

COMPLETING THE 2011 IOWA 1040A FORM

Filing Deadline is April 30, 2012

If...

- You are single
- You worked only in Iowa during 2011 and
- The amount in Box 1 of your Form W-2 is \$9,000 or less...
Then follow these instructions...

Log onto this site: <http://www.iowa.gov/tax/forms/1141080.pdf>

STEP 1:

- Fill in your name, address, and Social Security Number in the spaces provided
- If you live in Ames, the County Number is 85 and the School District No. is 225

STEP 2:

- Put an X in the box beside Single
- Tick the “no” box on that same line

STEP 3:

- Enter a “1” on Line a to the right of the triangle
- Enter “40” after the dollar sign on that line
- Enter “40” on Line e

STEP 4:

- Enter the amount from Box 1 of your Form W-2 on Line 1.
- Enter that same amount on Line 4.
- On the dotted line beside line 4. write “Low Income Exemption.”
- Enter a “0” on Line 8

(CAUTION: These instructions are only for single people who earned \$9,000 or less.)

STEP 5:

- Enter a “0” on Line 11.
- If you wish to donate money to any of the projects shown in Lines 13 through 16, enter the amount of your donation on the appropriate line. Remember, these donations will reduce your refund or cause you to pay more.
- Add Lines 11 through 16 on Line 17.
- Enter the amount from Box 17 of your Form W-2 on Lines 18 and 20.

STEP 6:

- Subtract Line 17 from Line 20 and enter this amount on Line 21. This is your refund from the State of Iowa for 2010.
- Enter a “0” on Line 22
- Enter a “0” on Line 25

FINISHING UP:

- Leave the second page blank.
- Print a copy of your form.
- Sign on the line marked “Your Signature” at the bottom of the first page
- Enter today’s date and your telephone number in the spaces provided.

MAILING:

- Make a photocopy of your signed form and keep that copy for at least 3 years.
- Attach Copy 2 of your Form W-2 to the bottom front of the form.
- Mail it in a regular envelope with a first-class stamp to:
Iowa Income Tax Refund Processing
Hoover State Office Building
Des Moines, Iowa 50319-0120

NOTE: It may take several months for your refund to be mailed to you at the address you provided in Step 1. Be sure to use an address where your refund check will reach you.