



## Helpful Tips For Filing Your West Virginia Personal Income Tax Return

*The purpose of this publication is to provide general information regarding the personal income tax returns. It is not a substitute for tax laws or regulations.*

**1. Fill out your Federal (IRS) tax return first.** This is because your West Virginia taxable income is based on information from the federal return.

**2. Enclose supporting documents as required, which may include NRW-2's, K-1's, schedules, etc.** The failure to provide required documents may delay the processing of your return and also could result in the disallowance of any claim.

**3. Make sure the social security number on your tax return is correct.**

**4. Check your return for math errors:** To avoid math errors, visit our website and use our fill-in forms. These forms automatically calculate the return for you.

**5. Married filing separately:** Married taxpayers who file separate returns must use **Rate Schedule II** to compute the tax. *Do not use the tax tables.*

**6. Mail paper returns to the West Virginia State Tax Department.**

If you are making a payment with your return, mail to:

PO Box 3694, Charleston, WV 25336-3694.

If you are due a refund, mail to:

PO Box 1071, Charleston, WV 25324-1071.

**7. Tax Payment options:** If you owe taxes (a "balance due"), you may pay by any of the following methods:

Electronic Funds Transfer- If you file electronically, you may have your tax payment automatically deducted from your checking account any time between the date you file and April 15th.

Credit card- You may pay with Visa®, Discover®, American Express® or MasterCard®. Visit <https://epay.wvsto.com/tax>.

Check or Money Order- If you file a paper return, enclose a check or money order payable to the West Virginia State Tax Department with your return. If you file electronically, mail your payment with the payment voucher IT-140V that is provided.

**8. Direct Deposit of Refunds:** Whether you file an electronic or paper return, you may have your refund deposited directly into your bank account. It is faster, safer and easier to track if any questions arise.

**9. Refund Information:** You may check the status of your refund by calling 1-800-422-2075 or by visiting our website. To check on a refund, you will need the social security number listed first on the return; the dollar amount of the refund and the filing status.

**10. Earned Income Tax Credit (EITC):** The Earned Income Tax Credit (EITC) is a refundable **Federal Tax Credit** for working families. If you meet the requirements, you may receive money back from the IRS even if you don't owe taxes, but you must file a federal tax return to receive a refund. For additional information visit [www.wveitc.com](http://www.wveitc.com).

**11. File early:** The earlier you file, the sooner your return will be reviewed.

**12. File electronically:** It's fast, accurate, secure and the preferred method for filing.

**13. Free electronic filing:** Companies that are members of the Free File Alliance offer on-line filing services at no charge to qualified West Virginia taxpayers.

Each Free File Alliance member sets the taxpayer eligibility requirements for its program. For more information on Free File Alliance visit our website, [www.wva.state.wv.us/wvtax/FreeElectronicFiling.aspx](http://www.wva.state.wv.us/wvtax/FreeElectronicFiling.aspx).

**14. Questions or Assistance:** If you have questions or need help filing your West Virginia income tax return, you may call a Taxpayer Service Representative between 8:00 a.m. and 5:00 p.m. on business days at:

1-800-WVA-TAXS  
(1-800-982-8297)

TDD (hearing impaired)  
1-800-282-9833

**15. If there is a problem with your return:** If someone else prepared your tax return, you should contact that person first. Otherwise, call a Taxpayer Service Representative at the number above.

**More Information:** Forms, publications and additional information are available to you at:

- Internet:** [www.wvtax.gov](http://www.wvtax.gov)
- Phone:** (800) 982-8297