

# Common errors that delay processing



Kansas Income Tax forms are designed to be *imaged* on our computers, enabling us to process your tax return faster and with fewer errors. In order for our system to work at its best and to ensure the most efficient processing of your Kansas return, it is important that you use the following guidelines to prepare your return.

✓ **DO** use black or dark blue ink.

✓ **DON'T** use red, purple, green, light blue, or any similar ink colors.

✓ **DO** print only one number or letter in each box and stay within the lines of each box. If a line or a box does not apply to you, leave it blank. For example, enter \$17,360 like this:

,  1  7 ,  3  6  0  .  00

✓ **DON'T** use dollar signs, lines, slashes or other symbols in the boxes or in writing numbers. For example, **DO NOT** enter your numbers like this:

, \$ 1 7 , ~~3 6 0~~  .  00

✓ **DO** fold your K-40 and schedules in half and place your W-2s, 1099s and K-40V (if required) inside – **DO NOT** fasten them together.

✓ **DON'T** staple, paper clip, tape or use any other fastening device on documents you send to us.

✓ **DO** mail the ORIGINAL return and necessary enclosures to the Department of Revenue.

✓ **DON'T** mail a photocopy – keep it for your records.

## Before mailing your return, be sure you have...

- ✓ placed your pre-addressed label at the top of Form K-40. If you do not have a label (or the label information is incorrect) print your name and address directly on Form K-40.
- ✓ marked the name or address change box on Form K-40 if your name or address changed.
- ✓ entered Social Security number(s) on the K-40 and all supporting documents.
- ✓ checked your math and made sure entries are on the proper lines.
- ✓ signed your return and had your spouse sign if filing joint.
- ✓ completed the Income Tax Payment Voucher (K-40V) if you are sending a payment by check or money order. The voucher helps ensure your remittance is properly credited to your account.