



Department of  
Taxation

### TIPS FOR OHIO INCOME TAX FILING

Whether you file electronically or on paper, these tips will help ensure filing success.

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- **Be prepared:** make sure you have all your tax reporting documents before filling out and filing your return. An incomplete return may cause processing delays.
- **Double-check** for accuracy: your name – address – social security number (and math).
- **Round all figures** to the nearest dollar: 51 cents or more, round up; 50 cents or less, round down.
- **Choose direct deposit** if you're getting a refund (*not available if filing a paper return*). Use correct bank routing and account numbers.
- **Be aware!** If you use a tax preparer, choose carefully. You – not the tax preparer – are responsible for the information on your return.

*Nearly 94% of Ohioans file electronically. Tax preparation software helps prevent mistakes, does the math, flags common errors, highlights credits and deductions and flags missing information.*

*If you'll be filing a paper return, please note:*

- **Include all** necessary schedules and worksheets and place them in proper order (see Instruction booklet; page 5).
- **Verify forms and vouchers** are for the correct tax year.
- **Do not staple**, paper clip, or otherwise attach your return (and accompanying schedules) together.
- **If filing both** income and school district income tax, send each return in its own envelope.
- **If you owe tax**, use the proper payment voucher (IT 40P for income tax; SD 40P for school district income tax.)
- **If mailing in** a return generated by tax preparation software, do not make any hand-written changes.