

## Use of Form NJ-1040X

You must use Form NJ-1040X to change any information reported on your resident income tax return (Form NJ-1040 or return that was filed using NJ WebFile or approved vendor software). Failure to do so will result in delayed processing of your return and/or refund.

**Time Period for Refunds.** Amended returns claiming a refund must be filed within three years from the time the return was filed or two years from the time the tax was paid, whichever is later. If the return is not received within this time limit, it will be considered out of statute and the refund claim will be disallowed.

**NOTE:** The “Amended” Column of this return must be filled out completely, even though certain items are not being amended.

**Use Form NJ-1040X to amend the resident income tax return only.** To amend a nonresident return, use Form NJ-1040NR for the appropriate year and write “AMENDED” across the top.

## Enclosures with Form NJ-1040X

If you are amending an item of income, deduction, or credit that requires a supporting schedule or form, you must enclose the applicable schedule or form when filing Form NJ-1040X.

**Form W-2.** A copy of your W-2 and/or 1099 must accompany your Form NJ-1040X if you are amending (by increasing) taxes withheld or if you are claiming excess New Jersey unemployment insurance/workforce development partnership fund/supplemental workforce fund contributions, family leave insurance contributions, and/or disability insurance contributions.

**Returns Filed Electronically.** If your original return was filed electronically, enclose with Form NJ-1040X **all** supporting schedules or forms (W-2, Schedules A & B, NJ-BUS-1, NJ-BUS-2, NJK-1, etc.) that you would have enclosed if you had filed the original return on paper — including those that support items that are not being amended.

## When to File

File Form NJ-1040X only *after* you have filed your original resident income tax return and changes must be made to the original return. You cannot use Form NJ-1040X to file an *original* resident return.

## Where to File

Mail Amended Returns (Form NJ-1040X) Without Payments to:

STATE OF NEW JERSEY  
DIVISION OF TAXATION  
REVENUE PROCESSING CENTER – REFUNDS  
PO Box 555  
TRENTON NJ 08647-0555

Mail Amended Returns (Form NJ-1040X) With Payments to:

STATE OF NEW JERSEY  
DIVISION OF TAXATION  
REVENUE PROCESSING CENTER – PAYMENTS  
PO Box 111  
TRENTON NJ 08645-0111

## Name and Social Security Number

Your name and social security number must be entered on Form NJ-1040X and all accompanying schedules. If there is a balance due with the return and you are paying by check or money order, write your social security number on the remittance. If the payment is for a joint return, include both social security numbers.

## Taxpayer Signature

You must sign and date your Form NJ-1040X in blue or black ink. Both husband and wife/civil union partners must sign a joint amended return. A return which is unsigned cannot be processed.

## Tax Preparers

Anyone who prepares a return for a fee must sign the return as a “Paid Preparer” and enter his or her social security number or Federal preparer tax identification number. Include the company or corporation name and Federal identification number if applicable. A tax preparer who fails to sign the return or provide a tax identification number may incur a \$25 penalty for each omission.

## Calendar Year or Fiscal Year Ended

Like the resident income tax return, Form NJ-1040X is different for each year. The calendar year or fiscal year must be the same as the year covered by the original return which is being amended. To illustrate: John Smith discovers an error on his 2011 New Jersey resident income tax return while preparing his tax return for 2012. To correct the error on his 2011 tax return, he must file Form NJ-1040X for tax year 2011. The calendar year on his NJ-1040X will be 2011 even though he is preparing the NJ-1040X in 2013.

**Use a 2012 Form NJ-1040X to Amend a Resident Return (Form NJ-1040) for Tax Year 2012 ONLY**

## Name and Address

Print or type your name(s), complete address, and zip code in the space provided on the return. If filing jointly, list the names of both spouses/civil union partners in the same order as on the original return.

## Social Security Number

Enter your correct social security number in the space provided on the return. If you are married or a civil union couple and filing a joint amended return, report both filers' numbers in the order in which the names were listed on the original return. If you are filing separately, you must also enter your spouse's/civil union partner's social security number. If the social security number(s) is different than that reported on your original return, indicate the original number(s) in the space provided on Page 3 of Form NJ-1040X.

## County/Municipality Code

See "County/Municipality Code" in the instruction booklet for Form NJ-1040.

## NJ Residency Status

If this amended return does not cover a 12-month period, list the month, day, and year your residency began and the month, day, and year it ended.

## Filing Status (Lines 1 – 5)

See "Filing Status" in the resident income tax return instruction booklet. Be sure to indicate your filing status in both the "On Original Return" and the "On Amended Return" columns, even if you are not amending your filing status. If your original return was filed separately and you are filing a joint amended return, indicate both filers' original filing information in the space provided on Page 3 of Form NJ-1040X.

**NOTE:** You cannot change your filing status after the due date for filing the original return has passed unless you have done so for Federal income tax purposes.

## Exemptions (Lines 6 – 12)

See "Exemptions" in the resident income tax return instruction booklet. Both columns, "As Originally Reported" and "Amended," must be completed even if you are not amending the number of exemptions reported on the original resident income tax return filed. Enter on Line 12a the total of Lines 6, 7, 8, and 11 in each column. Enter on Line 12b the total of Lines 9 and 10 in each column.

Compute the amount of your personal exemption allowance on Line 29 by following these three steps:

1. Multiply the total number of exemptions on Line 12a by \$1,000.
2. Multiply the total number of exemptions on Line 12b by \$1,500.

3. Add the total amount from steps 1 and 2 and enter the result on Line 29. Part-year residents must prorate the amount to be entered in each column on Line 29 based on the number of months as a New Jersey resident. For this calculation, 15 days or more is a month.

$$\text{Total Exemptions} \times \frac{\text{Mos. NJ Resident}}{12} = \text{Line 29}$$

## Dependent Information - Line 13

Enter on Line 13 the name(s), social security number(s), and birth year(s) for each dependent claimed. Also, check the box for each dependent who did *not* have health insurance coverage (including NJ FamilyCare/Medicaid, Medicare, private, or other health insurance) on the date the original return was filed. **Do not check the box for any dependents who had health insurance.** If you have more than four dependents, enter the required information for the first four dependents on Line 13a - d and enclose a statement with the return listing the information for the *additional* dependents.

## Gubernatorial Elections Fund

If you checked "Yes" on your original return, omit this section.

If you did not check "Yes" on your original return and now wish to do so, check the appropriate box. See "Gubernatorial Elections Fund" in the resident income tax return instruction booklet for an explanation of the Gubernatorial Elections Fund. Checking the box(es) will not increase your tax or reduce your refund.

## Income and Deductions (Lines 14 – 37c)

**Both columns "As Originally Reported" and "Amended" must be fully completed even if you are not amending all the line items through Line 57.** To illustrate: John Smith does not wish to amend Line 16 on his Form NJ-1040X but he is amending Line 17.

John Smith should complete Line 16 and Line 17 as follows:

Line	As Originally Reported		Amended (See Instructions)	
16. Dividends	2345	60		2345 60
17. Net profits from business	4272	00		4850 00

For further instructions see "Income" and "Exemptions and Deductions" in the resident income tax return instruction booklet.

Part-year residents are subject to tax on all income received while residents of New Jersey and must prorate their exemptions, deductions, credits, and exclusions to reflect the period of time covered by the return. See "Guidelines for Part-Year Residents" in the Form NJ-1040 instruction booklet.

## Tax Computation - Line 39

Compute your State tax by using the Tax Rate Schedules on the next page. Choose the correct table for your filing status.

Multiply the New Jersey Taxable Income (Line 38) by the applicable tax rate, subtract the proper amount shown on the chart, and enter the result on Line 39. If your taxable income on Line 38 is under \$100,000, you may use the Tax Table in the resident income tax return instruction booklet (Form NJ-1040) to determine your tax instead of the Tax Rate Schedules.

**2012 Tax Rate Schedules**

For filing status: <b>Single</b>		<b>Table A</b>			
<b>Married/CU Partner, Filing Separate Return</b>					
If Line 38 is:		Multiply		Subtract	Your Tax
Over	But Not Over	Line 38 by:			
\$ 0	\$ 20,000	×	.014	– \$ 0	_____
20,000	35,000	×	.0175	– 70.00	_____
35,000	40,000	×	.035	– 682.50	_____
40,000	75,000	×	.05525	– 1,492.50	_____
75,000	500,000	×	.0637	– 2,126.25	_____
500,000	and over	×	.0897	– 15,126.25	_____

For filing status: <b>Married/CU Couple, Filing Joint Return</b>		<b>Table B</b>			
<b>Head of Household</b>					
<b>Qualifying Widow(er)/Surviving CU Partner</b>					
If Line 38 is:		Multiply		Subtract	Your Tax
Over	But Not Over	Line 38 by:			
\$ 0	\$ 20,000	×	.014	– \$ 0	_____
20,000	50,000	×	.0175	– 70.00	_____
50,000	70,000	×	.0245	– 420.00	_____
70,000	80,000	×	.035	– 1,154.50	_____
80,000	150,000	×	.05525	– 2,775.00	_____
150,000	500,000	×	.0637	– 4,042.50	_____
500,000	and over	×	.0897	– 17,042.50	_____

**Credit for Income Taxes Paid to Other Jurisdiction(s) - Line 40**

If you are amending your credit for income taxes paid to other jurisdictions, complete the calculations on Page 3 of Form NJ-1040X with your amended figures. See the instructions for calculating the credit in the Form NJ-1040 instruction booklet.

**New Jersey Earned Income Tax Credit - Line 50**

If you are amending your 2012 resident return, Form NJ-1040, to apply for the New Jersey earned income tax credit, be sure to fill out your name, address, social security number(s), county/municipality code, and enter an amount on each line in the “As Originally Reported” and “Amended” columns even though certain items are not being amended. In the “Explanation of Changes” box on Page 3 of Form NJ-1040X, enter the amount of your Federal earned income credit. (Civil union couples enter the amount of the Federal earned income credit you would have been eligible to receive on a joint Federal return.) Then enter 20% of your Federal earned income credit in the “Amended” column for Line 50. The Division of Taxation audits returns to ensure compliance with the eligibility requirements for this credit. You may be asked to provide additional documentation to support your claim.

**Refund Previously Issued From Original Return - Line 56**

If you were previously issued a refund for your 2012 resident return, enter the amount of the refund you actually received in both columns, “As Originally Reported” and “Amended.” This amount may be different than the amount originally requested on Form NJ-1040. If you were not previously issued a refund, make no entry.

**Balance Due or Refund (Lines 58 and 59)**

**Payments.** If your New Jersey Total Tax and Penalty (Line 46) is larger than your Net Payments (Line 57), you have a balance due. Subtract Line 57 from Line 46 and enter the result on Line 58. Payment may be made by:

**Check or Money Order**, payable to “State of New Jersey – TGI.”

**Electronic Check (e-check)**, available on the Division’s Web site ([www.state.nj.us/treasury/taxation/](http://www.state.nj.us/treasury/taxation/)). Those without Internet access can pay by e-check by contacting the Division’s Customer Service Center at 609-292-6400. When using e-check on the Web, you will need your social security number and your date of birth to make a payment. Note: E-check payments made using an account that is funded from a financial institution outside the United States will not be accepted.

**Credit Card**, online ([www.state.nj.us/treasury/taxation/](http://www.state.nj.us/treasury/taxation/)) using a Visa, American Express, MasterCard, or Discover credit card.

**NOTE:** Penalties and interest are imposed whenever tax is paid after the original due date of Form NJ-1040. See “Penalties, Interest, and Collection Fees” in the Form NJ-1040 instruction booklet.

**Refunds.** If your Net Payments (Line 57) are larger than your New Jersey Total Tax and Penalty (Line 46), you have overpaid your tax. Subtract Line 46 from Line 57, enter the result on Line 59, and then complete Line 60.

**Amount to be Refunded/Credited to Your 2013 Tax (Lines 60A and B)**

Enter on:

- ◆ Line 60A the amount of overpayment (Line 59) to be refunded to you; and/or
- ◆ Line 60B the amount of overpayment to be credited against your 2013 tax liability.

**Explanation of Changes**

In the space provided, explain the reason for changes to income, deductions, and/or credits as originally reported. If additional space is needed, enclose a rider which includes your name and social security number.

### Items to Check Before Mailing Your Return

- ◆ Check for correct name, address, and social security number(s). Your amended return (Form NJ-1040X) cannot be processed without a social security number.
- ◆ Fill out both columns (“As Originally Reported” and “Amended”) completely.
- ◆ Enclose required supporting documents when amending income items, deductions, or credits.
- ◆ Enclose a copy of your W-2 Statement and/or Form 1099 if amending (by increasing) taxes withheld or if you are claiming excess New Jersey unemployment insurance/workforce development partnership fund/supplemental workforce fund contributions, family leave insurance contributions, and/or disability insurance contributions.
- ◆ If original return was filed electronically, enclose **all** supporting schedules or forms that would have been enclosed with an original paper return – including supporting documents for items not being amended.
- ◆ If there is a balance due on your amended return (Form NJ-1040X), and you are filing the amended return after the original due date of your resident return (Form NJ-1040), enclose a check or money order that includes the amount of tax due plus penalties and interest to avoid additional charges. Write your social security number on the check or money order. **(You may also pay by e-check or credit card.)**
- ◆ Sign and date your return. Both spouses/civil union partners must sign a joint return.

### When You Need Information...

#### by phone...

##### Call our Automated Tax Information System

**1-800-323-4400** — (within NJ, NY, PA, DE, and MD) or **609-826-4400**. Touch-tone phones only.

- ◆ Listen to recorded tax information on many topics.
- ◆ Order certain forms and publications through our message system.
- ◆ Get information on 2012 refunds.

##### Contact our Customer Service Center

**609-292-6400** — Speak directly to a Division of Taxation representative for tax information and assistance, 8:30 a.m. to 4:30 p.m., Monday through Friday (except holidays).

##### Text Telephone Service (TTY/TDD) for Hard-of-Hearing Users

**1-800-286-6613** — (toll-free within NJ, NY, PA, DE, and MD) or **609-984-7300**. These numbers are accessible *only* from TTY devices.

- ◆ Submit a text message on any tax matter.
- ◆ Receive a reply through NJ Relay Services (711).

#### online...

##### Visit the New Jersey Division of Taxation Home Page

Many State tax forms and publications are available on our Web site.

Access the Division’s home page at:

**[www.state.nj.us/treasury/taxation/](http://www.state.nj.us/treasury/taxation/)**

You may also reach us by e-mail at:

**[nj.taxation@treas.state.nj.us](mailto:nj.taxation@treas.state.nj.us)**

Subscribe to *NJ Tax E-News*, the Division of Taxation’s online information service, at:

**[www.state.nj.us/treasury/taxation/listservic.shtml](http://www.state.nj.us/treasury/taxation/listservic.shtml)**

#### in person...

##### Visit a New Jersey Division of Taxation Regional Office

Regional offices provide individual assistance at various locations throughout the State. Call the Automated Tax Information System or visit our home page for the address of the regional office nearest you.