

Tax Tips

Tips For Avoiding Tax-Filing Errors

(NAPSA)—You can avoid over-paying your taxes.

Simple mistakes on tax returns can result in processing delays and costly penalties. That's why it's important to examine your tax return thoroughly before you mail it.

The National Association for the Self-Employed (NASE) offers valuable resources to help reduce the worry and headaches associated with taxes. For example, TaxTalk provides a free online resource for personalized advice for all small-business owners, even those who are not NASE members. In addition, TaxCentral gives NASE members a one-stop online source for tax information including easy-to-use calculators to help figure estimated taxes plus convenient, secure online preparation and electronic filing of individual tax returns at significant savings.

The NASE offers these tips to help you avoid the most common tax filing errors:

1. Review your Social Security number as well as those for your spouse and dependents. It's easy to transpose numbers or leave one out altogether.

2. Be sure that the correct filing status and tax table were used.

3. Check 1099 forms for accuracy and be sure they correspond with the amounts listed on your return. If there are any inconsistencies, it's your responsibility to resolve them.

4. Claim the right number of dependent exemptions. You may claim dependent exemptions for children, parents, and other dependents you support.



5. Make sure there are no errors in computing any tax balance that is due or refund you are owed.

6. Attach proper documentation in the right order. Form 1040 should be on top. Put the rest of the forms in the order of the attachment sequence numbers, which are generally listed in the top right-hand corner of each form. Behind those come any other statements or unofficial documents you submit.

7. Sign your return. Unsigned returns will be sent back to you and may be treated as if they have never been filed. As a result, you could be assessed a late-filing penalty and have your refund delayed.

For more than 20 years, the NASE has helped small businesses become more competitive by providing benefits and services to meet its members' professional and personal needs. Information about the NASE is available by visiting the association's Web site at www.nase.org or by calling 800-232-NASE (6273).