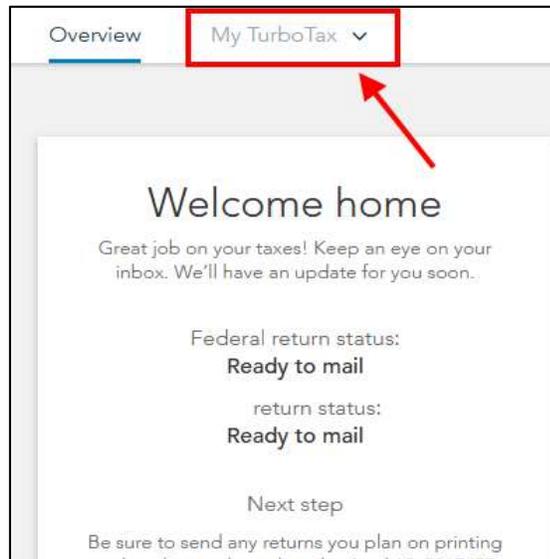
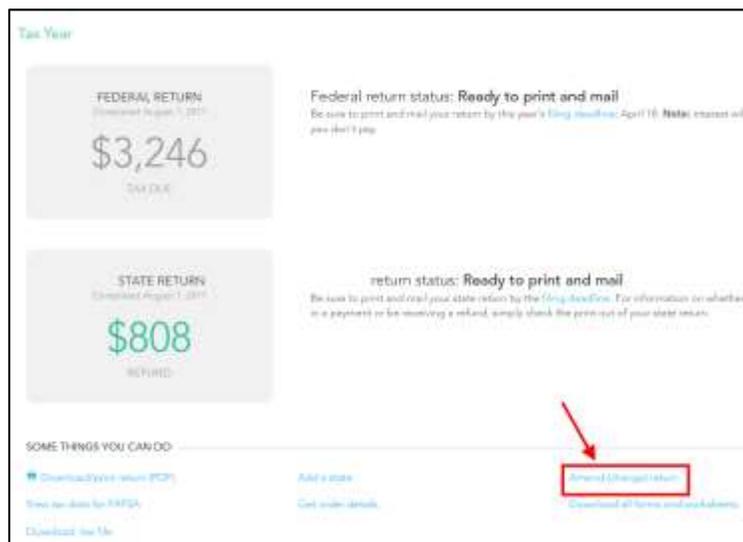


## 2016 Missouri Amend Instructions for the TurboTax Online Product

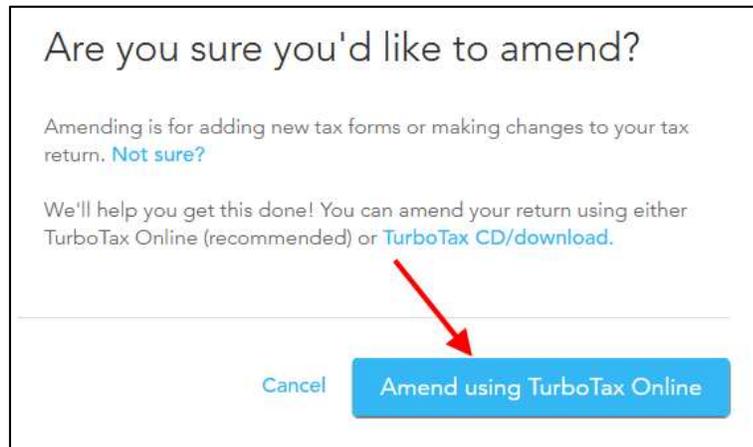
- 1) To open your 2016 return, go to <https://turbotax.intuit.com> and sign in.
- 2) On the **Sign In** screen, enter your **User ID** and **Password** and select **Sign In**.
- 3) On the **Welcome home** screen, click **My TurboTax**.



- 4) On the **Tax Timeline** screen, click **Amend (change) return**.

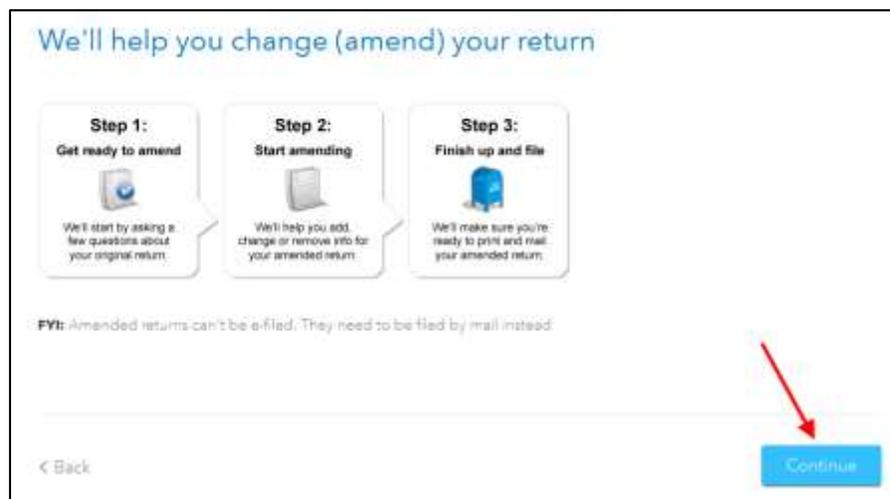


- 5) On the **Are you sure you'd like to amend?** screen, click the **Amend using TurboTax Online** button.



## Start to Amend Your Return:

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

The screenshot shows the 'Have you already filed this return?' screen. At the top, there are navigation tabs: PERSONAL INFO, FEDERAL TAXES, STATE TAXES, REVIEW, and FILE. Below these are sub-tabs: Wages & Income, Deductions & Credits, Health Insurance, Other Tax Situations (selected), and Federal Review. The main heading is 'Have you already filed this return?'. Below it is a paragraph: 'Amending a return allows you to correct information on your original return after it's been filed and accepted by the government.' There are two radio button options: 'Yes, I need to amend a return I already filed.' (selected) and 'No, I don't need to amend.' Below this is a section titled 'Tell us a little more about your amend situation:' with four radio button options: 'I need to amend my 2016 return. Learn More', 'I need to amend a 2015 or previous year return.', 'I was contacted by TurboTax and told I may need to amend.' (selected), and 'I was contacted by TurboTax about amending AND I need to amend for some other reason. See Examples'. At the bottom left is a 'Back' button and at the bottom right is a 'Continue' button. Red arrows point to the selected 'Yes' radio button, the selected 'I was contacted by TurboTax' option, and the 'Continue' button.

- 3) On the **Tell Us Which Returns You Want to Amend** screen, select **I want to amend only my federal or only my state return.** Select **Amend my Missouri return** then click **Continue**.

The screenshot shows the 'Tell Us Which Returns You Want to Amend' screen. The heading is 'Tell Us Which Returns You Want to Amend'. Below it is a paragraph: 'We recommend you amend both your federal and state returns. That's because both the IRS and your state will want to know why you amended your return.' There are two radio button options: 'I want to amend both my federal and state returns.' and 'I want to amend only my federal or only my state return.' (selected). Below this is a link: 'When is it OK to amend only one return?'. There is a section titled 'Are you sure you want to amend only one return?' with a paragraph: 'We strongly recommend amending both your federal and state returns.' Below that is another paragraph: 'If you're sure about amending only one return, select the return you want to amend:'. There are two checkbox options: 'Amend my federal return' and 'Amend my Missouri return' (checked). At the bottom left is a '< Back' button and at the bottom right is a 'Continue' button. Red arrows point to the selected 'I want to amend only my federal or only my state return' radio button, the selected 'Amend my Missouri return' checkbox, and the 'Continue' button.

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

Do you still receive your mail at this address?

123 main st  
Springfield, MO  
65803

Yes  
 No

◀ Back Continue

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

Presidential Election Campaign Fund

You can now make a \$3 contribution to the Presidential Election Fund on your amended return if you did not make an election when you filed originally.

Making a contribution does not impact your refund or any tax due.

**Do you want to make a contribution?**

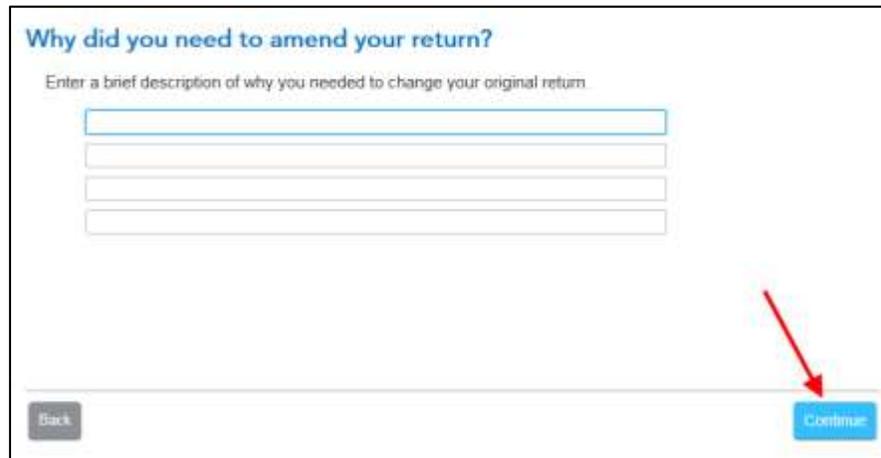
Yes, I want to contribute.  
 No, I don't

◀ Back Continue

6) On the **Why did you need to amend your return?** screen, indicate

**“Active duty military income was included as a deduction on Form MO-1040 line 19. The amendment removes the military income deduction from line 19.”**

Then click **Continue**.

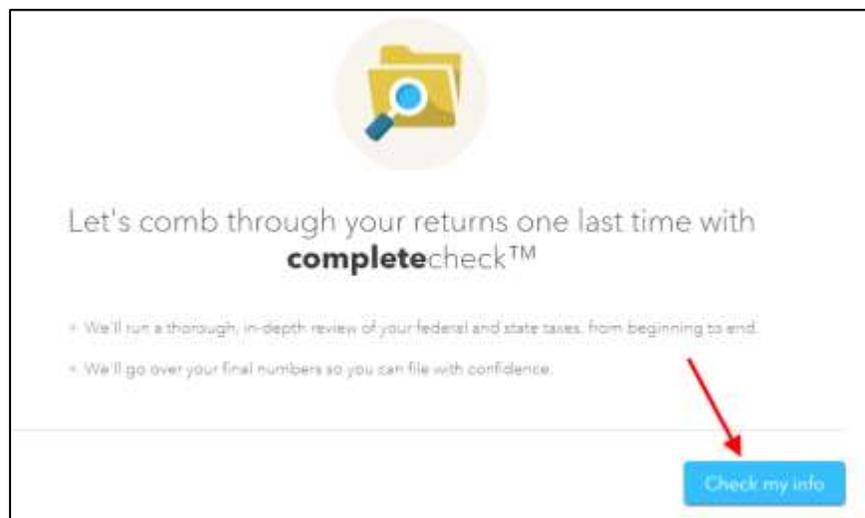


**Why did you need to amend your return?**

Enter a brief description of why you needed to change your original return.

Back Continue

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

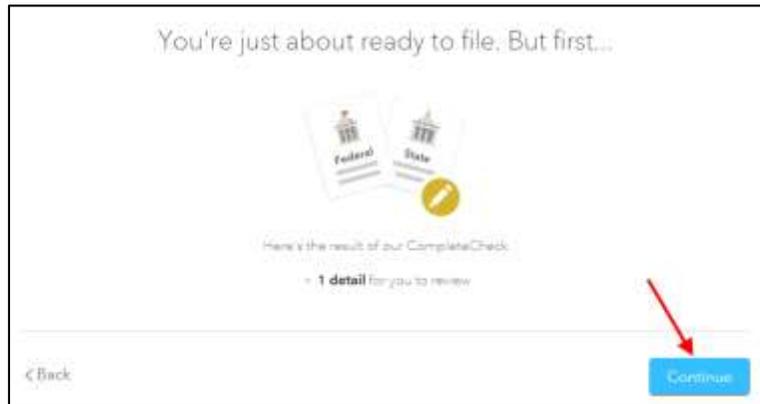


Let's comb through your returns one last time with **completecheck™**

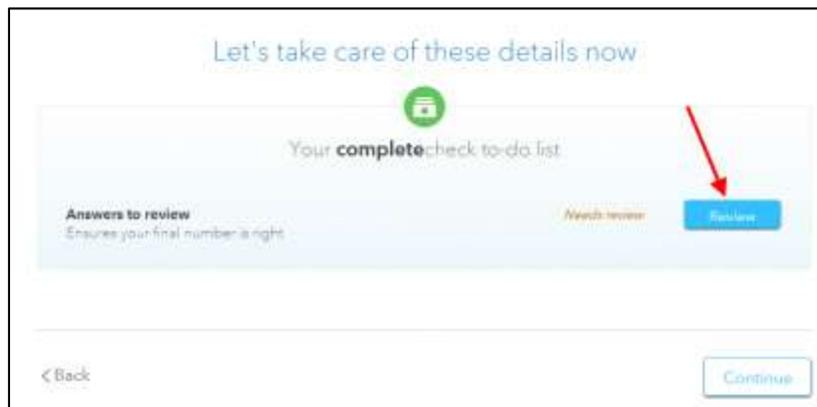
- » We'll run a thorough, in-depth review of your federal and state taxes, from beginning to end.
- » We'll go over your final numbers so you can file with confidence.

Check my info

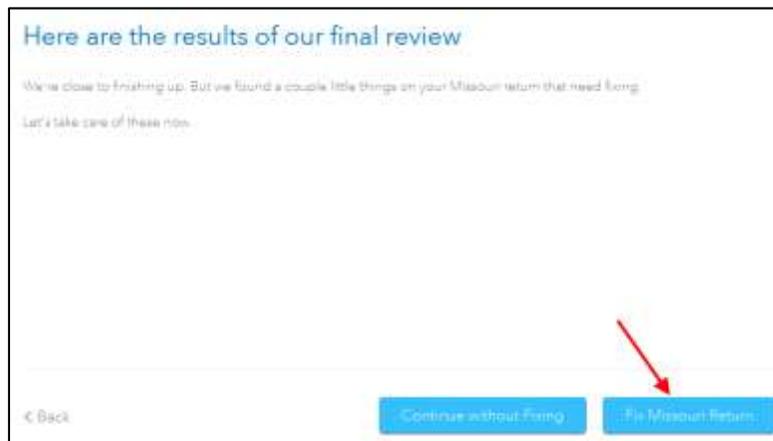
8) On the **You're just about ready to file. But first.** screen, click **Continue**



9) On the **Let's take care of these details now** screen, click **Review**



10) On the **Here are the results of our final review** screen, Click **Fix Missouri Return**



- 11) On the **Check This Entry** screen, click **Continue**. The Missouri instructions says to check the box if filing a Missouri return as a result of filing an amended federal return. Since the federal return is not being amended, there is no need to check any of the boxes.

**Check This Entry**

Form MO-1040: Reasons for amending this return should be selected, please make a selection.

- IRS Audit Tax Return
- Net Operating Loss Amend
- Investment Credit Amend
- All Other Amend Reasons

**Amended Return**  
Skip lines 42-44 if you are not filing an amended return.

42 Amount paid on original return

43 Overpayment as shown (or adjusted) on original return  
Indicate reason for amending.

Federal audit. Enter date of IRS audit.

MM/00 YY

**Continue**

- 12) On the **Not Eligible for Electronic Filing** screen, click **Continue**.

**Not Eligible for Electronic Filing**

Why? Well, it looks like you have a tax situation in your [redacted] return that makes it ineligible for e-filing.

Reason for e-file ineligibility:

**Return is an amended return.**

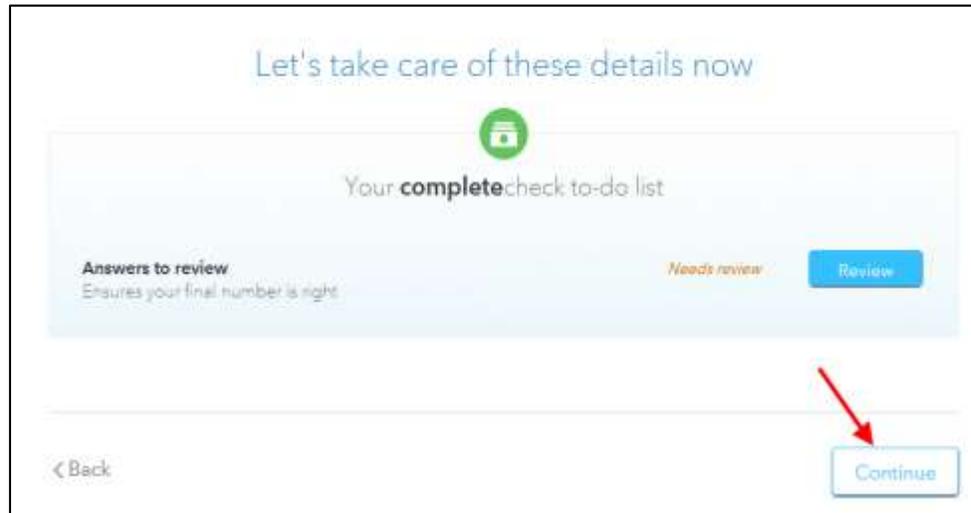
These rules are set by the [redacted] Department of Revenue.

**The good news** is you can still print your [redacted] return and file it by mail.

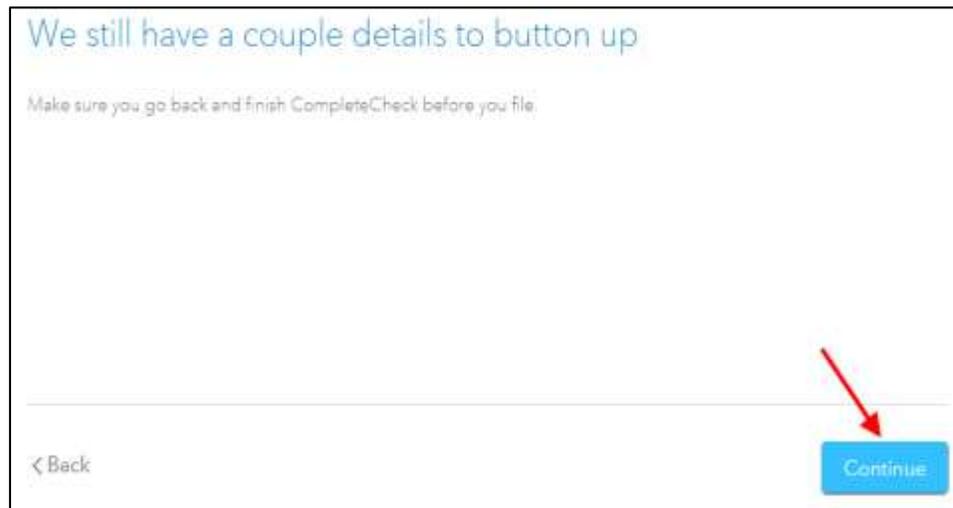
< Back

**Continue**

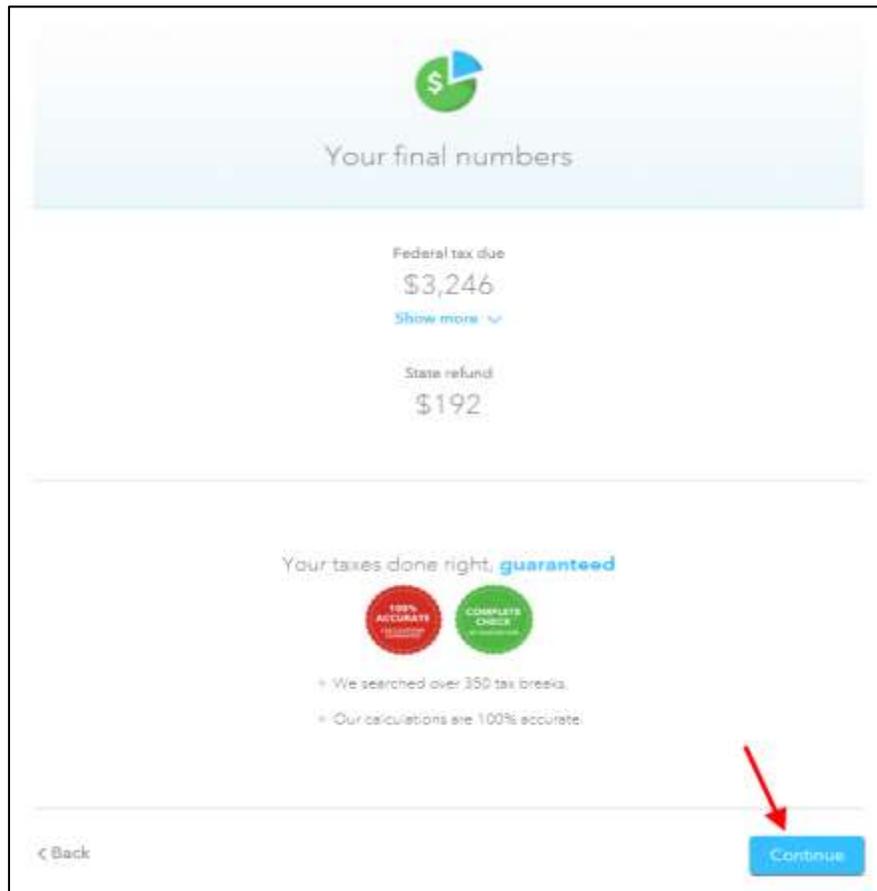
13) On the **Let's take care of these details now** screen, click **Continue**



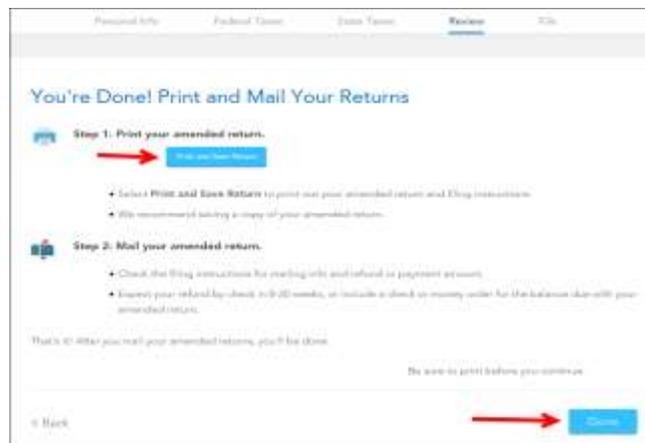
14) If you see the **We still have a couple details to button up** screen, click **Continue**



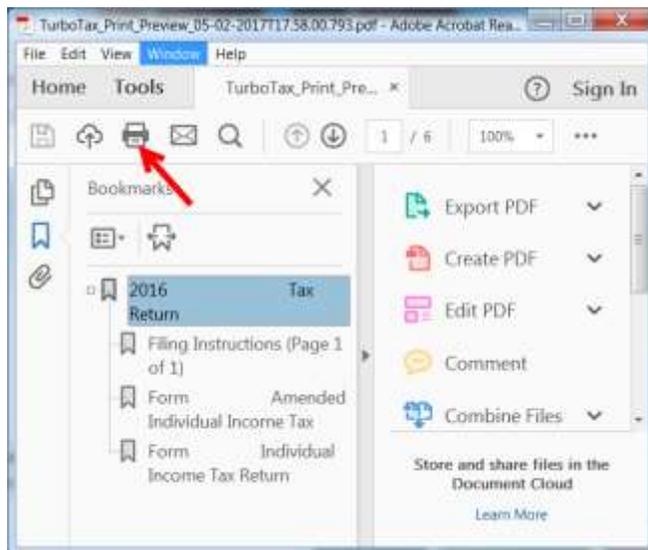
15) If you see the **Your final numbers** screen, click **Continue**.



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



17) On the **Print Preview** screen, click the **Printer Icon** to print your forms.



18) 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