



## HELPFUL TIPS FOR FILING YOUR WEST VIRGINIA PERSONAL INCOME TAX RETURN

*This publication provides general information regarding personal income tax returns. It is not a substitute for tax laws or regulations.*

### GENERAL TIPS

- Fill out your Federal (IRS) tax return first. This is because your West Virginia taxable income is based on information from the federal return.
- Enclose supporting documents as required, which may include NRW-2s, K-1s, schedules, etc. If you do not include the proper supporting documents, it may result in a bill for tax due.
- Make sure the social security number and address on your return are correct.
- 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.

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### MARRIED FILING SEPARATELY

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

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### MAILING PAPER RETURNS

- If you are making a payment with your return, mail to:  
West Virginia State Tax Department  
PO Box 3694  
Charleston, WV 25336-3694
- If you are due a refund, mail to:  
West Virginia State Tax Department  
PO Box 1071  
Charleston, WV 25324-1071
- For general correspondence, mail to:  
West Virginia State Tax Department  
PO Box 2389  
Charleston, WV 25328-2389

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### 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 15<sup>th</sup>.  
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.  
MyTaxes – You may pay using MyTaxes at <https://mytaxes.wvtax.gov>

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### REFUND OPTIONS

- Direct Deposit – 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.
- Check – You may elect to receive a paper check.

**WHERE'S MY REFUND?**

- To check the status of your refund, visit our website at [www.tax.wv.gov](http://www.tax.wv.gov) and click on "Where's My Refund?". You will need the social security number, listed first on the return, the dollar amount of the refund and the filing status.

**EARNED INCOME TAX CREDIT**

- 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 do not owe taxes. You must file a federal tax return to receive a refund. For additional information, visit [www.wveitc.com](http://www.wveitc.com).

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**FILING TIPS**

- File Early – The earlier you file, the sooner your return will be reviewed.
- File Electronically – It is fast, accurate, secure and the preferred method for filing.
- File Free – Companies that are members of the Free File Alliance offer online 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, visit our website at <https://tax.wv.gov/Individuals/Pages/Individuals.aspx>.

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**ASSISTANCE AND ADDITIONAL INFORMATION**

- For assistance or additional information, you may call a Taxpayer Service Representative at:

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

Or visit our website at:

[www.tax.wv.gov](http://www.tax.wv.gov)

Email questions to:

**taxhelp@wv.gov**

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