

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
- You earned only wages and interest, and
- The amount in Box 1 of all your Forms W-2 combined is **more** than \$9,000...

Then follow these instructions...

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, 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 (#85) as your Residence, and the Ames School District (#0225)

STEP 5:

- Add together the amount(s) from Box 1 of all your Form(s) W-2 and write that number on Line 1 in Column A.

STEP 7:

- If you filed an Iowa tax return for 2021 and deducted Federal income tax (refer to your 2021 Iowa tax return, Line 31), then received a refund of all or part of that tax from the U.S. government during 2022, enter the amount of your refund from the U.S. government on line 27.

- Add together the amount(s) from Box 2 of your Form(s) W-2 and enter that number on Line 31.
- If you had to pay tax (in *addition* to the tax withheld from your paychecks during 2021) to the U.S. government when you filed your 2021 taxes in early 2022, add the amount of any additional tax payments you made to the U.S. government in 2022 to the total on line 31.

STEP 8:

- Put an X in the “standard” box on Line 37 to claim your \$2,210 standard deduction for 2022.

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.

STEP 11:

- Enter your bank information on Lines 68a through 68c to request a direct deposit of any refund due you as indicated on Line 68.

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. Your spouse must sign on the “Spouse’s Signature” line.

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.

- If your form shows a **refund** due on Line 68, 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 wish to use direct deposit, it may take several months for a paper 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.

If your form shows that you **owe** additional tax for 2022 on Line 73

- You may e-pay at <https://tax.iowa.gov/easypayia>. Select “Individual Income Tax” in the “What do you want to pay?” box.
- If you pay by check, write your social security number on the check and complete the Payment Voucher found here:
<https://tax.iowa.gov/sites/default/files/2022-09/IA1040V%2841137%29.pdf>
- Enclose your check payable to “Iowa Department of Revenue” and payment voucher with your tax form
- Mail your completed form in a regular envelope with a first-class stamp to:

Iowa Department of Revenue
P.O. Box 9187
Des Moines, Iowa 50306-9187