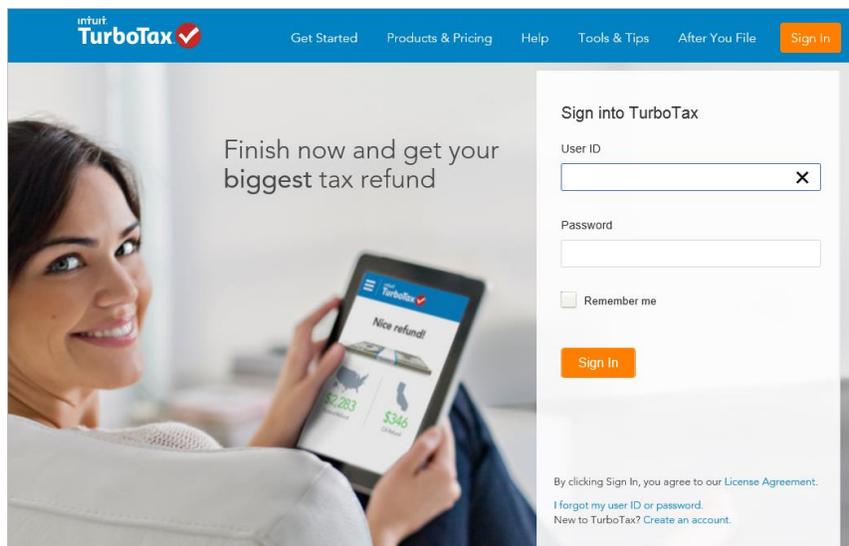


## Federal 1040 Amend Instructions:

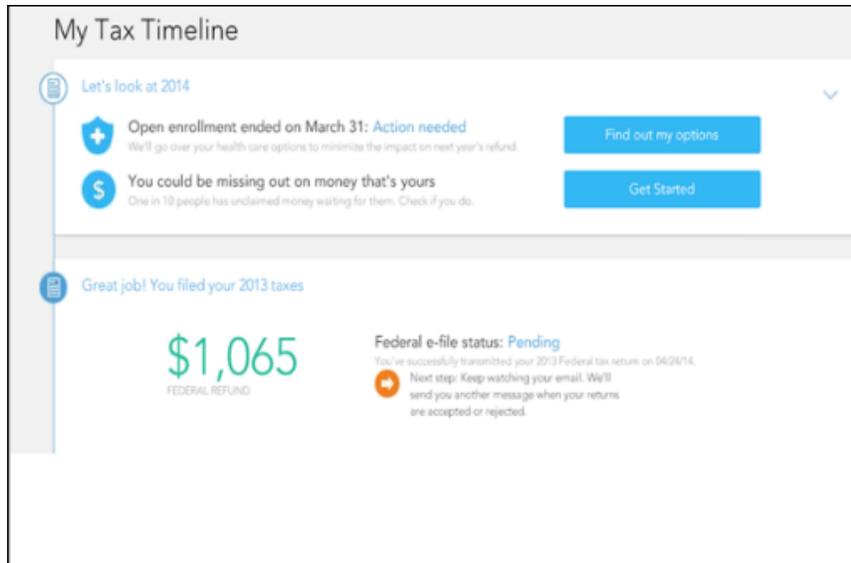
**NOTE:** If using **TurboTax on-line**, follow these instructions. If using **TurboTax CD/Download**, scroll down to the **TurboTax CD/Download** instructions.

### For TurboTax On-line Users:

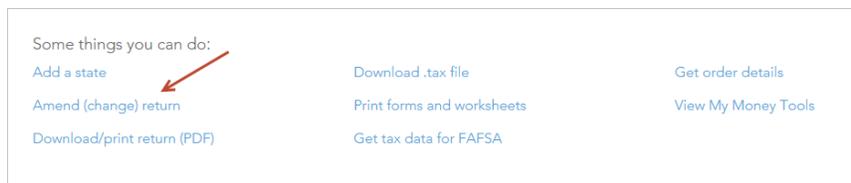
- 1) To open your 2013 return, go to <https://turbotax.intuit.com> and sign in.



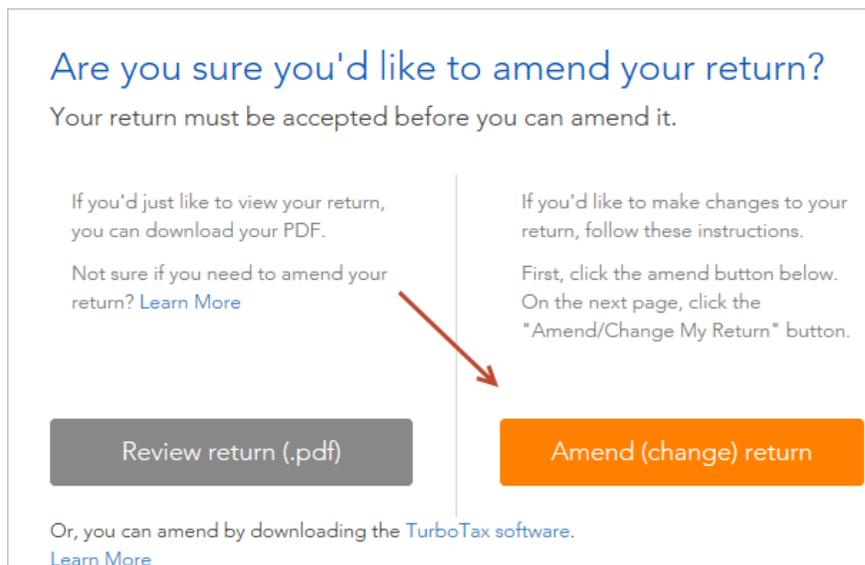
- 2) On **My Tax Timeline** screen, scroll down to **Some Things You Can Do**.



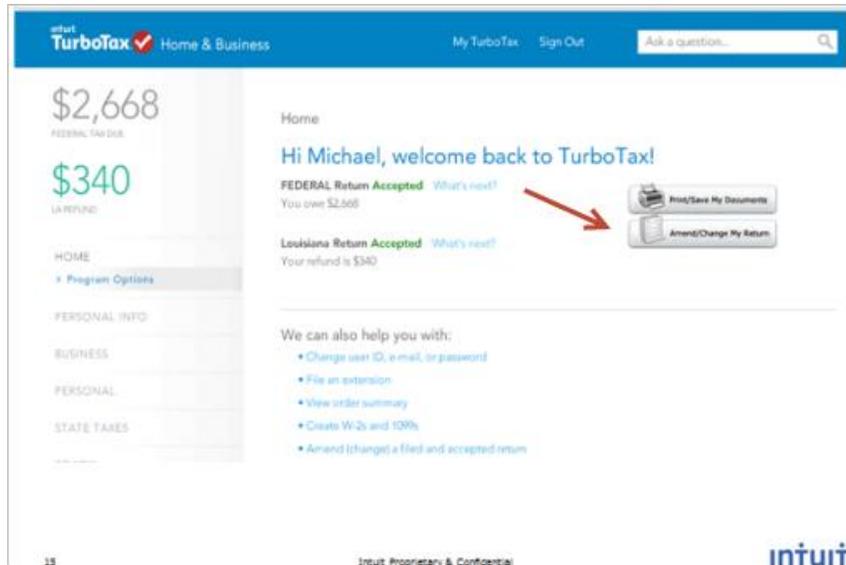
3) Under **Some things you can do**, select **Amend (change) return**.



4) On the **Are you sure you'd like to amend your return?** screen, click the **Amend (change) return** button.



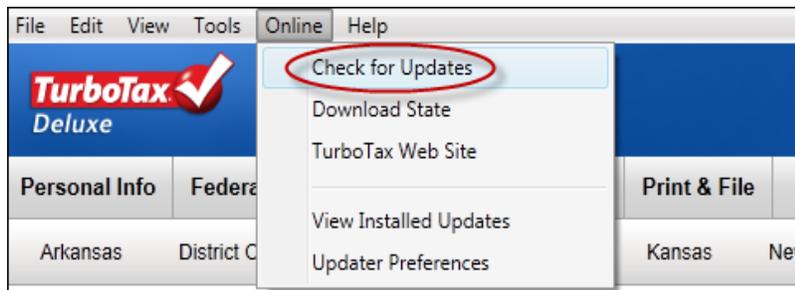
5) On the **welcome back** screen, click **Amend (change) my return** button.



- 6) **On-line users**, scroll down to **Start To Amend Your Return** at the bottom of page 4.

## **For TurboTax CD/Download users:**

- 1) **NOTE:** You need to update your product. Go to **Online** and click on **Check for Update**.



- 2) Open your return.
- 3) Go to **Federal Taxes** tab (if using the Home and Business Product, go to the **Personal** tab) and then select the **Other Tax Situations** tab.

**TurboTax Premier** Federal Refund \$0

Personal Info **Federal Taxes** State Taxes Review File

Wages & Income Deductions & Credits **Other Tax Situations** Federal Review Error Check

**Let's get your biggest possible refund**

First, we'll ask you about the income you earned last year. Then we'll search for money-saving deductions and credits to help you get back every dollar you deserve.

*Juan M., Tax Expert, 19 years tax experience*

Back Continue

- 4) On the **Other Tax Situations** screen, scroll down to **Other Tax Forms** and click **Start** button next to **Amend a Return**.

**Other Tax Situations**

Harry, here are a few additional items that might apply to you.

**Alternative Minimum Tax**  
Alternative Minimum Tax (AMT) [Learn More](#)

**Additional Tax Payments**  
Underpayment Penalties [Learn More](#)   
Extra Tax on Early Retirement Withdrawals [Learn More](#)   
Nanny and Household Employee Tax [Learn More](#)   
Apply Refund to Next Year [Learn More](#)

**Other Return Info**  
Identity Protection PIN [Learn More](#)   
Presidential Campaign Fund [Learn More](#)

**Other Tax Forms**  
**Amend a Return** [Learn More](#)   
File an Extension [Learn More](#)

## Start to Amend Your Return:

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

**We'll help you change (amend) your return**

**Step 1: Get ready to amend**  
We'll start by asking a few questions about your original return.

**Step 2: Start amending**  
We'll help you add, change or remove info for your amended return.

**Step 3: Finish up and file**  
We'll make sure you're ready to print and mail your amended return.

**Note:** Amended returns can't be e-filed. They need to be filed the old-school way - by mail.

[Back](#) [Continue](#)

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

Also Indicate **I need to amend my 2013 return**, 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.

- Yes, I need to amend a return I already filed.
- No, I don't need to amend.

Tell us a little more about your amend situation:

- I need to amend my **2013 return**. [Explain This](#)
- I need to amend a **2012 or previous year return**.
- I was contacted by TurboTax and told I may need to amend.
- I was both contacted by TurboTax about amending **AND** I need to amend for some other reason. [See Examples](#)

[Back](#)

[Continue](#)

- 3) On the **What do you need to change on your return?** screen, scroll down to **Wages & Income** and click the Update button (See below).

|                      |        |
|----------------------|--------|
| Personal Info        | Update |
| Wages & Income       | Update |
| Deductions & Credits | Update |
| Other Tax Situations | Update |

4) On the **How do you want to enter your income?** Screen, click on **I'll choose what I work on.**

### How do you want to enter your income?

#### Guide me

- Walks you through all income sections, one at a time
- Best if you want us to take you through all situations

Walk me through everything



#### I'll explore on my own

- Choose specific types of income you want to work on
- Best if you know which situations apply to you

I'll choose what I work on

5) On the **Your 2013 Income Summary** screen, scroll down to **Business Items** and click on the Update button next to **Business Income and Expenses (Sch C).**

|   |  |      |                          |
|---|--|------|--------------------------|
|  | <b>Business Items</b><br>Business income and expenses, K-1s, farm income |      | Visit All                |
| →   | Business Income and Expenses (Sch C) <a href="#">Learn More</a>          | \$0. | <b>\$220,000.</b> Update |
|   | Schedules K-1, Q <a href="#">Learn More</a>                              | \$0. | Start                    |
|   | Farm Income and Farm Rental <a href="#">Learn More</a>                   | \$0. | Start                    |

6) On the **Business Income and Expenses** screen, click **Yes.**

7) On the **Maximize Your Personal and Business Deduction....** Screen, click **No Thanks.**

- 8) On the **Business Summary** screen, click the **Edit** button next to the business you will be changing.

### Business Summary

Select **Edit** to review or enter income and expenses.

Select **Add Another Business** to enter a new business not listed below.

| Business                   | Gross Income    | Net Income      |                           |
|----------------------------|-----------------|-----------------|---------------------------|
| manufacturing              | 235,000.        | 220,000.        | <b>Edit</b> <b>Delete</b> |
| <b>Net Business Income</b> | <b>235,000.</b> | <b>220,000.</b> |                           |

Add Another Business

- 9) When the questions are answered, you will return to **Your 2013 Deductions & Credits** screen. Scroll down and click on **Done with Deductions**.

Done with Deductions

- 10) Continue to answer/ verify various business screens.

- 11) When you reach **the Tell Us the Cost of Goods** screen, verify that the amount is correct for Labor Costs. If not correct, enter the right amount. Click **Continue**.

### Tell Us the Cost of Your Goods

#### manufacturing

Enter **only** the costs incurred to **make your product**. Costs must be directly related to production or resale. When you enter these costs here, you don't need to enter them again elsewhere unless we tell you to enter them again.

We'll ask for your other business expenses later.

|                                      |  |
|--------------------------------------|--|
| Cost of Purchases                    | <input type="text" value="20,000."/>   |
| Purchases Withdrawn for Personal Use | <input type="text"/>                   |
| → Labor Costs                        | → <input type="text" value="15,000."/> |
| Materials and Supplies               | <input type="text"/>                   |
| Other Costs to Prepare for Sales     | <input type="text"/>                   |

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Continue

12) On the **Business Expenses** screen, click button next to **All other expenses**.

**Business Expenses**

You can **Start** any of these business expenses that may apply to you.

|   |  |  |
|---|--|--|
|  | <b>Business Expenses</b>                 | <input type="button" value="Visit All"/> |
|   | Cars ,trucks, and other vehicle expenses | <input type="button" value="Start"/>     |
|   | Assets and depreciation                  | <input type="button" value="Start"/>     |
| →   | All other expenses                       | <input type="button" value="Start"/>     |
|   | Home office expenses                     | <input type="button" value="Start"/>     |

---

13) On the **Enter Your Business Expenses** screen, scroll down to **Wages**. Verify that the amount is correct. If not, re-enter the correct amount of wages. Click **Continue**.

|  |  |
|--|--|
| Meals & Entertainment: 50% Limit <a href="#">Explain This</a>  | <input type="text"/>                   |
| Meals & Entertainment: 100% Limit <a href="#">Explain This</a> | <input type="text"/>                   |
| Utilities <a href="#">See Examples</a>                         | <input type="text"/>                   |
| → Wages  | → <input type="text" value="15,000."/> |
| Work Credits   | <input type="text"/>                   |
| Work Opportunity Credits <a href="#">Explain This</a>          | <input type="text"/>                   |

---

**NOTE:** if both the labor costs and wages were correct on the original return, you do not need to amend this return.

14) Continue through the remaining business screens. When you reach the **Business Summary** screen, click **Done**.

## Business Summary

Select **Edit** to review or enter income and expenses.

Select **Add Another Business** to enter a new business not listed below.

| Business                   | Gross Income    | Net Income      |                      |                        |
|----------------------------|-----------------|-----------------|----------------------|------------------------|
| manufacturing              | 235,000.        | 208,000.        | <a href="#">Edit</a> | <a href="#">Delete</a> |
| <b>Net Business Income</b> | <b>235,000.</b> | <b>208,000.</b> |                      |                        |

[Add Another Business](#)

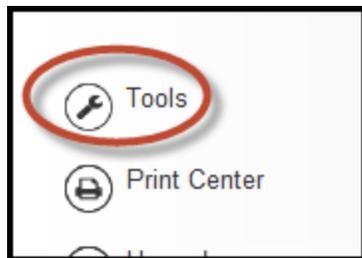
**Note:** If you have multiple businesses, you must enter each one separately.  
[Explain This](#)

If you have **no other businesses**, select **Done**.

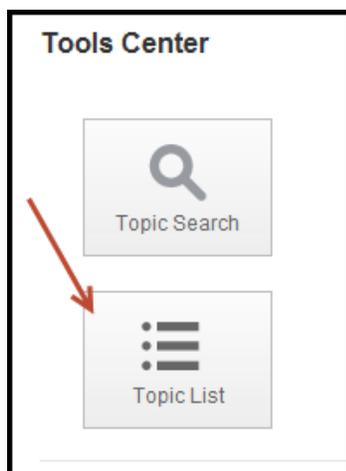
[Back](#)

[Done](#)

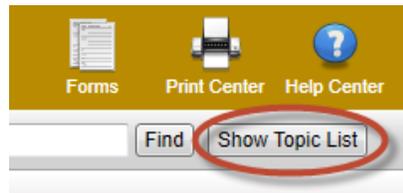
- 15) If you are using the **TurboTax Online** product, scroll down the left side of the screen and click on **Tools**.



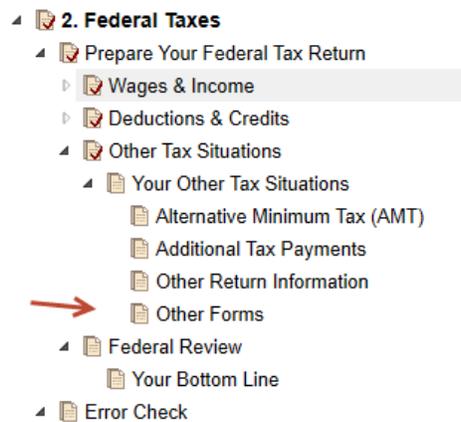
- 16) Then click on **Topic List**



17) If using the **TurboTax CD/Download** product, in the upper right hand corner of the screen, click on **Show Topic List**



18) In the **Topic List**, scroll down to **Federal Taxes/ Prepare your Federal Tax Return/ Other Tax Situations/Your Other Tax Situations** and click on **Other Forms**.

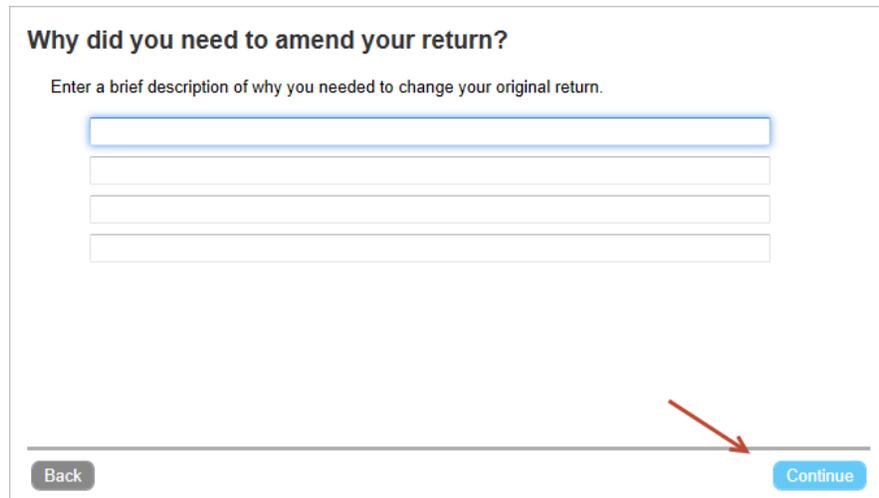


19) On the **Do you need to change anything else?** screen, scroll down and click **Done**.

20) On the next screen, verify or update your mailing address and then click **Continue**.



- 21) On the **Why did you need to amend your return?** screen, enter **“The original tax return had incorrect Schedule C labor costs and/or wages. This amended return shows the correct amounts.”** Then click **Continue**.



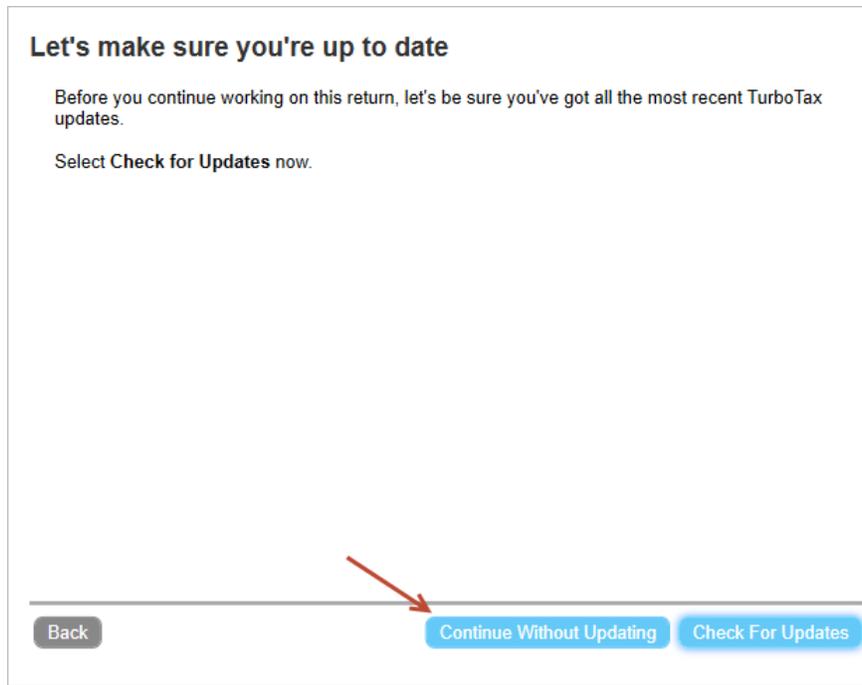
**Why did you need to amend your return?**

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

- 22) On the **‘Let’s make sure your taxes are correct’** screen, click **Continue**.

- 23) If you are using *TurboTax Desktop/CD Download*, you may see this **Let’s make sure you’re up to date** screen. Update the product if you haven’t already.

If you have updated the product, click **Continue without Updating**.

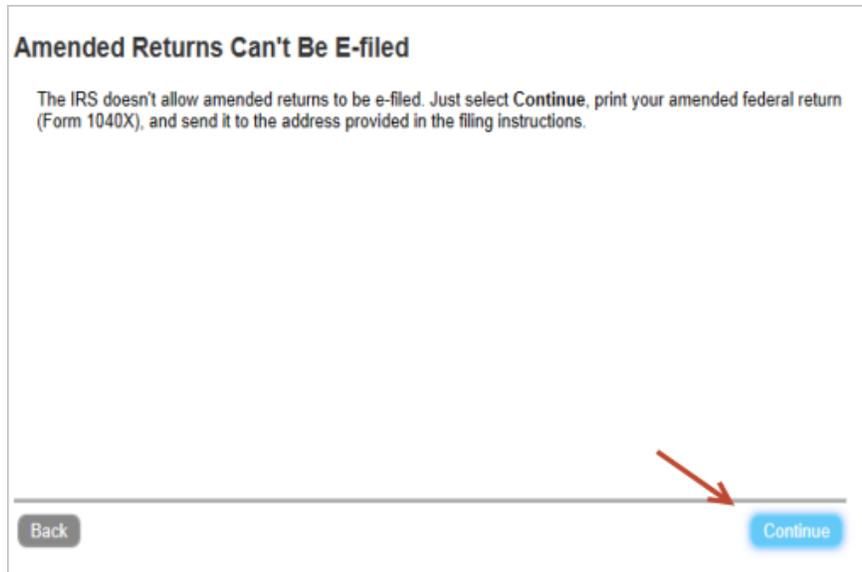


24) If you see a **Let's Check These Entries** screen or a **Final Review Error Check Results** screen, you may have errors to correct.

25) Also there may be additional questions to complete your federal amended return and your state return if it is impacted by your federal changes.

Depending on the screen, click on the **Check Entries** button or the **Fix Errors** button.

26) You may see a screen that tells you that you can't electronically file your amended tax return. Just click **Continue**.



27) Once you have answered all the questions and cleared all errors:

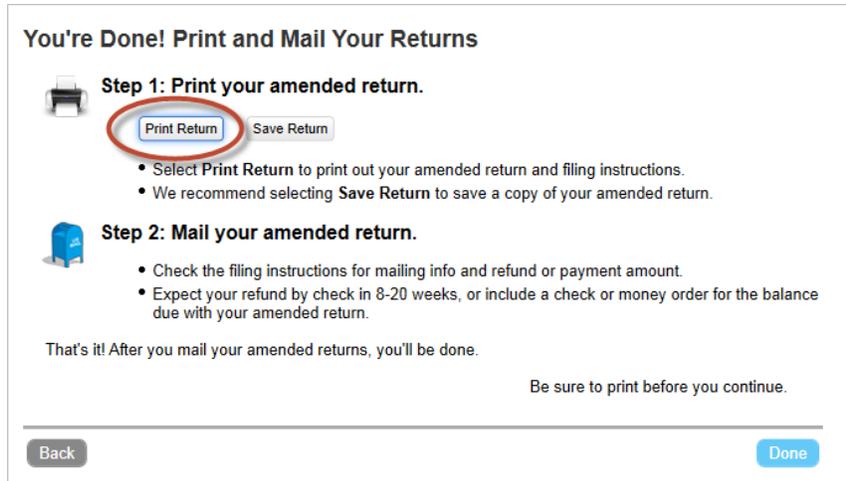
- a. If you see the **Final Review Error Check Results** screen, click on **Continue with Errors** or
- b. If you see the **Run Error Check Again** screen, select **Done**.

28) You may now see a Your Amended Return Summary that shows the differences between your original 2013 federal return and your amended return. Click **Continue**.

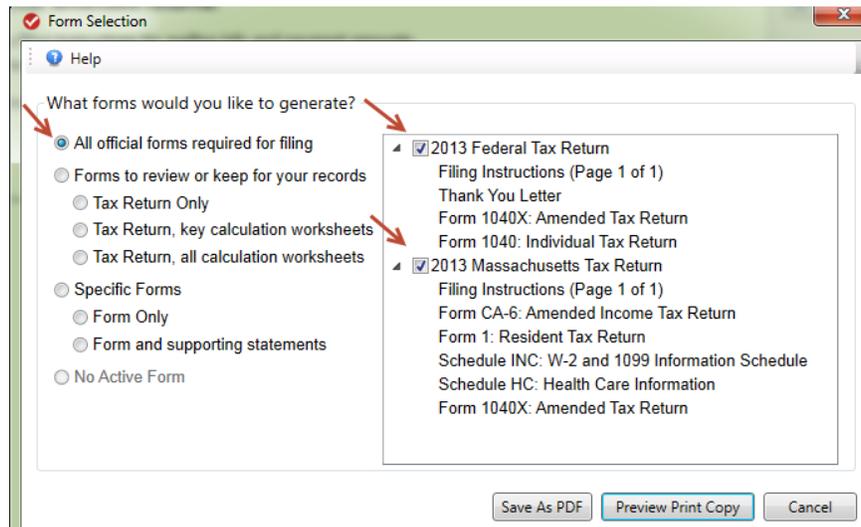
**Now it's time to print and mail your amended federal return.**

**Follow these steps:**

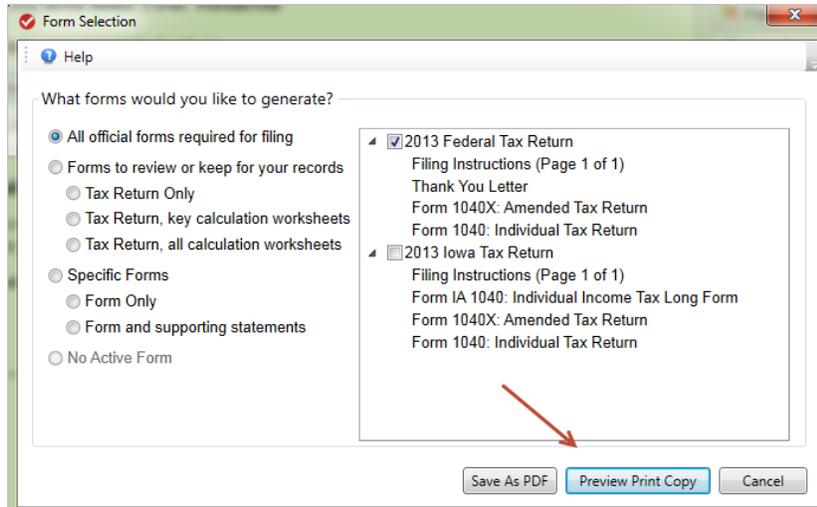
- 1) On the **You're Done! Print and Mail Your Returns** screen, click **Print Return**.



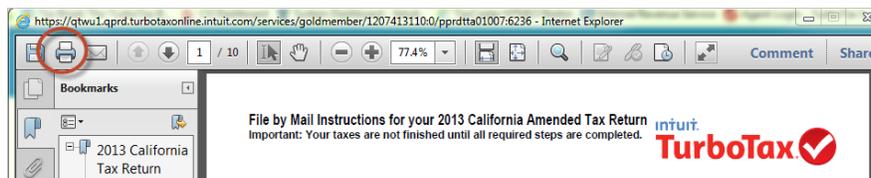
- 2) If you are using the *TurboTax CD/Download* product, you'll see this screen.
  - a. Choose **All official forms required for filing**
  - b. **Check** the box for **2013 Federal tax return and any state return you are amending**
  - c. *Uncheck the state box if you are not filing an amended return for that state.*



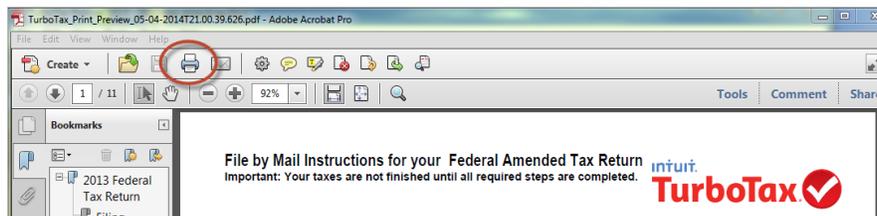
- 3) Click **Preview Print Copy** button.



4) When you see the Preview Print copy of your return, select this **Printer** icon.



If using the *TurboTax CD/Download* product, select this **Printer** icon.



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