

Step by Step Instructions for completing the 1040EZ

Each of the 1040 tax forms (1040EZ; 1040A; 1040) has an instruction booklet which should be your primary reference when preparing the federal income tax return. Instruction booklets and tax forms can be downloaded at <http://www.irs.gov/formspubs/index.html>

These steps are provided simply as a guide.

For the Sample Tax Return

- Fill in the top section of the form, using your home address
- Line 1- put the sum of the number (s) listed in box 1 of your W-2 (s)
- Line 2-list any taxable interest you received in a 1099-INT from your bank (you will only get this if you earned \$10 or more in interest)
- Line 3-skip unless you are from Alaska
- Line 4-Put the sum of lines 1-3
- Line 5-If your parent(s) claim you on their tax return, check the box marked "You". If nobody claims you, write \$10,150 on line 5 and proceed.
If your parents do claim you on their taxes (many do), then proceed to page 2 of the 1040 EZ and complete the chart at the bottom. If Line 4 is greater than \$6,200, then you may skip the chart, and proceed to line 6.
- Line 6-Subtract line 5 from line 4. Write this number here.
- Line 7- only if you had taxes withheld, you will see a number in box 2 of your W-2. Write this number on line 7.
- Line 8a and 8b-skip
- Line 9-copy the number from line 7
- Line 10-Use the [IRS 2014 tax table provided](#). Note the number listed on the tax chart here.
- Line 11- If your parents claim you, skip this line. If not, consult the IRS Instructions listed at <http://www.irs.gov/pub/irs-pdf/i1040ez.pdf>
- Line 12- copy the number from line 10
- Line 13 a- if line 9 is bigger than line 10; write the difference on line 13a.
- Line 14- If line 10 is larger than line 9; write the difference on line 14.
- Sign and date the return
- Attach your W-2
- [Determine the mailing address](#) to send your return