

Alabama Department of Revenue

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For Immediate Release

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Simple Tax Filing Reminders Can Avoid Delays

MONTGOMERY, March 20, 2000—With the individual income tax filing deadline just around the corner, the Alabama Department of Revenue offers some helpful reminders to the one-million-plus taxpayers who are expected to file their returns between now and April 17, 2000.

- < **File as soon as possible, especially if you are due a refund.** Refund returns are given top priority processing; however, because of the tremendous volume of returns filed during April, the closer to the due date that a taxpayer files his “paper” return, the longer it will take the department to process the return and issue a refund. Electronically-filed returns continue to average a five-day turnaround time—from the date the return is transmitted to the department until the refund check is placed in the mail to the taxpayer—regardless of when the return is electronically filed during the tax filing season.
- < **Check your address.** The United States Postal Service returns thousands of state income tax refund checks to the department each year because of incorrect mailing addresses. If you move after filing your return and expect a refund, please notify the post office serving your old address so that postal authorities may forward your refund check. Also send a change of address notice to the department so that your address is updated for future mailings.
- < **Do not forget to use the payment voucher, Alabama Form 40V, if you owe additional taxes.** If you have a balance due on your 1999 Alabama return, please include your personal check, money order, or certified funds, along with the payment voucher in the envelope with your return. It is important to follow the instructions on the payment voucher and complete it accurately and legibly. **The payment voucher form ensures that your tax payment will be credited timely and accurately.**

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- < **Pay your taxes by credit card.** If you owe additional taxes, you can pay by credit card. The department accepts American Express, VISA, or MasterCard. Credit card payments are accepted for both electronically-filed returns and paper-filed returns. To pay by credit card, complete the credit card payment authorization portion of the Alabama Form 40V Individual Income Tax Payment Voucher.
- < **Paper return filers, attach all W-2's and all 1099's** showing tax amounts withheld to the face of the “paper” return. E-filers, who forward their tax returns electronically, are not required to mail any documents, unless requested by the department. E-filers should keep the proper electronic documentation and their W-2's and 1099's for three years from the time their returns are filed.
- < **File electronically.** Discuss the advantages of electronic filing with your tax preparer, or for those who are comfortable preparing their own returns, PC online filing, available through the department’s Web site, www.ador.state.al.us, may be the preferred choice. Last year, over 200,000 Alabamians filed their state tax returns electronically.

For more information concerning Alabama’s income tax filing requirements or e-filing options, visit the department’s Web site at www.ador.state.al.us. Tax returns and instructions may also be downloaded from the department’s Web site. For telephone assistance, contact the department’s Individual and Corporate Tax Division at (334) 242-1000.