Printing & Finalizing the MFS Return for the Client

Once the MFS return has been Quality Reviewed, it is ready to be modified and finalized so that the client can mail it to the IRS.

Recall that FC does not allocate community property between spouses, so that any $1vallocations included on the **Form 8958** in TaxSlayer must now be removed, along with any placeholder SSNs used for the spouse.

An FC staff member is generally responsible for making MFS changes to the return. Contact your Site Manager for assistance.

Note: These instructions cover printing and physically "whiting out" data on the printed tax return. The tax return can also be digitally altered and then printed if tools are available to do so.

1. Print the MFS return, selecting the **FC PAPER PRINT SET** option.

2. Use correction tape or liquid White-Out to remove the spouse's placeholder SSN (**111-00-1111**) everywhere it appears. Do not remove "**NRA**" if that has been used for a nonresident alien spouse.
   a. **Once** on page 1 of Form 1040
   b. **Twice** on page 1 of Form 8958
   c. **Once** on page 2 of Form 8958

3. Leave the SSN entry blank. Do not enter anything in the SSN field.

   IMPORTANT! If the actual, correct spouse SSN is used in the return, do **NOT** remove it. You are only removing INACCURATE information from the return.

4. On Form 8958, use the correction tape or liquid White Out to remove all of the **$1** entries in the **Spouse** column on both pages, leaving the column blank.

5. In column **A Total Amount**, edit the entries to match column **B Allocated to Spouse or RDP**. This usually means subtracting $1 from the amount listed.

6. Confirm the totals. Ensure column A matches column B and that both match the amount from the taxpayer's income document(s).

7. Confirm that column C is **blank**.

Form **8958** (Rev. November 2019) Department of the Treasury Internal Revenue Service (99)	Allocation of Tax Amounts Between Certain Individuals in Community Property States ▶ Attach to Form 1040, 1040-SR, or 1040-NR. ▶ Go to *www.irs.gov/Form8958* for the latest information.		OMB No. 1545-0074 Attachment Sequence No. **63**

Your first name and initial	Your last name	Your social security number
KAREN	CLAMDIGGER	999-11-1111

Spouse's or partner's first name and initial	Spouse's or partner's last name	Spouse's or partner's social security number
RODRIGO	CLAMDIGGER	

	A Total Amount	B Allocated to Spouse or RDP SSN 999-11-1111	C Allocated to Spouse or RDP SSN ___ __ ____
1 Wages (each employer) CHADDAN BROS INC	2950	2950	
AGMAN & BROS LLC	6970	6970	
2 Interest Income (each payer)			

8. **Make a copy of the modified MFS return** for the client's records.

9. Instruct the client to:

   a. Sign the 1040.
   b. Staple to page one of the 1040 any income forms to be included (eg, W-2s or Form 1099s with withholding).
   c. Mail the entire packet to the IRS.