

7 WAYS TO GET A JUMP START ON YOUR TAXES

Earlier is better when it comes to working on your taxes. Taxpayers are encouraged to get a head start on tax preparation, especially since early filers avoid the last minute rush and get their refunds sooner.

Here are seven easy ways to get a good jump on your taxes long before the April 15th deadline :

1. Gather your records in advance.

Make sure you have all the records you need, including W-2s, 1099s, 1098,...etc. Don't forget to save a copy for your files.

2. Get the right forms if you do it yourself.

They're available around the clock on the IRS Web site, www.IRS.gov.

3. Take your time.

Don't forget to leave room for a coffee break when filling out your tax return as rushing can mean making a mistake. If you are using an accountant or tax preparer, do give him/her enough time to prepare your tax returns so that no omissions or errors will take place.

4. Double-check your math and verify all Social Security numbers.



These are among the most common errors found on tax returns. Taking care will reduce your chance of hearing from the IRS and speed up your refund.

5. Get the fastest refund.

When you file early, you receive your refund faster. When you choose direct deposit, you receive your refund sooner than waiting for a check, usually it's within a week or so.

6. E-filing is easy.

E-filing catches math problems, provides confirmation your return has been received and gives you a faster refund without mailing your tax returns out. Look for the decal on your tax preparer's window whether he/she is a E-file provider.

7. Don't panic.

If you have a problem or a question, consult a tax professional or call the IRS hotline. Try the IRS Web site at www.IRS.gov or call the IRS customer service number at 1-800-829-1040.

For more info, please contact:

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