## 2016 Federal Filing Status with Parent Dependent Amend Instructions for the TurboTax Online product:

- 1) To open your 2016 return, go to https://turbotax.intuit.com and sign in.
- 2) On the Sign In screen, enter your User ID and Password and select Sign In.
- 3) On the Welcome home screen, select My TurboTax.



4) On the Tax Timeline screen, select Amend (change) return.

Tax Timeline		
Tax Year		
FEDERAL TAX DUE	Federal e-file status: Ac The IRS accepted your federal reb	cepted um on February 16.
ca state tax due \$892	California e-file status: A California accepted your return on	Accepted February 16.
SOME THINGS YOU CAN DO		
🐨 Download/print return (PDP) Get order details	Add a state View e-file details	Download all forms and worksheets
Doubland to file		

5) On the Are you sure you'd like to amend your return? screen, click the Amend using TurboTax Online button.

Are you sure you'd like to amend?
Amending is for adding new tax forms or making changes to your tax return. Not sure?
We'll help you get this done! You can amend your return using either TurboTax Online or TurboTax CD/download.
If you want to amend using TurboTax CD/download, choose the product you used to file your taxes:
I used TurboTax Free, Deluxe, or Premier     I used TurboTax Home and Business
Learn more.
Cancel Amend using TurboTax Online

## **Start to Amend Your Return:**

1) On the We'll Help you change (amend) your return screen, click Continue.

Wages & Income Dec	actions & Credits Healt	Other Tax Stuations	Federal Review	Smart Check
We'll help you	change (ame	nd) your return		
Step 1: Get ready to amend	Step 2: Start amending	Step 3: Finish up and file		
Verill start by asking a New questions about your original return	We'll help you add, change or remove into fur your amended inturn.	We'll make sure you're ready to print and mai your amended return.		
Note: Amended return way - by mail	ns can't be e-filed. They nee	d to be filed the old-school		
Back				Continue

2) On the Have You Already Filed This Return? screen, select Yes, I need to amend a return I already filed.

Also select I was contacted by TurboTax and told I may need to amend, then click Continue.

Have you already filed this return?
Amending a return allows you to correct information on your original return after it's been filed and accepted by the government.
<ul> <li>Yes, I need to amend a return I already filed.</li> </ul>
O No, I don't need to amend.
Tell us a little more about your amend situation:
O I need to amend my 2016 return. Learn More
O I need to amend a 2015 return.
O I need to amend a 2014 or previous year return.
🔰 🔯 I was contacted by TurboTax and told I may need to amend.
<ul> <li>I was contacted by TurboTax about amending AND I need to amend for some other reason. See Examples</li> </ul>
< Back Continue

3) On the Tell Us Which Returns You Want to Amend screen, select I want to amend both my federal and my state returns. Then select Continue.

Personal Info	Federal Taxes	State Taxes	Raview	File
Wages & Income	Deductions & Credits	Health Incurance	Other Tax Situations	Federal Review
Tell Us Which R	eturns You W	lant to Ame	end	
We recommend you amend I	ooth your <b>federal and s</b> t	t <b>ate</b> returns. That's be	cause both the IRS an	d your state will want to
I want to amend both	n my federal and state re	turns.		
I want to amend only	my federal <b>or</b> only my st	ate return.		
When is it OK to amend only	one return?			
			>	
< Back				Continue
< Back			~	Continu

4) On the **Do you still receive your mail at this address,** make a selection then click **Continue.** 

Wages & Income	Deductions & Credits	Health Insurance	Other Tax Situations	Federal Review	Smart Check
Do you stil	receive your	mail at thi	s address?		
Main Street SanDiego, CA 92108 <sup>G</sup> Yes <sup>C</sup> No					
Back					Continue

5) If you see the **Presidential Election Campaign Fund** screen, make a selection then click **Continue**.

ou can now make a \$3 contribution to the lection when you filed originally.	Presidential Election	Fund on your amend	ded return if you did n	ot make an
faking a contribution does not impact you	refund or any tax d	ue.		
to you want to make a contribution?				
O Yes, I want to contribute				
O No, I don't				

6) On the Why did you need to amend your return? screen, indicate "The filing status on the originally filed return was incorrectly listed as Head of Household. The revised return reports the correct filing status of Married Filing Separately."Then select Continue.

hy did you	uneed to ame	nd vour retu	rn?	
, a.a. j.e.		ina your rota		
r a bher description	n or why you needed to cha	ange your original returr		
The filing status o	on the originally filed retur	rn was incorrectly listed	as Head	
of Household. T	he revised return reports t	the correct filing status	of Married	
Filing Separately	4			

7) On the Let's comb through your returns one last time with complete check screen, select the State Taxes tab.



8) On the Let's get your state taxes done right screen, select Continue.



9) On the Status of your state returns screen, select Edit next to your state return.



10) On the Let's Amend Your State Return screen, select Yes, let's amend and get it done. Then, select Continue. Complete any state specific amend questions to finalize your state amended return.



11) On the Let's Make Sure You're Ready to Review screen, select Yes, I've entered everything and let's review. Then select Continue and complete any additional final review questions.

Personal Info	Fed <mark>eral</mark> Taxes	State Taxes	Review	File
	Prepare State You	ur State Returns Sta	te Review	
Let's Amend You	ur Ohio Returr	n		
We're all set to start amending	your Ohio return.			
Are you ready to amend yo	our Ohio return now?			
• Yes, let's amend and	get it done ( <b>Recommend</b>	ed)		
No, I'll amend later				
I don't need to amen	d my state return after all			
< Back				Continue

12) On the Let's Make Sure You're Ready to Review screen, select Yes, I've entered everything and let's review. Then select Continue and complete any additional final review questions.

Personal Info	Federal Taxes	State Taxes	Review	File
	Prepare State Yo	ur State Returns Sta	te Review	
_et's Make Sure	You're Ready	to Review		
So far so good! We've	now covered the main par	t of your Ohio amend	ed return. Unless yc	ou have additional state
amend info to enter, v	ve're ready to move on and	neview.		
Have you entered	all of your state amend i	nfo?		
🚺 🚺 Yes, l've ente	red everything and let's rev	view		
No, I still have	e state amend info to enter	How would I know this	22	
			-	

13) On the Let's comb through your returns one last time with complete check screen, select Check my info and complete all final review questions, if any.



14) On the You're just about ready to file. But first... screen, select Continue.



15) On the Let's take care of these details now screen, select Review.

Personal Info	Federal Taxes	State Taxes	Review	File
	Let's take care o	of these deta	ails now	
		<b>b</b>		
	Your <b>comple</b>	techeck to-do li	st	
Answers to review Ensures your final num	ber is right		Needs review	Review
< Back				Continue

16) On the Here are the results of our final review screen, select Fix Federal Return.



17) On the **Amended Returns Can't Be E-filed** screen, select **Continue**. This screen is telling you that you must print and mail the amended return and it will always show as an "error" message.



18) If you have a state return, on the Let's take care of these details now screen, select Review again. On the Here are the results of our final review screen, select Fix *State* Return.

	Personal Info	Federal Taxes	State Taxes	Review	File
Here	e are the resu	ilts of our fina	l review		
We're clo	ose to finishing up. But (	we found a couple little th	ings on both your fede	ral and Ohio retur	ms that need fixing.
Let's take	e care of these now.				
< Back		Continue without F	ixing Fix Oh	io Return	Fix Federal Return

19) On the **Not Eligible for Electronic Filing** screen, select **Continue**. This screen is telling you that you must print and mail the amended state return. It will always show as an "error" message.



20) On the Let's take care of these details now screen, this time select Continue.

Let	's take care	of these de	tails now	
		0		
	Your compl	<b>ete</b> check to-do	list	
Answers to review Ensures your final number is	right		Needs review	Review

21) On the We still have a couple details to button up screen, select Continue.



22) You are now ready to print your return to file. On the **You're Done! Print and Mail Your Returns** screen, select **Print Return.** 



23) On the **Print Preview** screen, select the **Printer Icon** to print your forms. TurboTax will prepare the amended returns that need to be filed, if your amended state return is not included, then it does not need to be filed.

L TurboTax_Print_Preview_07-10-2017T10.14.14.660.pdf - Adobe Acrobat Reader DC							
File E	dit View Window Help						
Hon	e Tools TurboTax_Print_P	re ×					
E	P 🖶 🖂 Q   🗇 (	① 1 / 7 ▶ ⊕ ⊖ ⊕ 146% ▼ □     □					
ß	Bookmarks X						
0	□-1 2016 Federal Tax Return	File by Mail Instructions					
	Filing Instructions (Page 1 of 1)	Important: Your taxes are not					
	Form 1040X: Amended Tax Return						
	Form 1040: Individual Tax Return	Test Taxpayer 123 street					
	Tax Return	123 street					

- 24) After printing your return,
  - The instruction letter will indicate any balance due that you need to pay or refund that you will receive.
  - The instructions will also tell you the address to mail your return.
  - Be sure to print out an extra copy to keep for your files.