**Other Tax Items to Keep in Mind:**

There are two ways you can file your taxes:

#### E-file Online

Use reliable software online for filing your tax returns with the federal and state governments. Choose from the list at the IRS Website to find a program that fits your needs. Once you choose the software, fill in your personal information, tax document information, credits, and deductions for federal. When you have completed the federal, the program will ask you if you want to complete your state as well. Use a debit or credit card to pay the fees if any apply to you. After confirmation of your card information, you will need to enter your previous year's adjusted gross income and a pin number of your choice. You are then prompted to submit your returns. You can select to have your refund directly deposited into your bank account for a faster refund.

#### File by Mail

Use the IRS Website to find the forms and instructions that you need to file your federal return. Use the New York Department of Taxation and Finance website to find the forms and instructions that you need to file your NYS return. Download the forms or choose the forms that you can fill out online and save to your computer. Make sure to download or use all the forms that you need for your particular tax situation. Complete each form and attach copies of your tax documents with a paper clip. Place your state return in an envelope and address according to the guidelines in the instruction booklet. You will receive a check in the mail if you have a refund coming.

**Important Tax Links:**

Federal:

IRS <http://www.irs.gov/>

State:

New York Department of Taxation and Finance <http://www.tax.state.ny.us/>