



VITA/TCE

Working with Amended Returns

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Working with Amended Returns

After completing this lesson, you should be able to:

1. Create Form 1040X after receiving an accepted IRS acknowledgement.
2. Create Form 1040X when you did not prepare the taxpayer's original return.
3. Make changes to the original return.
4. Review or enter information from the original return.
5. Complete a state amended return.
6. Provide an explanation for the changes in the return.
7. Print the amended return.

Sometimes, taxpayers need to file an amended return after they have already filed the original return. In that case, you should file Form 1040X for that taxpayer. If necessary, you should also amend the state tax return. If your site prepared the taxpayer's original tax return, you can search for and make changes to the original return from TaxSlayer Pro Online. If the original return was prepared elsewhere, you need to enter the taxpayer's information, and then prepare the amendment.

Creating Form 1040X from Accepted Return

If your site created and e-filed the original return, you should take slightly different steps than if your site did not prepare the return, or if the taxpayer mailed the return. This section discusses preparing the amendment when you have an IRS acceptance in the system.

Finding the Original Return

If your site prepared the original tax return, you should first find that tax return. To do so, use the following steps from the TaxSlayer Pro Online Home page:

1. Click **Select** on the **Client Search** line.

TaxSlayer Pro Online displays the **Office Client List** page:

The screenshot shows the 'Office Client List' page for the year 2015. At the top right are 'Log out' and 'Back' buttons. Below them is the title 'Office Client List'. Underneath the title are two filter dropdowns: 'Filter by Status' (set to 'Any Status') and 'Filter by Return Tag' (set to 'Any Tag'). A search bar labeled 'Search Client list' is present. Below these are buttons for 'Show 10 entries' and 'Previous 1 Next'. The main table has columns for SSN, NAME, PHONE, PREPARER, and STATUS. One row is visible: XXX-XX-1234, First Last, (770) 555-1212, IRS Preparer, In Progress. At the bottom are 'Tools' and 'Select' buttons.

2. From the **Filter by Status** drop-down list, select **Accepted**.

TaxSlayer Pro Online displays the Office Client List, showing only returns with the status **Accepted**.

3. Find the return you need to amend and click **Select** for that return.

TaxSlayer Pro Online displays the return in 1040 View:

The screenshot shows the '1040 View' page. At the top are 'First Last', 'Summary', and 'Print Results' buttons. Below is a 'Calculation Summary' section with a 'Preview Return' button. A green box highlights 'REASONS FOR NO EARNED INCOME CREDIT (EIC)'. The main area shows the 1040 form. The top part includes the form number '1040', 'Department of the Treasury—Internal Revenue Service', 'U.S. Individual Income Tax Return', '(99)', '2015', 'OMB No. 1545-0074', 'IRS Use Only—Do not write or staple in this space', and 'For the year Jan. 1-Dec. 31, 2015, or other tax year beginning'. It also lists 'Last name', 'First name and initial', and 'If a joint return, spouse's first name and initial'. The bottom part includes 'Home address (number and street). If you have a P.O. box, see instructions.', 'Apt. no.', and a note about social security numbers. There are also 'Preview Return' and 'Summary View' buttons.

Making Changes to the Return

After you find and open the return, you need to add or change the information previously entered. To do so, use the following steps from the open return:

1. Print a copy of the original return. You will need this later.

Note: If you need help printing the return, review the *Printing a Return* lesson in the Practice Lab training.

2. Make all necessary changes to the return based on the new information from the taxpayer. For example, if the taxpayer needs to add a Form W-2, click the amount in Line 7 to navigate to the **W-2 Wage Statement** page. Then, add the new Form W-2 just as you would when preparing the original return.

Note: If you need help adding information to the return, review the appropriate lesson in the *Preparing a Return* section on Practice Lab.

Adding Form 1040X

3. When you finish making changes, click **20XX Amended Return**.

TaxSlayer Pro Online displays the **Amended Tax Return – Form 1040X** page:

Amended Tax Return - Form 1040X

How To Amend Your Return	BEGIN
Original Federal Return Information	BEGIN
Make Corrections for Amended Return	BEGIN
Amend State Return(s)	BEGIN
Explain Changes	BEGIN
Print Amended Return	BEGIN
Delete Amended Return	BEGIN
✓ Continue	

4. Click **BEGIN** on the **How To Amend Your Return** line.

TaxSlayer Pro displays the **Amended Questions** page:

Amended Questions

You have chosen to prepare an amended return, Form 1040-X (Federal). Before you begin, be sure that you have a printed copy of the most recent return that has been filed and accepted by the IRS. If you do not already have this, you can retrieve a copy by navigating to your print menu from within your account.

Amended Questions

1. Original Federal Return Information: Click this link and verify that all of the information listed matches what is listed on your most recently filed and accepted return. The information listed here will be what was listed on the {0} e-file that was accepted by the IRS. If you have already filed an amended return, though, some of this information could be different and you would need to edit the information as appropriate. You only need to make changes to the information listed on this page if you have already filed an amended return and this is your second amendment.

2. Make Corrections for Federal Amended Return: Clicking this option will take you back to the Main Menu. You can then add, edit, or remove entries as needed and the changes will be reflected on your amended return.

3. Create Amended State Return: If you need to file an amended State Return, please select "Create Amended State Return". You will select Edit next to the State which you would like to amend and then select "YES" next to "Complete an Amended Return" for your State. We automatically carryover the original information from your accepted State return. Please verify this information with what was reported on your original return.

4. Enter Explanation: The IRS requires an explanation for any changes being reflected on the amended return. Be sure to click this option and enter a short explanation for anything you have changed on your return.

5. Create a PDF of Amended Return: Once you have finished making changes, be sure to click this link and print your forms for mailing. Please be sure to include in the Amended Filing, the amended form (1040X for the Federal) and the correct copy of any forms that were changed or affected. You will also need to include any supporting documentation. For example, if you

5. Read the information on this page. This gives you information on how to complete an amended return.
6. Click **Continue**.
7. Click **BEGIN** on the **Original Return Information** line.

TaxSlayer Pro Online displays the **Form 1040X Amended Tax Return** page:

The screenshot shows the 'Form 1040X Amended Tax Return' page. It has a section titled 'Review Original Column and Override Amounts' with instructions to verify the information matches the most recently accepted return. Below this, there's a table of original amounts:

Original Amount	
Adjusted gross income <small>Where is this located?</small>	\$ 15000
Itemized or standard deduction <small>Where is this located?</small>	\$ 6300
Tax <small>Where is this located?</small>	\$ 473
Credits <small>Where is this located?</small>	\$
Other taxes <small>Where is this located?</small>	\$
Federal income tax withheld & excess social security & tier 1 RRTA tax withheld <small>Where is this located?</small>	\$ 750
Total	\$

8. Because the IRS accepted the return through TaxSlayer, TaxSlayer Pro Online defaults the original accepted return information on this page. Review the information using the printed original return. If any information needs to be changed, change it here.
9. If the taxpayer is changing personal exemptions, has changed addresses, or wants to change an election for the Presidential Election Campaign Fund, select the appropriate check box(es) at the bottom of the page.
10. When you finish, click **Continue**.

Creating the State Amendment

When you finish reviewing the information from the federal return, you may also need to create the amended return for the taxpayer's state. You only need to do this if the adjustments affect the state. To create the state amendment from the **Amended Tax Return – Form 1040X** page, use the following steps:

1. Click **BEGIN** on the **Create Amended State Return** line.

TaxSlayer Pro Online displays the **Amended State Return** page:

Amended State Return

 If you need to change your state residency status just delete the current return and start again. State forms differ by the type of residency you select.

State	Return Type
Georgia	Resident

+ Amend State Edit State

✓ Continue

2. Click **Amend State** for the state you need to amend.

TaxSlayer Pro Online displays the **State Return** page:

Georgia State Return

Is your address different from the Georgia return you filed last year? --Select--

I authorize the Georgia Department of Revenue to electronically notify me at the e-mail address provided regarding any updates to my account(s). --Select--

E-mail address

✗ Cancel ✓ Continue

3. Answer the questions on this page just as you would if preparing an original return.
4. Click **Continue**.

TaxSlayer Pro Online displays the **Congratulations!** page:

Congratulations! You have completed your standard Georgia state return!

Would you like to add any of the following items or any additional items not listed below to your Georgia state return?

<input checked="" type="checkbox"/> Path2College 529 Plan Contributions <input checked="" type="checkbox"/> Driver's education credit <input checked="" type="checkbox"/> Lived or worked in another state(s) <input checked="" type="checkbox"/> Received disaster assistance payments <input checked="" type="checkbox"/> Made less than \$20,000 for the year and received food stamps	<input checked="" type="checkbox"/> Adoption Credit <input checked="" type="checkbox"/> Paid for care relative to a disabled family member <input checked="" type="checkbox"/> Member of GA National Guard <input checked="" type="checkbox"/> Rural physician <input checked="" type="checkbox"/> Low emission vehicle credit
---	--

✗ No
✓ Yes

5. Click Yes.

TaxSlayer Pro Online displays the **State Return** page:

Georgia State Return

Amended Return BEGIN

✖ Cancel ✓ Continue

6. Click **BEGIN** on the Amended Return line.

TaxSlayer Pro Online displays the **State Return: Amended Return** page:

Georgia State Return

Amended Return

If you need to make changes to your Georgia return after it has been accepted by the state, you will be required to file an Amended State Return (Form 500X). Information entered in the menus below will aid in completing the amended state return. Please print a copy of your originally accepted return and review and complete the menus below.

To create Form 500X, Georgia amended return, select YES and complete the additional section

--Select--

Review and Complete Amended Return

BEGIN

✓ Continue

7. Read the information in blue at the top of the page.
8. From the drop-down list, select **Yes**.
9. Click **BEGIN** on the **Review and Complete Amended Return** line.

TaxSlayer Pro Online displays the **State Return: Review and Complete Amended Return** page:

Georgia State Return

Review and Complete Amended Return

The corrected information will be pulled from your changes made in the Federal and State return and we will populate Form 500X with this corrected information. Complete the additional section below to finalize the amended return questions. Once the amended return is complete, you will print, sign and mail the return to Georgia for filing.

General Questions

BEGIN

Payments and Credits

BEGIN

Refund or Balance Due

BEGIN

✓ Continue

Note: TaxSlayer Pro Online displays questions and entry pages based on information required by each state. In this lesson, we review a Georgia amended return. However, the state you amend may have different required information.

10. Click **BEGIN** on the **General Questions** line.

TaxSlayer Pro Online displays the **State Return: General Questions** page:

The screenshot shows a web-based form titled "Georgia State Return". Under the section "General Questions", there is a question "Are you amending due to IRS changes?" followed by a dropdown menu with the placeholder "--Select--". At the bottom right of the page is a green button labeled "✓ Continue".

11. Answer all the questions on this page.
12. Click **Continue**.
13. Click **BEGIN** on each line of the **State Return: Review and Complete Amended Return** page. Use the printed original return to review all information pulled from the original accepted return.
14. When you finish reviewing all information, click **Continue**.

TaxSlayer Pro displays the **State Return: Amended Return** page:

The screenshot shows the 'Georgia State Return' Amended Return page. At the top, it says 'Amended Return'. Below that is a note: 'If you need to make changes to your Georgia return after it has been accepted by the state, you will be required to file an Amended State Return (Form 500X). Information entered in the menus below will aid in completing the amended state return. Please print a copy of your originally accepted return and review and complete the menus below.' A dropdown menu is open with the placeholder 'Select'. Below the note, there's a line of text: 'To create Form 500X, Georgia amended return, select YES and complete the additional section below.' To the right of this text is a 'BEGIN' button. At the bottom right is a green 'Continue' button with a checkmark icon.

15. When you finish all information for the amended return, click **Continue**.
16. Click **Continue** again to leave this state's pages.
17. Repeat the steps for any additional state(s) you need to amend.

Explaining the Changes

After you make changes and review the information from the original return, you need to provide an explanation for the changes. To do so from the **Amended Tax Return – Form 1040X** page, use the following steps:

1. Click **BEGIN** on the **Explain Changes** line.

TaxSlayer Pro Online displays the **Explanations** page:

Explanations

Enter the line number for each item you are changing and give the reason for the change.

✗ Cancel ✓ Continue

2. Type an explanation for each change in the box provided. Remember to type the line number and reason you changed the information. Follow all IRS instructions for the explanation.
3. When you finish typing the explanation, click **Continue**.

Printing the Amended Return

After you complete all the information for the amended return, you need to print it. To do so, use the following steps from the **Amended Tax Return – Form 1040X** page:

1. Click **BEGIN** on the **Print Amended Return** line.

TaxSlayer Pro Online displays the **Amended Questions** page:

Amended Questions

Clicking "Continue" will generate a PDF document of your Form 1040X, along with the supporting forms that must be attached to the amended return. Be sure to review the Form 1040X to ensure that the necessary corrections are reflected appropriately. Once you have verified that the corrections are entered as needed, print the entire document that opens. You will need to mail your 1040X, all of the federal forms that print, and any additional tax statements (such as W-2s, 1099s, or 1098s) to the appropriate address.

To locate the correct address for mailing, .

✗ Cancel ✓ Continue

2. Read the information on the page carefully.
3. Click **Continue**.

TaxSlayer Pro Online calculates the return and displays the **Print Results** page:

Print Results

Your return is ready to be printed. Please click the button below in order to view/print your 2015 Tax Return.

Direct Deposit information will be printed on your return once it has been accepted by the taxing authority, if applicable.

 Print your 2015 Tax Return

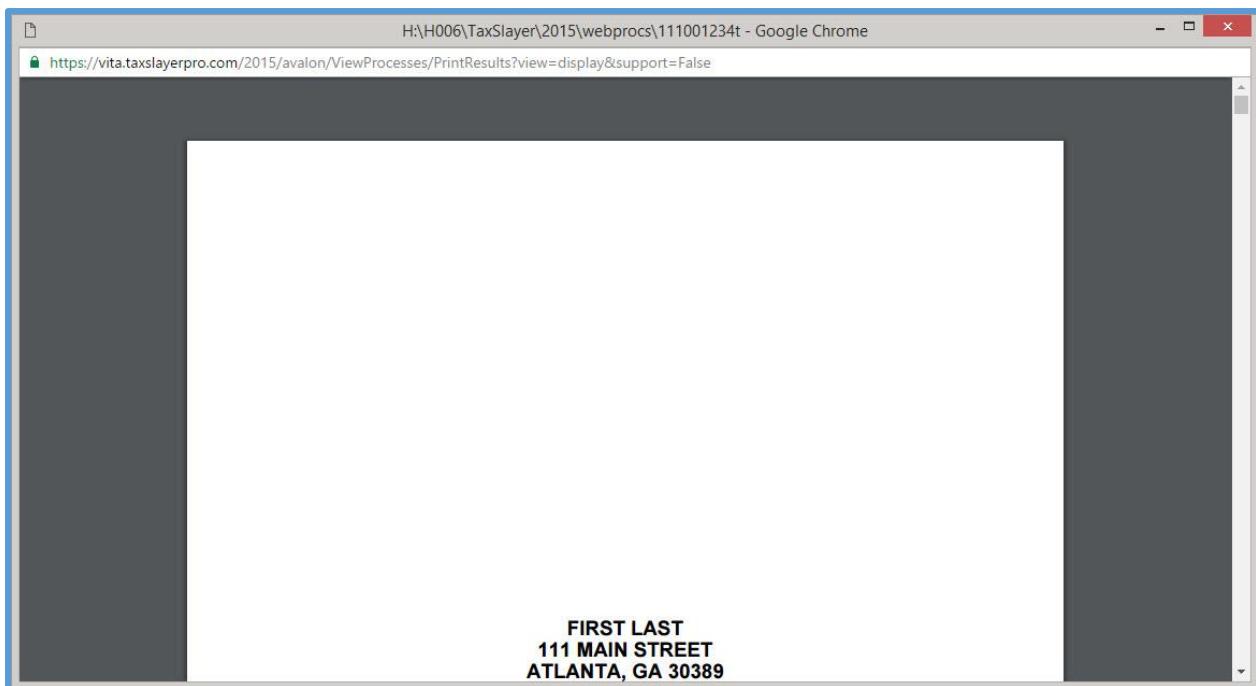
Alternate Method for viewing/printing your 2015 Tax Return

Adobe Acrobat Reader is required to view/print your 2015 Tax Return.
[Download the latest version of the free Adobe Reader.](#)

✓ Continue

4. Click **Print your 2015 Tax Return.**

TaxSlayer Pro Online displays a pdf of the tax return in a new window:



5. Review the information on the return to ensure that you entered all changes.
6. Print the return using Adobe Reader's print feature.
7. Mail the amended return(s) using the instructions from the IRS and state.

Creating Form 1040X without Accepted Return

If your site did not create and e-file the original return, you should take slightly different steps than we just discussed. While many of the steps are the same, this section covers the process in detail to avoid confusion.

Note: Make sure that you have a printed copy of the original return as filed to the IRS. If you do not have this information, you cannot amend the taxpayer's return.

Starting the Return

Finding an Existing Return

If your site prepared the original tax return, but did not e-file it, you should first find that tax return. To do so, use the following steps from the TaxSlayer Pro Online Home page:

1. Click **Select** on the **Client Search** line.

TaxSlayer Pro Online displays the **Office Client List** page:

The screenshot shows the 'Office Client List' page with the following details:

- Header:** Log out ↗, Back
- Title:** Office Client List
- SubTitle:** 2015 Client Tax Return List
- Filters:**
 - Filter by Status: Any Status
 - Filter by Return Tag: Any Tag
- Search:** Search Client list
- Pagination:** Show 10 entries, Previous, Next
- Table:**| SSN | NAME | PHONE | PREPARER | STATUS |
| --- | --- | --- | --- | --- |
| XXX-XX-1234 | First Last | (770) 555-1212 | IRS Preparer | In Progress |

2. In the **Search Client List** box, type the taxpayer's Social Security number.

TaxSlayer Pro Online displays the Office Client List, showing only returns with that Social Security number.

3. Find the return you need to amend and click **Select** for that return.

TaxSlayer Pro Online displays the return in 1040 View:

The screenshot shows the TaxSlayer Pro Online interface. At the top, there are navigation links: 'First Last' (dropdown), 'Summary' (red), and 'Print Results'. Below this is a 'Calculation Summary' section with a 'Preview Return' button. A green box highlights the 'REASONS FOR NO EARNED INCOME CREDIT (EIC)' section. The main area displays the 'Form 1040 page: 1 2' and a 'Summary View' button. The 1040 tax form is shown with the following details:
Form **1040** Department of the Treasury—Internal Revenue Service (99)
U.S. Individual Income Tax Return **2015** OMB No. 1545-0074 IRS Use Only—Do not write or staple in this space.
For the year Jan. 1-Dec. 31, 2015, or other tax year beginning _____, 2015, ending _____, 20_____ See separate instructions.
Your first name and initial _____ Last name _____
First _____
If a joint return, spouse's first name and initial _____ Last name _____
Spouse's social security number _____
Home address (number and street). If you have a P.O. box, see instructions. _____ Apt. no. _____
111 Main Street _____ Make sure the SSN(s) above and on line 6 are correct.
A note at the bottom right says: ▲ Make sure the SSN(s) above and on line 6 are correct.

From this point, make changes to the return and then use the same steps we cover later to enter the original return information.

Creating a New Return

If your site did not file a return for the taxpayer, use the following steps:

1. Create a new return for the taxpayer.

Note: If you need help starting a new return, review the Starting a Tax Return lesson on Practice Lab.

2. Prepare the return as you normally would, using the current (not original) information.

Note: If you need help adding information to the return, review the appropriate lessons in the *Preparing a Return* section on Practice Lab.

Adding Form 1040X

After you make changes or enter the return information, you need to add the amendment. To do so, use the following steps:

1. Click **20XX Amended Return**.

TaxSlayer Pro Online displays the **Amended Tax Return – Form 1040X** page:

Amended Tax Return - Form 1040X

How To Amend Your Return	BEGIN
Original Federal Return Information	BEGIN
Make Corrections for Amended Return	BEGIN
Amend State Return(s)	BEGIN
Explain Changes	BEGIN
Print Amended Return	BEGIN
Delete Amended Return	BEGIN
<input checked="" type="checkbox"/> Continue	

2. Click **BEGIN** on the **How To Amend Your Return** line.

TaxSlayer Pro displays the **Amended Questions** page:

Amended Questions

You have chosen to prepare an amended return, Form 1040-X (Federal). Before you begin, be sure that you have a printed copy of the most recent return that has been filed and accepted by the IRS. If you do not already have this, you can retrieve a copy by navigating to your print menu from within your account.

Amended Questions

1. **Original Federal Return Information:** Click this link and verify that all of the information listed matches what is listed on your most recently filed and accepted return. The information listed here will be what was listed on the {0} e-file that was accepted by the IRS. If you have already filed an amended return, though, some of this information could be different and you would need to edit the information as appropriate. You only need to make changes to the information listed on this page if you have already filed an amended return and this is your second amendment.
2. **Make Corrections for Federal Amended Return:** Clicking this option will take you back to the Main Menu. You can then add, edit, or remove entries as needed and the changes will be reflected on your amended return.
3. **Create Amended State Return:** If you need to file an amended State Return, please select "Create Amended State Return". You will select Edit next to the State which you would like to amend and then select "YES" next to "Complete an Amended Return" for your State. We automatically carryover the original information from your accepted State return. Please verify this information with what was reported on your original return.
4. **Enter Explanation:** The IRS requires an explanation for any changes being reflected on the amended return. Be sure to click this option and enter a short explanation for anything you have changed on your return.
5. **Create a PDF of Amended Return:** Once you have finished making changes, be sure to click this link and print your forms for mailing. Please be sure to include in the Amended Filing, the amended form (1040X for the Federal) and the correct copy of any forms that were changed or affected. You will also need to include any supporting documentation. For example, if you

3. Read the information on this page. This gives you information on how to complete an amended return.
4. Click **Continue**.
5. Click **BEGIN** on the **Original Return Information** line.

TaxSlayer Pro Online displays the **Form 1040X Amended Tax Return** page:

Form 1040X Amended Tax Return

Review Original Column and Override Amounts

Please verify that the information below matches what is printed on your most recently accepted return.

Do not make changes to this page unless you have already mailed in an amended return. In most cases, the information on this page should match the return that prints when you click Print Accepted Return on your Manage My Account page.

Original Amount

Adjusted gross income Where is this located?	\$ 15000
Itemized or standard deduction Where is this located?	\$ 6300
Tax Where is this located?	\$ 473
Credits Where is this located?	\$
Other taxes Where is this located?	\$
Federal income tax withheld & excess social security & tier 1 RRTA tax withheld Where is this located?	\$ 750
Final Total	

6. Type all of the information on this page as shown on the taxpayer's original return.

Tip: If you need help locating information on the original return, click the **Where is this located?** link for that line.

7. If the taxpayer is changing personal exemptions, has changed addresses, or wants to change an election for the Presidential Election Campaign Fund, select the appropriate check box(es) at the bottom of the page.
8. When you finish, click **Continue**.

Creating the State Amendment

When you finish adding information from the original federal return, you may also need to create the amended return for the taxpayer's state. You only need to do this if the adjustments affect the state. To create the state amendment from the **Amended Tax Return – Form 1040X** page, use the following steps:

1. Click **BEGIN** on the **Create Amended State Return** line.

TaxSlayer Pro Online displays the **Amended State Return** page:

Amended State Return

! If you need to change your state residency status just delete the current return and start again. State forms differ by the type of residency you select.

State	Return Type
Georgia	Resident

+ Amend State **Edit State**

✓ Continue

2. Click **Amend State** for the state you need to amend.

TaxSlayer Pro Online displays the **State Return** page:

Georgia State Return

Is your address different from the Georgia return you filed last year? **--Select--**

I authorize the Georgia Department of Revenue to electronically notify me at the e-mail address provided regarding any updates to my account(s). **--Select--**

E-mail address

✗ Cancel **✓ Continue**

3. Answer the questions on this page just as you would if preparing an original return.

4. Click **Continue**.

TaxSlayer Pro Online displays the **Congratulations!** page:

Congratulations! You have completed your standard Georgia state return!

Would you like to add any of the following items or any additional items not listed below to your Georgia state return?

<input checked="" type="checkbox"/> Path2College 529 Plan Contributions <input checked="" type="checkbox"/> Driver's education credit <input checked="" type="checkbox"/> Lived or worked in another state(s) <input checked="" type="checkbox"/> Received disaster assistance payments <input checked="" type="checkbox"/> Made less than \$20,000 for the year and received food stamps	<input checked="" type="checkbox"/> Adoption Credit <input checked="" type="checkbox"/> Paid for care relative to a disabled family member <input checked="" type="checkbox"/> Member of GA National Guard <input checked="" type="checkbox"/> Rural physician <input checked="" type="checkbox"/> Low emission vehicle credit
---	--

✗ No
✓ Yes

5. Click Yes.

TaxSlayer Pro Online displays the **State Return** page:

Georgia State Return

Amended Return BEGIN

✖ Cancel ✓ Continue

6. Click **BEGIN on the Amended Return line.**

TaxSlayer Pro Online displays the **State Return: Amended Return** page:

Georgia State Return

Amended Return

If you need to make changes to your Georgia return after it has been accepted by the state, you will be required to file an Amended State Return (Form 500X). Information entered in the menus below will aid in completing the amended state return. Please print a copy of your originally accepted return and review and complete the menus below.

To create Form 500X, Georgia amended return, select YES and complete the additional section

--Select--

Review and Complete Amended Return

BEGIN

✓ Continue

7. Read the information in blue at the top of the page.
8. From the drop-down list, select **Yes**.
9. Click **BEGIN** on the **Review and Complete Amended Return** line.

TaxSlayer Pro Online displays the **State Return: Review and Complete Amended Return** page:

Georgia State Return

Review and Complete Amended Return

The corrected information will be pulled from your changes made in the Federal and State return and we will populate Form 500X with this corrected information. Complete the additional section below to finalize the amended return questions. Once the amended return is complete, you will print, sign and mail the return to Georgia for filing.

General Questions

BEGIN

Payments and Credits

BEGIN

Refund or Balance Due

BEGIN

✓ Continue

Note: TaxSlayer Pro Online displays questions and entry pages based on information required by each state. In this lesson, we review a Georgia amended return. However, the state you amend may have different required information.

10. Click **BEGIN** on the **General Questions** line.

TaxSlayer Pro Online displays the **State Return: General Questions** page:

The screenshot shows a user interface for a tax return. At the top, it says "Georgia State Return". Below that, under "General Questions", there is a question "Are you amending due to IRS changes?" followed by a dropdown menu with the placeholder "--Select--". At the bottom right of the screen, there is a green button with a checkmark and the word "Continue".

11. Answer all the questions on this page.
12. Click **Continue**.
13. Click **BEGIN** on each line of the **State Return: Review and Complete Amended Return** page. Use the printed original return to type all information from the original accepted return.
14. When you finish reviewing all information, click **Continue**.

TaxSlayer Pro displays the **State Return: Amended Return** page:

The screenshot shows the 'Georgia State Return' Amended Return page. At the top, it says 'Amended Return'. Below that is a note: 'If you need to make changes to your Georgia return after it has been accepted by the state, you will be required to file an Amended State Return (Form 500X). Information entered in the menus below will aid in completing the amended state return. Please print a copy of your originally accepted return and review and complete the menus below.' A dropdown menu labeled '--Select--' is shown. Below it, there's a line of text: 'To create Form 500X, Georgia amended return, select YES and complete the additional section below.' To the right of this text is a 'BEGIN' button. At the bottom right is a green 'Continue' button with a checkmark icon.

15. When you finish all information for the amended return, click **Continue**.
16. Click **Continue** again to leave this state's pages.
17. Repeat the steps for any additional state(s) you need to amend.

Explaining the Changes

After you make changes and review the information from the original return, you need to provide an explanation for the changes. To do so from the **Amended Tax Return – Form 1040X** page, use the following steps:

1. Click **BEGIN** on the **Explain Changes** line.

TaxSlayer Pro Online displays the **Explanations** page:

Explanations

Enter the line number for each item you are changing and give the reason for the change.

✗ Cancel ✓ Continue

2. Type an explanation for each change in the box provided. Remember to type the line number and reason you changed the information. Follow all IRS instructions for the explanation.
3. When you finish typing the explanation, click **Continue**.

Printing the Amended Return

After you complete all the information for the amended return, you need to print it. To do so, use the following steps from the **Amended Tax Return – Form 1040X** page:

1. Click **BEGIN** on the **Print Amended Return** line.

TaxSlayer Pro Online displays the **Amended Questions** page:

Amended Questions

Clicking "Continue" will generate a PDF document of your Form 1040X, along with the supporting forms that must be attached to the amended return. Be sure to review the Form 1040X to ensure that the necessary corrections are reflected appropriately. Once you have verified that the corrections are entered as needed, print the entire document that opens. You will need to mail your 1040X, all of the federal forms that print, and any additional tax statements (such as W-2s, 1099s, or 1098s) to the appropriate address.

To locate the correct address for mailing, .

✗ Cancel ✓ Continue

2. Read the information on the page carefully.
3. Click **Continue**.

TaxSlayer Pro Online calculates the return and displays the **Print Results** page:

Print Results

Your return is ready to be printed. Please click the button below in order to view/print your 2015 Tax Return.

Direct Deposit information will be printed on your return once it has been accepted by the taxing authority, if applicable.

 Print your 2015 Tax Return

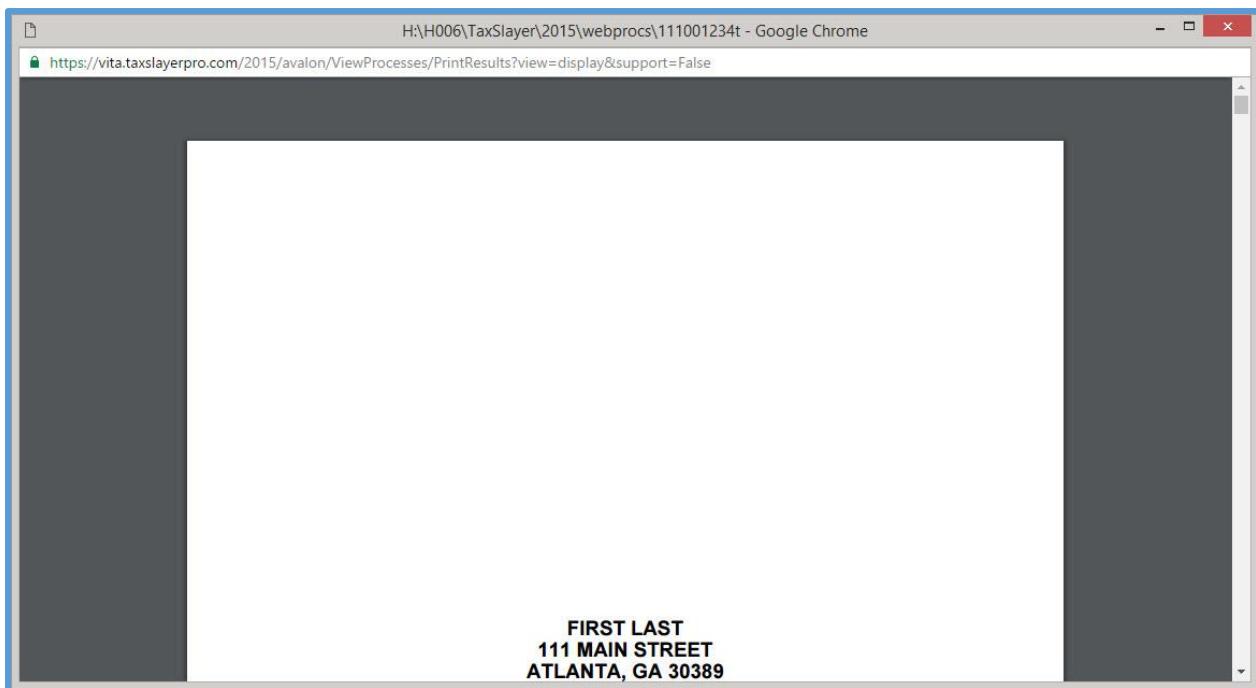
Alternate Method for viewing/printing your 2015 Tax Return

Adobe Acrobat Reader is required to view/print your 2015 Tax Return.
[Download the latest version of the free Adobe Reader.](#)

✓ Continue

4. Click **Print your 2015 Tax Return.**

TaxSlayer Pro Online displays a pdf of the tax return in a new window:



5. Review the information on the return to ensure that you entered all changes.
6. Print the return using Adobe Reader's print feature.
7. Mail the amended return(s) using the instructions from the IRS and state.

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