MyFreeTaxes.com/ Navigation Manual



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Basic Steps in Preparing a Return Using MyFreeTaxes

READ EACH PAGE CAREFULLY



There are two helpful navigational tools to help you in determining how to prepare your return:

- You can Click on "Guide Me' this will ask you a series a questions to help determine your correct tax status.
- Or you can click on the tax topic and information regarding the topic will pop up

It is extremely important to enter the correct filing status

• (example: If you are single and have a qualifying dependent you may be able to file as HEAD OF HOUSEHOLD)



Complete this page with your Personal Information

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Remember to read each page and complete each form carefully

Check all the boxes and click on all the buttons that apply to You, Your Spouse if Married Filing Jointly, and Dependents being claimed on your return

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Check box next to all income sources that applied for 2013



Forms for each source of income that is checked will be generated and must be completed

Enter ALL information from W-2 form - Enter 0 (zero) if any of boxes 1 – 6 are empty on the W-2.

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This Summary Page is a re-cap of all the sources of income that have been entered, if you forgot to enter information click on the Go To button

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Follow the same process as above for:

- Adjustments and Deductions
- Credits
- Taxes Penalties and Payments

Be sure to review the Summary Page at the end of each section

After you have completed those sections:

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	Deductions	-	\$13,400			
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Your information will then be transferred to the state return

As with the Federal, answer the questions to the best of your knowledge to determine the correct tax topic status

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? Common Questions	Contributions to public schools credit	\$0	Explain amount	Go To		- 17
	Contributions to private tuition organization	\$0	Explain amount	Go To		- 17
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	My Previous Taxes	Total tax due to Arizona	\$	0			
		Arizona credits	\$	50	Go there		
	? Common Questions	Arizona voluntary donations	\$	0	Go there		
		Arizona total payments	\$	50	Go there		
	🖾 Send Us Feedback	Arizona refund	\$	50			
	Last Login: 02/12/14 11:18PM CST	< Back				Next >	
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A Review of Both Federal and State Tax Summary

my free taxes.com	Q Search for forms, help, a	and tips		SAVE & QUIT	^
My2013Taxes	OVERVIEW	FEDERAL	STATE	FILE	
Basic -	Your Tax Summary				
FEDERAL REFUND	Congratulations john and jane!	You're done preparing your ta	xes.		
● ^{\$} 0	For details, click Federal and vis	it the Interview summaries.		_	=
AZ REFUND	Federal Return		2013		
My Previous Taxes	Income Adjustments		\$0 - \$0		
	Adjusted gross income		\$0		
? Common Questions	Deductions		- \$13,400		
	Exemption(s)		- \$7,800		
Send Us Feedback	Taxable income		\$0		
Last Login: 02/12/14 11:18PM CST	Tax withheld or paid alrea	ady	\$0		
	Credits		\$0		
	Refund applied to next ve	ar	- \$0		
			You Owe \$0		
AZ REFUND					
■ ^{\$} 50	State Return		Arizona		
	Income		\$0		
🛅 My Previous Taxes	Adjusted gross income		\$0		
	Deductions		\$9,883		
? Common Questions	Taxable income		\$0		
S Cond Lie Feedback	Tax withheld or paid alrea	ady	\$50		
Selid US Feedback	Credits		\$50		
Last Login: 02/12/14 11:18PM CST	Actual tax due		\$0		
			Refund \$50		
	Novt we'll file your returns with	the IRE and state tax office			
	Next, we if the your returns with	the IKS and state tax office.			
	< Back			Next >	
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My DO 1 DTaxes				
2013	OVERVIEW	FEDERAL	STATE	FILE
Basic 👻				
FEDERAL REFUND	Filing Your Federa	leturn		
\$3100	How do you want to file			
AZ REFLIND	Ffile*	Select E-File		
- 50	e cinc			
	Print and max			
	Print and man			
My Previous Taxes	 Print and ma E-file is free. However, we can return. 	arantee your eligibility, or th	nat the IRS or your state(s) tax	office will accept your e-filed
My Previous Taxes	 Print and man E-file is free. However, we can return. 	Jarantee your eligibility, or th	nat the IRS or your state(s) tax	office will accept your e-filed
My Previous Taxes Common Questions	Print and ma E-file is free. However, we can return.	Jarantee your eligibility, or th	hat the IRS or your state(s) tax	office will accept your e-filed
My Previous Taxes Common Questions Send Us Feedback	 Print and ma E-file is free. However, we can return. 	Jarantee your eligibility, or th	hat the IR5 or your state(s) tax	office will accept your e-filed

my free taxes.com	Q Search for forms, help, and tips		¢john save & quit	
My 2013 Taxes Basic FEDERAL REFUND S \$3,100 AZ REFUND	DD NOT reduk your check weeker Visition De Not reduk your check weeker Revelop Trans Account Check Nombor Account Total refund amount: \$3,100.00 You can have your refund deposited into up to Routing Transit Number Account Number	3 bank accounts or purci	hase a U.S. Savings Bond.	
\$ 0	0310000053 000000	Checking 💌	3100 Dele	te and a second s
My Previous Taxes ? Common Questions	Add account Use part of my refund to purchase a	U.S Savings Bond		
Send Us Feedback	Receive part of my refund by check			
	< Back	_		Next > 1/2
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	IRS.gov		<u>Exit Help</u>	Î
	Get My Electronic Filing P	IN - Help	<u>español</u>	
	See our Privacy Notice regarding our request	for your personal information.		
	Enter the following information a	s it appears on your 2012 Federal I	ncome Tax Return. 😯	
	Required fields *			
	Social Security Number * or Individual Taxpayer Identification Number			E
	First Name *			
	Last Name *			
	Date of Birth *	/ / MM/DD/YYYY		
	Filing Status *	Select One	·	
	Address (Number and Street) *		Military Address 😗	
	Apt. Number		P.O. Box 😮	
	Country *	United States -		
	City *			
	State/U.S. Territory *	Select One 🔹		
5	ZIP Code *			
			Submit	
my free taxes.com	Q Search for forms, he	lp, and tips	0	john save & QUIT
My 2013	Taxes OVERVIEW	FEDERAL	STATE	FILE
FEDERAL REFUND	E-file Consent to I	Disclose		
× \$3,10	Perjury Statement Under penalty of perjury, I of schedules and, to the best of	declare that I have examined this return, in of my knowledge and belief, it is true, corn	ncluding any accompanying statemer ect, and complete.	nts and
My Previous T	Taxes to the Internal revenue Ser receipt or reason for rejecti any tax refund.	nediate service provider, transmitter, or El vice (IRS) and to receive the following infor on of transmission; b) the reason for any c	ectronic Return Originator (ERO) to s mation from the IRS: a) an acknowled lelay in processing or tax refund; and	end my return Igement of c) the date of
Send Us Feed Last Login: 02/21/14 02	Iback 2.29PM CST Kack			Next >
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my free taxes.com	Q Search for forms, hel	p, and tips	¢ jc s∕	ohn Ive & QUIT
^{My} 2013 [™]	axes OVERVIEW	FEDERAL	STATE F	ILE
Basic	Sign Your Federal	Return		

	asic 🗸	Sign Yo	our Federal	Return				
FEI	€\$3,100	You're now	/ ready to sign you	ır return.				
AZ	^s 0	Step 1.	Confirm your dat	es of birth. How do I cha	inge these dates?			
	My Previous Taxes		Date of birth	john 01/01/1940	jane 01/01/1960		E	
?	Common Questions	Step 2.	Sign your return. document(s).	By creating a 2013 PIN	l, you're signing your retu	rn and a ing to the e-file o	disclosure	
La	st Login: 02/21/14 02:29PM CST		PIN	john 85014	jane 85014	Enter 5-digit	t electronic filing P	PIN
		< Ba	Today's date ck	2/21/2014			Next >]

my free taxes.com	Q Search for forms, help	o, and tips		SAVE & QUIT	
My2013 ^{Taxes}	OVERVIEW	FEDERAL	STATE	FILE	
Basic 🗸	Review Your Retur	n Before Filing			
FEDERAL REFUND \$3,100	Now that you've entered your before you file. We need you t	2012 identifying information for to review your return closely and	the IRS and signed your return, confirm some additional inform	, there's just one step left nation.	
AZ REFUND SO My Previous Taxes	Step 1. Review your return.	View Return	•		=
? Common Questions	If you want to make can prepare and file	any changes after you've filed yo an amended return (Form 1040-)	ur return, you'll need to wait un <).	til it's accepted. Then, you	
Send Us Feedback	Step 2. Make sure we can se	nd your filing status to you.			
Last Login: 02/21/14 02:29PM CST	Confirm your e-mail Get text message up	address jdemass@vsu dates	IW.org tional) Standard to	ext messaging charges apply.	
? Common Questions	Step 3. Review your filing op	otions.			E
Send Us Feedback	Federal Filing Optic	ons			
Last Login: 02/21/14 02:29PM CST	Filing method Refund option Signature option	E-TIIE Direct deposit Electronic signal	ture		
	< Back			Next >	

Make sure there is no charge for processing your return (AGI must be under \$58,000)

E-File Your State Return

my free taxes.com	Q Search for forms, help	, and tips		SAVE & QUIT
My 2013 Taxes	OVERVIEW	FEDERAL	STATE	FILE
FEDERAL REFUND CAZ REFUND CAZ REFUND My Previous Taxes ? Common Questions Sand Us Exectback	How Do You Want You can't e-file your state retu We'll make it easy by printing What do you want to do? Print and mail Arizon File Arizona return la	to File Your State Re rn unless you e-file your federal mailing instructions with your re na return now uter	turn? return. However, you can print turn.	and mail your state return.
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You can have your State refund Direct Deposited into the same account as your Federal refund

my free taxes.com	Q Search for forms, help, and tips			SAVE & QUIT
My 2013 Taxes	OVERVIEW	FEDERAL	STATE	FILE
FEDERAL REFUND S CONTROL FEDERAL S CONTROL S S CONTROL CONTROL S CONTROL CONTROL S CONTROL	Filing Your Arizona Direct deposit - Yo Check - You'll rece	a Return our refund will be deposited into ive your refund in the mail in 6-	o your bank account in 5-7 week 8 weeks.	S.
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H & R Block would like you to complete this survey

my Tree taxes.com	Q Search for forms, he	p, and tips		SAVE & QUIT	
My 2013 Taxes	OVERVIEW	FEDERAL	STATE	FILE	
Basic 🗸	Thank You! We'd L	ike To Hear From Y	′ou.		
FEDERAL REFUND	1. How likely is it that you wo	uld recommend H&R Block Ba	sic to your family and friends?		
	Not at all likely	Very li	kely		
	0 1 2 3	4 5 6 7 8	9 10		
₹ °50	0 0 0 0	\circ \circ \circ \circ	0 0		
My Previous Taxes ? Common Questions Send Us Feedback	2. What's the primary reason	n for the score you gave us? <i>(2</i>	000 Max Characters)		
1 1 03/43/44.40084 /CT					
AZ REFUND	3. We might want to ask you	some follow-up questions ab	out your experience. To give us pe	ermission to contact you, enter	
₹ °50	your contact mormation.				
	First name		Last name		
My Previous Taxes	Phone				
	E-mail address				
? Common Questions	Street				-
Send Us Feedback	City	Sta	te	Zip	
Last Login: 02/12/14 11:18PM CST	Share your opinion				
	Write a product review and	share your experience using h	I&R Block!		
	< Back	snare your experience using P	Skip	Send	
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2013 ^{Taxes}	OVERVIEW	FEDERAL	STATE	FILE
FEDERAL REFUND	Congratulations – `	Your Taxes Are Finis	ned!	
🖤 ^s 0	Thank you for letting H&R Blo	ck prepare your taxes this year.		
AZ REFUND	Before you log out be sure to	shock out your Tax and Health	Care Review, included in the	PDF version of your return
■ ^{\$} 50	These personalized results wil • Eligibility status • Approximate monthly co	Il help you learn more about hea	lth care:	
 \$50 My Previous Taxes 	These personalized results will • Eligibility status • Approximate monthly c • Potential tax penalties	ll help you learn more about hea	lth care:	
 \$50 My Previous Taxes Common Questions 	These personalized results will Eligibility status Approximate monthly c Potential tax penalties Click Log Out, and you'll be ta	the to the H&R Block web site.	lth care:	
 \$50 My Previous Taxes Common Questions Sand Up Eachback 	These personalized results will Eligibility status Approximate monthly co Potential tax penalties	ken to the H&R Block web site.	lth care:	

You will be notified by email if there is an issue with your return

Please return to the **home page** of MyFreeTaxes.com and complete the survey that is requested there

