







The purpose of this guide is to walk you through the process of filing your taxes from beginning to end with free tax filing software provided by MyFreeTaxes.org. A video tutorial is also available here (a video version in ASL is available here).

Self-filing is a good option for tax filers who are filing a current year tax return (2021), are comfortable using online tax software and want to learn how to file on their own, and who have earned less than \$73,000 in 2021.

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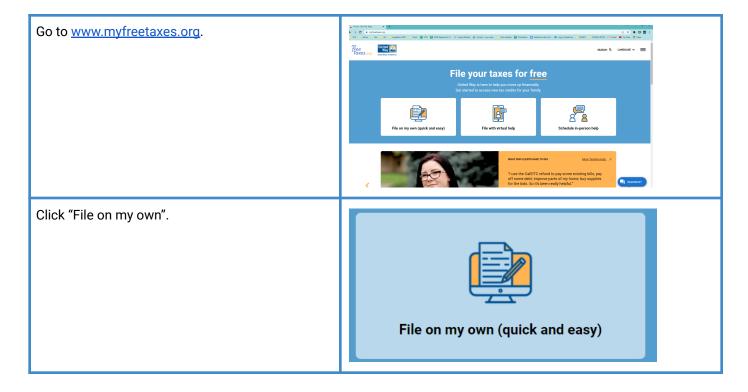








Step 1: Create an account with MyFreeTaxes.org

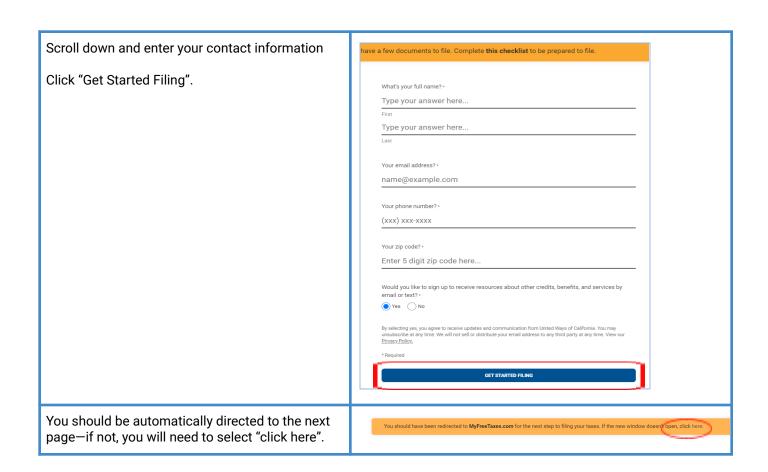




















Fill out your income, zip code, and select that you	By myself
are not a resident of Puerto Rico	
Click "File Now".	Let us help you file your own taxes for free. This is a great option for people who: • Are filling a current year return (for 2021 taxes). • Are comfortable using tax software, or want to learn. Did you earn less than \$73,000 in 2021?* Yes No What is your ZIP code?* Zip code Are you a resident of Puerto Rico?* Yes No I would like to opt-in to be contacted by United Way (optional).
In 15 seconds, the myfreetaxes.org page will automatically redirect you to the TaxSlayer VITA/TCE self-prep kiosk page. You can click "File Now" if you would like to be redirected more quickly.	Thank you for using MyFreeTaxes. We're transferring you to TaxSlayer using our special referral link so you can file your taxes for free. Please note, this software does not support filing for users who earn \$73,000 or more in 2021. If you have questions while filing, please come back and visit our Support page. 10 seconds remaining FILE NOW
Click the "CONTINUE" button to create a TaxSlayer Account. Go on to Step 2.	Welcome to the TaxSlayer VITA/TCE self-prep kiosk No current year preparation or electronic filing Fees Unlimited current year states Access to prepare and e-file 1040-NR Access to prepare and e-file 1040-NR Access to prepare and e-file 1040-NR Tor assistance while completing your return, please contact the free tax assistance program where you received the referral link to this software. They have IRS-certified specialists available to assist you. Click the Continue button to create a new account or login with an existing account.









Step 2: Create An Account With TaxSlayer - the free IRS self-filing website

In the upper part of the page, above username, click "Create account".	Log in Need a TaxSlayer account Create account. Username Password Forgot Username Forgot Password Log in By clicking Log in, you agree to our Privacy Policy and License Agreement.
Fill out the information needed for a TaxSlayer Account	Create your account. Already have an account? Log In
Save your username and password in a secure place with your tax documents	Email address Username
You can log in and out of your tax account as you work on your return.	Password Mobile phone (recommended)
You do not need to enter all the information at one time.	CREATE ACCOUNT
Click "Create Account".	By clicking 'Create Account', you agree to our <u>Phracy Pulicy</u> and <u>License</u> Sciences!
	Copyright © 2022 TaxSlayer Language: en (US) SAVE









Complete the captcha.	Select all images with cars Click verify once there are none left Use your biss laber VERIFY
Choose whether you want to receive your security code via text message or email. Enter the security code sent to your phone number or email. Click "Verify".	Check your phone Enter the verification code we sent you to verify. We sent a code to: (920) 471-8177 Enter the 6-digit code C* Resend Verification Code
After you verify the account you will receive a message that your account is created Click Continue to begin your 2021 tax return.	Success! Your TaxSlayer account has been created. Now, let's keep going.









Step 3: Login To Taxslayer and begin self-filing your 2021 tax return personal information.

Login to TaxSlayer using your username and password	Log In Need a TaxSlayer account? Create account. Username Password Forgot Username Forgot Password Log IN
Type your full name into the box. If you are married and filing jointly, check the box If you are not married - leave the checkbox blank Click Continue	Personalize your TaxSlayer experience You'll unlock important tax reminders and helpful tips specific to your tax situation. Please review the information below and sign to agree to the terms and conditions. Section 3(1-7):6 of the information below and sign to agree to the terms and conditions. Section 3(1-7):6 of the information below and sign to agree to the terms and conditions. Section 3(1-7):6 of the information below and sign to agree to the terms and conditions. Section 3(1-7):6 of the information below and sign to agree to the terms and conditions. Section 3(1-7):6 of the information below and sign to agree to the terms and conditions. Section 3(1-7):6 of the information below and sign to agree to the terms and conditions. Section 3(1-7):6 of the information below and sign to agree to the terms and conditions. Section 3(1-7):6 of the information below and sign to agree to the terms and conditions. Section 3(1-7):6 of the information below and sign to agree to the terms and conditions. Section 3(1-7):6 of the information below and sign to agree to the terms and conditions. Section 3(1-7):6 of the information below and sign to agree to the terms and conditions. Section 3(1-7):6 of the information below and sign to agree to the terms and conditions to the information below and sign to agree to the terms and sections to the information and and sections are described to the information and and the information and and sections are described to the information and and the information and and the information and and the information and and the information and the information and and the information and and the information and and the information and the information and and the information and the information and the information and and the information and the information and and the information and the information and the information and the informa
If you have last year's tax return, you can upload it and click View Results If not, click Skip	Want to get a head start on your Tax Return? Easily import your personal information by uploading a polf of last year's tax return. In order to upload your fact year's tax return, be sure that the PIDF is not passeood protected. Long and Drop PIDF from, or clock to upload. You may upload 1 PIDF file (up to 5 MB).









Type in your personal information	Personal Information
Double check spelling and numbers Enter your personal information as it is written on your Social Security Card or Individual Taxpayer Identification Number	Taxpayer's Information Primary taxpayer first name Last name Suffix (Jt, Sc etc.) SSN The IRS requires your Social Security Number for e filling.* Date of Birth MM
Enter your mailing address.	Personal Information
If you do not have a mailing address - ask a shelter, clinic, or youth center to use their address and use that information.	What's your mailing address? Country United States of America Address (threet number 6 name) Apartment (provide spartment number only) ZIP cools City from, or post office State - PRease Select - Residency Status - Please Select - I have a stateside military address.
For residency status select Full-Year of the State if you lived in California the whole year.	Residency Status *
If you moved to California in 2022 and lived in a different state in 2021 select Full-Year Resident of Another State If you lived in multiple states select Part-Year State Resident	- Please Select - - Please Select - Full-Year Resident of This State Full-Year Resident of Another State Part-Year State Resident









Check any checkbox that is true for you or leave them blank	Additional Information Taxpayer's Information Check any of these that apply to you: Anna can be claimed as a dependent on someone else's return. ② Learn more Anna was over age 18 and a full-time student at an eligible educational institution. ② Learn more Anna is blind. Anna is deceased. Anna wishes to contribute \$3 to the Presidential Election Campaign Fund. Anna served in a combat zone during the current tax year. ② Learn more Anna wishes to elect to use their 2019 earned income to figure their 2021 earned income credit and/or child tax credit. Anna was affected by a natural disaster during the current tax year. Anna received, sold, sent, exchanged, or otherwise acquired financial interest in virtual currency during the current tax year. Anna prefers to receive written communications from the IRS in a language other than English. Anna prefers to receive written communications from the IRS in an accessible format.
Select your filing status	What's your filing status? ② Learn more
Click the filing status wizard if you are unsure	Single Married Filing Jointly Married Filing Separately Head of Household Qualifying Widow(er) with Dependent Children Nonresident Allen BACK Need help determining your filing status? FILING STATUS WIZARD FILING STATUS WIZARD CONTINUE
Click yes or no to claim dependents on your return If you are a custodial parent or guardian to a child or relative, click Yes and enter the child(ren)'s information If not, click No.	Dependents or Qualifying Person(s) Do you have children or relatives who rely on you for support and live in your home? If so, you might be able to receive potential tax credits and tax exemptions that could save you money on your tax bill. But before you get too excited, there are some situations when a child's exemption status is a little more complicated. The IRS does have special rules for those situations. (?) Lean more Do you have any dependents or qualifying person(s) to claim on your return?
If you have experienced Identity Theft or Tax Fraud and the IRS has provided you with a six-digit Identity Protection Pin select Yes If not, select No	IRS Identity Protection PIN Did you or anyone on your tax return receive a CP01A notice from the IRS containing a 6-digit Identity Protection PIN? Yes, someone on my return received an Identity Protection PIN. No, no one on my return received an Identity Protection PIN.









Make sure your personal information is all spelled and entered correctly

Click Edit if anything needs to be reentered and click Continue when it is all correct

Click Continue to enter your work and income information

Let's do this! #slayit Now that we know more about you, let's dig into your tax return. CONTINUE

Step 4: Enter Your Income

if you had earned income, college scholarships or were self-employed.
This includes tax documents such as W-2, 1099-NEC or MISC, 1098-T etc.

You can add your tax forms quickly with Quick File if you know which forms you need Click Continue

If you don't know which forms you need select I do not know

Click either I want to be guided or

Click Select my forms if you already have all of your documents ready

If you do not have any income from jobs, scholarships, retirement, or other select Skip Income









If you had a part-time, full-time, or seasonal job as an employee you will have a W-2 from each job you had in 2021 Enter the tax document information from every job that provided you with a W-2	Wages & Salary Form W-2 Do you have any W-2s to enter? ② Learn more • Yes No BACK Restart/Exit Income Guide
Type in the information from your W-2 exactly as it is on your tax document and click continue Select Enter another W-2 if you had more than one job in 2021	Check any of these that apply to you: Don't worry, most people won't need to check these boxes. This is a corrected W-2 This is a substitute W-2 This is a railroad W-2 b Employer identification number (EIN)* c Employer's name* Country* United States V Address (number and street)* ZIP Code* City* State* Please Select V d Control number - Not required for filing taxes online.
If you received unemployment compensation in 2021 you should have a 1099-G form Click Yes and Continue on Unemployment Compensation and enter the information from the form or Click No and Continue	Unemployment Compensation Form 1099-G Box 1 Did you collect any unemployment benefits from a state or local government assistance program in 2021? Yes No









If you sold stocks, bonds or other property, click Yes and Continue to enter your 1099-B form Otherwise, Click No and Continue	Stocks, Bonds, & Other Personal Property Do you have sales of stocks, bonds, or other property to enter? ① Learn more Common sales reported here are: • Stocks, bonds, and mutual funds (you typically receive Form 1099-8 for these transactions) • Collectibles, antiques, coins, art, gems, and stamps • Main or second home (losses not allowed for sale of main home) • Other personal property, such as cars, computers, etc. (losses not allowed for these types of property) O Yes No
If you were a half-time or full-time student at a technical or trade school or college, enter your tax information from your 1098-T Click yes for additional income – qualified education programs Click Yes – Other Compensation Taxable scholarships and grants Click Begin Scholarships and Grants Enter the amount	Additional Income Do you have any of the following additional income to enter? Rental property & royalties Profit or loss from farming Spousal support (alimony) received Miscellaneous income Gambling winnings K-1 income Qualified education programs Profit or Compensation INCOME GUIDE Other Compensation Did you receive any of the following types of compensation? Cancellation of debt Installment income Sale of business property Unreported tip income Contracts & straddles Other compensation **Order acts & straddles** Other compensation **Other Compensation** Additional income to enter? Cancellation of debt Installment income Sale of business property Unreported tip income Contracts & straddles Other compensation **Other compensation** **Other Compensation** **Other Compensation** **Other Compensation** **Dearn more **Other Compensation** **Oth
Use this spreadsheet to add up your qualified tuition, books, and fees then subtract those costs from your total scholarships received to know how much to enter into other income (Scholarships Box 5 1098T minus Tuition and Fees Box 1 1098T minus Books and Supplies you paid for = Other Income) https://docs.google.com/spreadsheets/d/1LmU22u3xKWWinb4bkCSoaTDZPDO7wnVCLR7ZfJp	Taxable scholarships and grants Fringe benefits Household employee income (that you did not receive a W-2 for) Prisoner earned income Foreign earned income Yes No Other Compensation ■ Scholarships and Grants Learnmore REON
<u>c/edit#gid=0</u>	Anna's scholarships and grants









If you worked as a contractor or gig worker or self-employed, enter the information from your forms 1099-MISC or 1099-NEC

Use this spreadsheet to add up your qualified business expenses for 2021

https://docs.google.com/spreadsheets/d/1qttzQswEc7n0ROBPa_RWuJSfP2T-POZr4ffBnnwPJKk/edit#gid=0

INCOME GUIDE

Nonemployee Compensation

Form 1099-NEC

Did you receive a Form 1099-NEC?

Yes

No

Step 5: Maximize Your Refund

by entering in credits and deductions like donations to charity, school expenses, medical or service animal expenses, business expenses and more.

Deductions help reduce what you owe in taxes, and some provide you with a cash back refund.

Find Deductions in the Federal section of the return after Income.

EVERYONE Click I want to be guided.

□ TaxSlayer

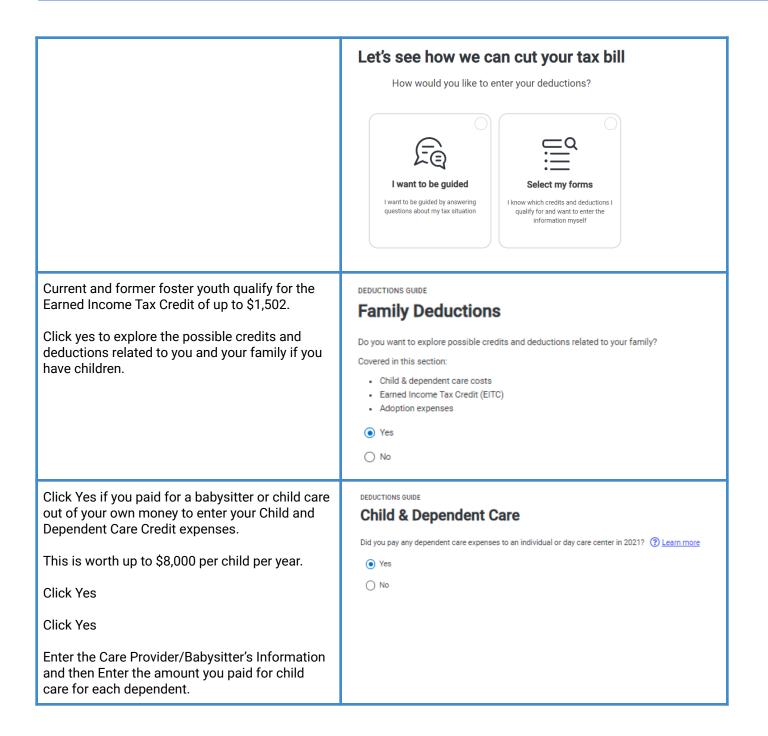
□ My Account
□ Basic Information
□ Federal
□ Income
□ Deductions



















Click Yes for the EITC	Earned Income Tax Credit (EITC) Do you want to explore possible credits and deductions related to you and your family? NOTE: The EITC is automatically calculated based on the income and personal information you entered. Select Yes if one of the following situations applies to you: You have been previously disallowed the EITC but wish to file it on this year's tax return You are a member of clergy and have eligible income to exclude from the EITC calculation You are currently ineligible for the EITC
Charitable Contributions made in 2021 can be claimed up to \$300 if you have donation receipts.	Charitable Contributions You may qualify for a tax deductio If you take the standard ded, If you temize, you can deduction if you temize, you can deduction this section: Cash contributions (tithes or donations) Mileage contributions (driving to and from volunteer work) Noncash donations (clothing, furniture, etc.) Any charitable contribution carryovers Yes No
Did you have a service animal or out of pocket medical and dental expenses? Use this spreadsheet to keep track of your medical, dental, mental, behavioral, and service animal expenses for the year that you paid out of pocket. https://docs.google.com/spreadsheets/d/10b-i690BktOZg3KdWtPFeFucliRbmBjCCNplsysyE/edit#gid=0	Medical Expenses Would you like to explore possible credits and deductions related to medical expenses? Covered in this section: Medical & dental expenses MSAs HSAs Health insurance for self-employed Yes









Did you pay for tuition, books, fees, and school supplies for higher education or career training?	Education Expenses
	Would you like to explore possible credits and deductions related to education expenses?
	Covered in this section:
	Student loan interest Qualified education expenses (such as tuition)
	Yes
	○ No
	DEDUCTIONS GUIDE
	Qualified Education Expenses
	Form 1098-T
	Did you pay expenses to a qualifying educational institution in 2021? ② <u>Learn more</u> NOTE:
	This deduction applies to expenses paid to schools that are eligible to participate in a st
	Yes
	○ No
	EDUCATION GUIDE
	Education Credits
	You may be eligible for an education credit. Your income section must be complete to get an accurate calculation for your credit.
	Have you entered all of your income and adjustments to income?
	New Land and any income information
	No, I have not entered my income information
	Select a Student
	Please select the student you wish to explore education credits for:
	Anna Johnson
	O Don't see who you're looking for? Add a dependent or spouse here









	Form 1098-T
	Do you have a 1098T form?
	Did the student receive Form 1098-T from the educational institution for 2021? Yes No
	Did the student receive Form 1098-T from the institution for 2020 with box 2 filled in and box 7 checked? Yes No
Advanced Child Tax Credit—if you are claiming a dependent child	Advance Child Tax Credit @Leam More
Click Yes	Did you (or your spouse) have a principal place of abode (main home) in the United States for more than half of 2021? Yes
If you received any advanced child tax credit payments, Click Yes and enter the amount of money you received and the number of children you received the credit for. If you have not yet received the Advanced Child Tax Credit—Click No Click Save	○ № Did you (or your spouse) receive any advance Child Tax Credit payments? Yes No
Recovery Rebate Credit (2021 - Third Stimulus Payment) If you are unsure if you received the third stimulus payment you can find the information from IRS Letter 1444, or by calling your bank and asking if you received your stimulus payments and how much you received, or by creating an Id.me account and checking your Economic Impact Payment status.	Recovery Rebate Credit For individuals who qualified for the third stimulus payment but did not receive one or received the wrong amount Recovery Rebate Credit Did you or anyone claimed on this return receive a stimulus payment during the third round of payments (distributed in 2021)? This information is strictly used to ensure you receive the full amount you're entitled. It will not increase your taxable income or taxes due. Yes, I received a stimulus payment during the third round of payments. Total amount received during the third round of payments. May be reported on Notice 1444-C \$ 140c
EVERYONE Click Begin	No, I did not receive a stimulus payment during the third round of payments.
Click Yes, If you received the third stimulus payment, and enter the amount you received.	
Click No, If you did not receive the third stimulus	









payment	
Click Continue	

O No

Step 6: Answer The Health Insurance - Aca Insurance Plan Question

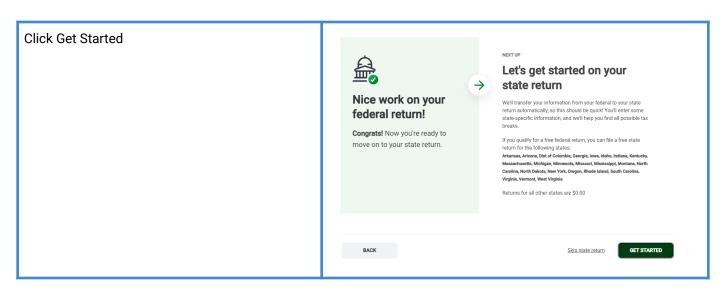
To Answer the Affordable Care Act 2021 Question -

Click No if you have full-scope Medi-Cal coverage or have insurance through your employer

Click Yes if you paid for health insurance using Covered California

Affordable Care Act Insurance Plans Reported on Form 1095-A Did you, your spouse, or a dependent have insurance under the Affordable Care Act in 20212* ② Learn more If so, select Yes – you must report Form 1095-A for the IRS to accept your return. If you did not have an Affordable Care Act insurance plan, select No. Yes

Step 7: Prepare Your California State Tax Return

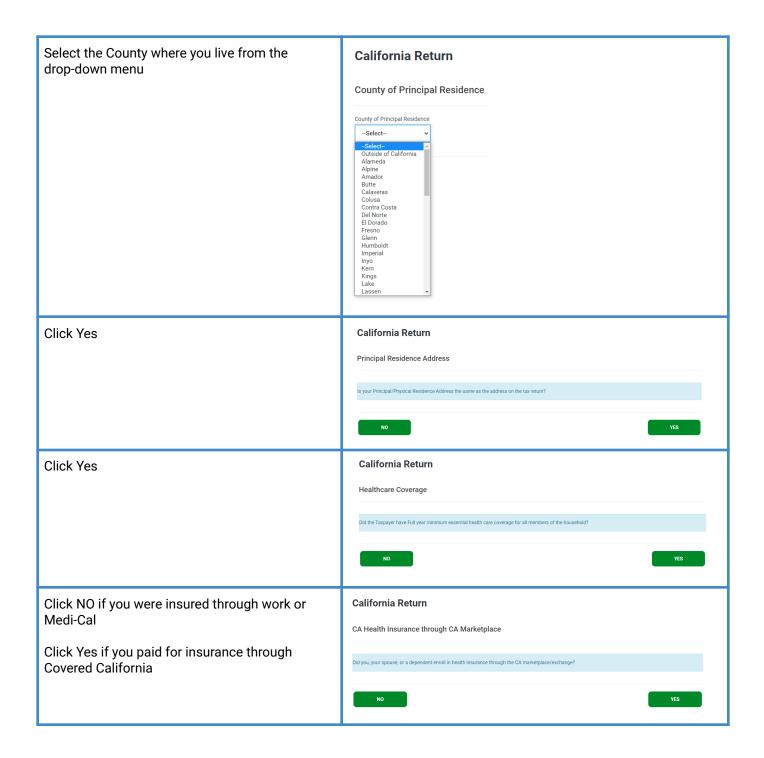










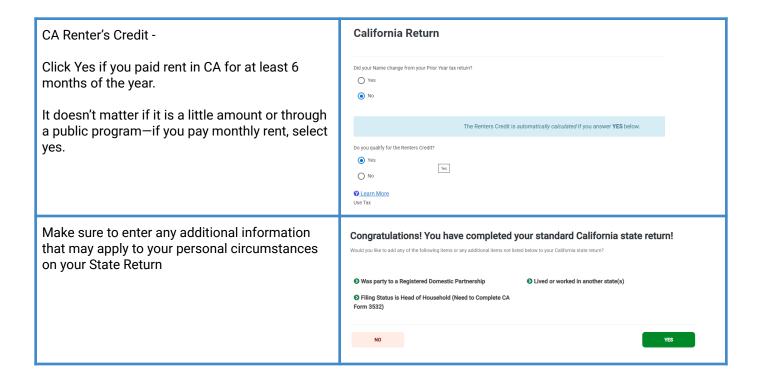












Review your Total Income, Tax Credits and **Tax Return Summary** Refund Amounts. Make sure you double-check that the Earned Ξ Income Tax Credit, Child Tax Credit, Recovery Rebate, Education Credits, and California EITC, **Total Income** Young Child Tax Credit, and Renters Credit are all in the summary. **Adjusted Gross Income** Click View Return **Tax and Credits Total Tax Payments** Refund California Refund VIEW RETURN









File Your Return	
File Your Return	Ready to file?
Click Yes	If you're done with all the returns you need to file, we can get some final details and finish up!
	Are you ready to keep going?
	Yes, I'm done with my return(s) and ready to file!
	○ No, I'm not ready.
Check the status of your return	
When your Federal and/or state return(s) have been processed, an automatic notification is sent to the e-mail address associated with your account as well as to the mailbox within your account located in the navigation menu on the left side of the screen. If you did not receive the e-mail notification, please be sure to add TaxSlayer to your safe senders list so that our messages are not delivered to your SPAM or JUNK folder.	
Once your Federal and/or state return(s) have been accepted, you will be able to log in to your account from the TaxSlayer homepage and access your accepted Federal and/state return(s) directly from the "My Account" screen shown under the "Return Status" tab. You will click on the print button to print your returns.	
Save a copy of your return and your tax documents and receipts on a password protected computer, or print a copy and save your return in a locked filing cabinet along with your tax documents.	

Filing An Amended Tax Return Using TaxSlayer

Did you already file but need to file an Amendment? You may have missed a document, chosen the wrong filing status, not claimed a dependent, or missed a credit or deduction. If so—follow the directions here to correct your tax return. https://www.taxslayer.com/tax-tools/tax-amendments









Need to Contact Customer Support?

Are you running into technical issues? Contact customer support through any of the following methods:

Website: https://myfreetaxes.com/support

Main Helpline: 866-698-9435

It is available 10am-6pm ET daily from January 24-April 18, and 10 am-6 pm ET daily from April 19-October 31.

Email: info@myfreetaxes.com