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Accounting • Bookkeeping • Taxes

Amended Returns

Oops! You've discovered an error after your tax return has been filed. What should you do? You may need to amend your return, according to the IRS.

The IRS usually corrects math errors or requests missing forms (such as W-2s) or schedules. In these instances, do not amend your return. However, do file an amended return if any of the following were reported incorrectly:

- Your filing status
- Your total income
- Your deductions or credits

Use Form 1040X, Amended U.S. Individual Income Tax Return, to correct a previously filed Form 1040, 1040A, 1040EZ, or electronically-filed return. If you are filing to claim an additional refund, wait until you have received your original refund. You may cash that check while waiting for any additional refund. If you owe additional tax, you should file Form 1040X and pay the tax by April 15 of the current year, to avoid any penalty and interest.

Generally, to claim a refund, you must file Form 1040X within three years from the date you filed your original return or within two years from the date you paid the tax, whichever is later.

If the changes involve another schedule or form, attach it to the 1040X. If you are filing more than one amended return, be sure to mail each in a separate envelope to the IRS center for the area in which you live.