Web Instructions – Filing and Uploading Documents
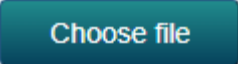
To file:

- Log in to your account online.
  - o Under the **Tax Menu** on the left-hand side, click *Individual E-File*.
  - o Click [Start New Form]
  - o Select the filing year from the Year/Period drop-down menu, then click [Continue]
  - o You will need to enter the information from the W-2, click on [Add W2]
  - o Once you have completed entering the W-2 information, ensure you upload copies of W-2(s) as well as a copy of your Federal Return (Form 1040 **only**).
  - o However, if your income includes, but not limited to, self-employment, rental, gambling, etc., then please attach the Schedule 1 and any additional Schedules and/or documents that may be applicable in addition to the Federal Return (Form 1040).

    Click [Upload Documents] to upload copies of these documents.

    The support documents are required per the State of Ohio. Your return can not be processed without these copies. If you cannot upload the copies you may mail, fax or drop them off at the Newark Income Tax Office.

To upload digital copies of requested tax documents:

- Log in to your account online.
  - o Under the **Tax Menu** on the left-hand side, click *Upload Documents*.
  - o Navigate to the file you wish to upload by clicking [Choose file]
  - o Once you have selected the file, click [Upload]