

COMPLETING THE 2022 IOWA 1040 FORM

Filing Deadline is May 1, 2023

If...

- You are single, and
- You worked **only** in Iowa during 2022, and
- The amount in Box 1 of your 2022 Form(s) W-2 is \$9,000 or less, and
- You earned less than \$9,000 in the U.S. during 2021, and
- You had no U.S.-source income other than wages...

Then follow these instructions...

CAUTION: These instructions are only for single people who earned \$9,000 or less in the U.S. during 2022.

Go to this site: https://tax.iowa.gov/sites/default/files/2023-01/IA1040_2022_UF_PR04.pdf

Follow the instructions on that page to download the form in Adobe.

Note that this form will fill in some information automatically and do all the calculations for you. The steps listed below correspond to the 2022 IA 1040 Iowa Individual Income Tax Return form.

STEP 1:

- Tab through the fields to enter your name, local address (use "IA" for Iowa), and Social Security Number in the spaces provided

STEP 2:

- Put an X in the box beside "Single" on Line 1.
- Put an X in the "No" box at the end of Line 1.
- If you lived in Ames on December 31, 2022, select Story County (county #85) and the Ames School District (#0225)

STEP 5:

- Enter the amount(s) from Box 1 of all your Form(s) W-2 on Line 1 in Column A.

SKIP to STEP 9

STEP 9:

- If you wish to contribute money to any of the projects shown on Line 57, enter the amount of your contribution on the appropriate line. Remember, these contributions will reduce your refund or increase the amount you have to pay.

STEP 10:

- Add together the amount(s) from Box 17 of your Form(s) W-2 and enter that number on Line 63. The amount of your refund will display on Line 68.

STEP 11:

- Enter your bank account information on lines 68a through 68c to request a direct deposit of any refund due you.

STEP 13:

- Enter today's date and your telephone number in the spaces provided.
- Print a copy of your form by clicking on the green "PRINT" button at the top of Page 1 of the IA 1040 Form.
- Sign the printed copy on the line marked "Your Signature" at the bottom of the second page.

MAILING:

- **Make a photocopy of your signed form** and keep that copy for at least 3 years.
- Enclose Copy 2 of your Form(s) W-2.
- Mail your completed form in a regular envelope with a first-class stamp to:

Iowa Income Tax Document Processing
PO Box 9187
Des Moines IA 50306-9187

NOTE: If you do not select the direct deposit option in Step 11, it may take several months for a refund check to be mailed to you at the address you

provided in Step 1. Be sure to use an address where your refund check will reach you.