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**Paying Your Taxes—Applications**

**Checklist: Final Review Before You Mail Your Tax Forms**

Once you've filled in your tax forms, make sure you do a final review before you mail or e-mail them. Misprinted or overlooked data on your forms can lead to refund delays or imposition of interest and penalties.

*Yes/No*

- Are all of your calculations correct?
- Are all of the "B" copies of your W-2s attached?
- Have you attached all of the forms and schedules that you need to?
- Are all of the social security numbers correct and legible?
- Do the social security numbers match the names?
- Is the return signed and dated by both you and your spouse?
- Do all of the forms have the appropriate names and social security numbers at the top of them?
- Did you or your computer program leave anything blank that needs to be filled in?
- Did your computer program appropriately update your information?
- Did you use the correct figure from the tax table?
- Does your check have the same amount on it as the amount due on your return?
- Do you have the correct amount of postage on the envelope?
- Is your return address complete?
- Is your check made payable to the Internal Revenue Service, as opposed to the IRS?
- Does your check include your social security number, daytime telephone number, tax form number, and tax year?

\_\_\_\_ Are you sending your return to the correct address?

\_\_\_\_ Did you make copies?