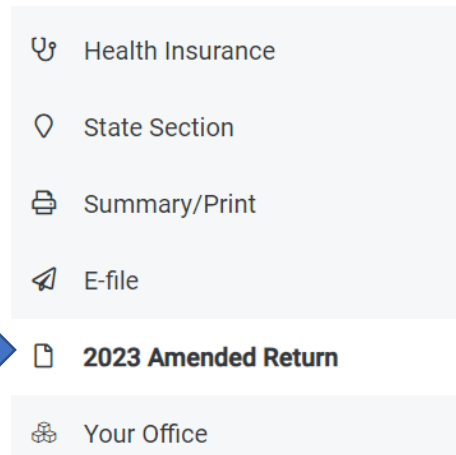
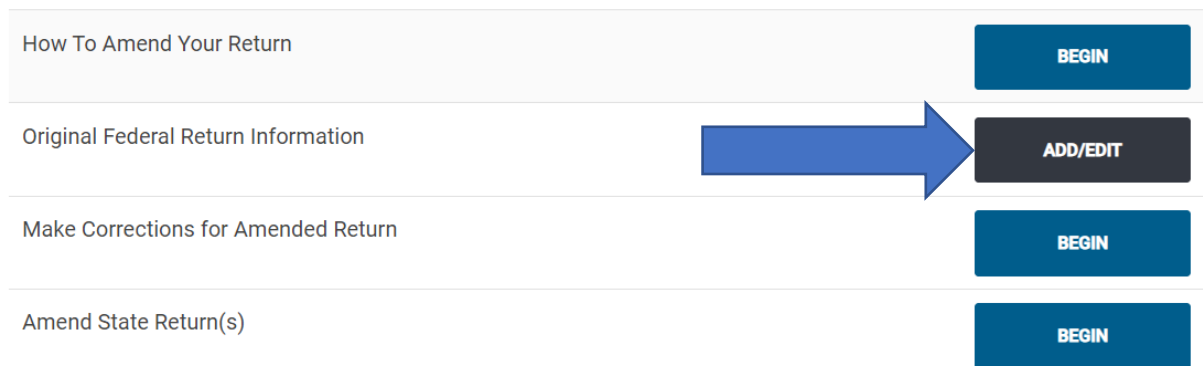


## How to Amend a 1040 to a 1040 NR

1. Print the original return first before making any changes
2. If the return is NOT already in our system, you'll need to re-create the original return first in TaxSlayer. Do not file it.
3. On the left-hand side of the screen, click "20-- Amended Return"
4. Select "Get Started"



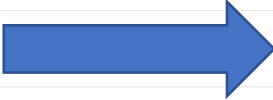
## Amended Tax Return - Form 1040X



5. "Add/Edit" the original return
6. Complete each field. Select "Where is this located" in blue under each box if you aren't sure.
7. Choose "Make Corrections for Amended Return" next. Select "Continue." At this point, you are able to make corrections in TaxSlayer to the original return. Go to "Basic Information" and change the filing status to "Non-Resident" **\*NOTE: TaxSlayer will automatically kick you to the next screen. You must go back to Filing Status and select "Single Non-Resident" before continuing. Otherwise, not everything will calculate correctly.**
8. When you are finished, go back to "20— Amended Return"
9. Select "Explain Changes". Explain simply what has been changed. For example:
  - Amending to correct filing status
10. If the amendment affects the state return, you'll need to go to "Amend State Return"

11. You will need to print the state amendment and mail it in. The state amendment will NOT e-file.
12. Print the amended return.

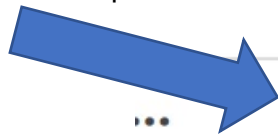
	BEGIN
Amend State Return(s)	BEGIN
Explain Changes	BEGIN
Print Amended Return	BEGIN
Delete Amended Return	BEGIN



13. Amendments should be quality reviewed by the Site Coordinator. Review the amendment with the taxpayer. The taxpayer must sign the return to give permission for it to be filed.
14. After it is filed, check back to make sure that it has been accepted. It will NOT notify you if it rejects. Go to Client Search → Client Status → Scroll down to “federal transmission” to see if it has been accepted.

## **Always Add a Note**

1. Go to Client Search and select the flag next to their name
2. You must create a Title and then a Description
3. An Example is:
  - a. Title: Amendment
  - b. Description: Amended to add in W-2



...
Tools ▾
Select

---

Personal Notes

Add New +

Create New Note

Title

Description

0 / 500

Print PDF
Export CSV
Save

## **Mailing In an Amendment**

If you must mail in the federal amended return:

- Print 2 copies of the 1040X, and updated 1040 and all schedules (send everything-- because if you miss one form that changed, the IRS will reject it and that will cause a delay)
- Review it with the client and have them sign the 1040X AND the new 1040
- Attach to the front of Form 1040-X: • Copies of all new W2s, 1099s, etc that were added to the return as part of the amendment.
- Attach to the back of the 1040x: Any other documents that were added to the 1040 as part of the amendment (1095A, 1098s, etc) And New 1040 and schedules
- Mail to: Department of the Treasury  
Internal Revenue Service  
Kansas City, MO 64999-0052

The Taxpayer can check the status of their amended return: [irs.gov/filing/wheres-my-amended-return](https://irs.gov/filing/wheres-my-amended-return)

To mail the state amendment (Only if the state return changed)

### **South Carolina Income Tax (SC 1040/SC 1040NR)**

**Refunds or No Tax Due**



SC1040 Processing Center  
PO Box 101100  
Columbia, SC 29211-0100

**All Balances Due**



Taxable Processing Center  
PO Box 101105  
Columbia, SC 29211-0105

**Correspondence**



SC Dept of Revenue Income Tax  
PO Box 125  
Columbia, SC 29214-0400