

# Personal Income Tax Filing Tips

This publication provides general information and is not meant to be a substitute for tax laws or regulations.

**General** 

Fill out your Federal (IRS) tax return first because your West Virginia taxable income is based on information from your federal return.

<u>Filing</u>

**Tips** 

Include supporting documents as required, such as W-2s, 1099s, schedules, etc. If you do not include the proper supporting documents, it may result in a bill for tax due.

Make sure the social security number (SSN) and address on your return are correct.

Check your return for math errors. To avoid math errors, visit <u>tax.wv.gov</u> and use our fill-in forms; these forms automatically calculate the return for you.

Married taxpayers who file separate returns must use Rate Schedule II to compute the tax. Do not use the tax tables.

Mailing

## For Taxpayers with Balance Due

#### For Taxpayers Expecting Refunds

<u>Addresses</u>

West Virginia Tax Division P.O. BOX 3694 Charleston WV 25336-3694 West Virginia Tax Division P.O. BOX 1071 Charleston, WV 25324-1071

### For Regular Correspondence

West Virginia Tax Division P.O. BOX 2389 Charleston, WV 25328-2389

#### Tax Payments

To make a tax payment, you can pay by:

- MyTaxes at mytaxes.wytax.gov by creating an account and making a one-time payment;
- Credit or Debit Card at <a href="mailto:epay.wvsto.com/tax">epay.wvsto.com/tax</a> (fees may apply);
- Check or Money Order made payable to the West Virginia Tax Division, enclosed with your paper return or mailed in with your payment voucher IT-140V; or
- **Direct Debit** to have the tax payment automatically deducted from your checking account any time between the date you file electronically and the due date of the return

#### Refunds

Refunds can be received by:

- Direct Deposit whether you filed electronically or by paper; or
- Check if you do not elect for direct deposit. To check the status of your refund, go online to <a href="mailto:tax.wv.gov">tax.wv.gov</a> and click on "Where's My Refund?"

Filing early ensures your return is reviewed and processed timely.

Many companies offer free online filing services to qualified West Virginia taxpayers. For more information, you can go online to <a href="tax.wv.gov">tax.wv.gov</a> and select the "Individuals" tab.

Filing electronically is fast, accurate, secure, and the preferred method for filing.