

# Free Online Tax Preparation Instructions

## To begin preparing your own taxes:

1. Go to: [www.myfreetaxes.com](http://www.myfreetaxes.com)
2. Follow the instructions of the program and answer all questions accurately according to your tax documents.
3. Fill out the information below for reference later.
4. Complete Quality Review section to help prevent errors.

## Who can I contact if I have questions?

For a comprehensive overview of this program visit: [utahtaxhelp.org](http://utahtaxhelp.org)

Helpline Toll free: 1-855-My-Tx-Help or 1-855-698-9435

Hours of Operation

Monday – Saturday 7:00AM-8:00PM (MST)

Email Support: [Info@myfreetaxes.com](mailto:Info@myfreetaxes.com) – Available 24/7 with a 24 hour response time

## Record the following information:

Username:

Password:

Email:

Electronic Filing PIN:

Filing Status:

Exact Refund Amount:

## Next Steps:

Status of federal refund: [www.irs.gov](http://www.irs.gov) 

You should receive an e-mail from the software provider within two or three days, telling you if your return was accepted, and providing further instructions if it was not.

<b>Quality Review - Most Common Errors</b>		Confirm each item is correct
We encourage you to double check your entire tax return for accuracy.		
1. All names as shown on Social Security cards		
2. All Social Security Numbers (SSNs) from Social Security cards		
3. Date of Birth for all listed on return		
4. Employer Identification Number (EIN) of employer(s) from W-2s, 1099s, etc.		
5. Income from W-2s, 1099s, etc.		
6. Electronic Filing PIN		
7. Personal Exemptions (verify rules for students who can be claimed by parents)		
8. Direct deposit information		

Earn it. Keep it. Save it. is a coalition of statewide partners from the public, private, and non-profit sectors.  
Community Action Partnership of Utah leads this coalition.

[www.utahtaxhelp.org](http://www.utahtaxhelp.org)