2015 Tennessee Amend Instructions for the TurboTax Online product:

- 1) To open your 2015 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 Amend (change) return.



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



Start to Amend Your Return:

1) Click on the **State Taxes** tab at the top of your screen and click **Continue**.



2) On the Status of your state returns screen, select Edit.

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3) On the Your 2015 Tennessee Return screen, select Continue.



 Continue through your return without making any changes until you reach the Is This an Amended Return? screen. Select Yes, this is an amended Tennessee return and then select Continue.

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5) Select File in the upper right hand corner of your screen, then select View or print your return.

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6) Print your Tennessee amended return.

Special Note: Your amended Tennessee return file will only have three pages. The first page is the filing instructions. The filing instructions will say that you have no balance due or refund amount. However, if you paid taxes with your original return, please disregard.

The second and third pages are your amended tax return (Form INC 250.) The Form INC 250 will be mostly blank except for your personal information, a checkbox indicating that you are filing an amended return and a checkbox indicating that you are filing for an Affidavit for Exemption (see screenshot of what page 1 of your amended return should look like). Mail both page 2 and 3. Tennessee will adjust your return accordingly and send you a refund if you are due one.



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- 7) After printing your return,
 - 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.