return mail to: PO Box 3694, Charleston, WV 25336-3694. All other returns mail to: PO Box 1071, Charleston, WV 25324-1071.
- 9. Verify your social security number.**
- 10. Check your return for math errors:** To avoid math errors, visit our website and use our fill-in forms. These forms automatically calculates the return for you.
- 11. Married filing separately:** Taxpayers who file married filing separately must use Rate Schedule II to compute the tax. **Do not use the tax tables.**
- 12. Free Taxpayer Services:** If you have questions or need assistance with the filing of your West Virginia income tax return, call or visit any of the office listed below. Taxpayer Service Representatives are available between 8:30 a.m. and 5:00 p.m. on normal business days.

<p>➤ BECKLEY, WV 25801 407 Neville Street, Suite 109 Phone - (304) 256-6764</p>	<p>➤ CLARKSBURG, WV 26301 Huntington Bank Building, Suite 201 230 West Pike Street Phone - (304) 627-2109</p>	<p>➤ MARTINSBURG, WV 25404 397 Mid Atlantic Parkway, Suite 2 Phone - (304) 267-0022</p>
<p>➤ CHARLESTON, WV 25301 1206 Quarrier Street Phone - (304) 558-3333 or 1-800-WVA-TAXS (1-800-982-8297) TDD (hearing impaired) 1-800-282-9833</p>	<p>➤ HUNTINGTON, WV 25704 2699 Park Avenue, Suite 230 Phone - (304) 528-5568</p>	<p>➤ PARKERSBURG, WV 26101 400 Fifth Street Phone - (304) 420-4570</p>
		<p>➤ WHEELING, WV 26003 40 14th Street, Suite 101 Phone - (304) 238-1152</p>

13. Refund Information: The status of a refund may be checked by calling 1-800-422-2075 or visiting our website. The following information is required to check the status of a refund: the social security number listed first on the return; the dollar amount of the refund and the filing status.

14. Federal Tax Credit (EITC): The *Earned Income Tax Credit (EITC)* is a refundable **Federal Tax Credit** for working families. If you meet certain rules and are eligible, you may receive money back from the IRS even if you don't owe taxes, but you must file a federal tax return to receive a refund. For additional information or visit www.wveitc.com.

