



Department of the Treasury  
Internal Revenue Service

Publication 4  
Cat. No. 46073X

# Student's Guide to Federal Income Tax

For use in preparing  
2000 Returns



**Get forms and other information  
faster and easier by:**

**Computer** • [www.irs.gov](http://www.irs.gov) or **FTP** • [ftp.irs.gov](ftp://ftp.irs.gov)

**FAX** • 703-368-9694 (from your fax machine)

## Contents

<b>Important Changes</b> .....	1
<b>Important Reminders</b> .....	2
<b>Introduction</b> .....	2
<b>Where Do My Tax Dollars Go?</b> .....	2
<b>How Is My Tax Figured?</b> .....	2
<b>How Do I Pay My Tax?</b> .....	3
How Does My Employer Decide How Much To Withhold? .....	3
What If My Withholding Does Not Match My Tax? .....	4
Can I Ask My Employer Not To Withhold Tax? .....	4
<b>Must I File a Return?</b> .....	4
<b>What Kinds of Income Are Taxable?</b> .....	5
Pay for Services Performed .....	5
Self-Employment Income .....	6
Investment Income .....	6
Taxable Scholarships and Fellowships .....	7
Other Income .....	8
<b>What Can I Deduct on My Return?</b> .....	8
<b>What Can I Subtract From My Tax?</b> .....	8
<b>How Do I File a Return?</b> .....	9
Putting Your Return Together .....	9
Alternative Filing Methods .....	10
<b>What Tax Records Should I Keep?</b> .....	10
<b>When Will I Get My Refund?</b> .....	10
<b>Sample Tax Forms</b> .....	10
Form W-4 .....	10
Form 1040EZ .....	11
Schedule C-EZ .....	12
<b>How To Get Tax Help</b> .....	12

## Important Changes

**Interest on student loans.** You may be able to deduct up to \$2,000 for interest paid on a qualified student loan. See *Deductible student loan interest* under *What Can I Deduct on My Return*, later.

**Paid preparer authorization.** Beginning with your return for 2000, you can check a box and authorize the IRS to discuss your tax return with the paid preparer who signed it. If you check the "Yes" box in the signature area of your return, the IRS can call your paid preparer to answer any questions that may arise during the processing of your return. Also, you are authorizing your paid preparer to perform certain actions. See your income tax package for details.

**Photographs of missing children.** The Internal Revenue Service is a proud partner with the National Center for Missing and Exploited Children. Photographs of missing children selected by the Center may appear in this publication on pages that would otherwise be blank. You can help bring these children home by looking at the photographs and calling **1-800-THE-LOST (1-800-843-5678)** if you recognize a child.

---

## Important Reminder

**Child tax credit.** You may be able to claim a tax credit of up to \$500 for each of your qualifying children under the age of 17. See *Child tax credit* under *What Can I Subtract From My Tax*, later.

---

## Introduction

This guide explains the federal income tax laws of particular interest to high school and college students. It will help you decide if the income you receive (such as wages, tips, interest, or a scholarship or fellowship) is taxable. It will also help you decide if you should have tax taken out (withheld) from your pay and if you should file an income tax return.

The rules explained in this guide apply to students who are U.S. citizens and unmarried (single). If you are a foreign student studying in the United States, you should see Publication 519, *U.S. Tax Guide for Aliens*.

**Comments and suggestions.** We welcome your comments about this publication and your suggestions for future editions.

You can e-mail us while visiting our web site at [www.irs.gov/help/email2.html](http://www.irs.gov/help/email2.html).

You can write to us at the following address:

Internal Revenue Service  
Technical Publications Branch  
W:CAR:MP:FP:P  
1111 Constitution Ave. NW  
Washington, DC 20224

We respond to many letters by telephone. Therefore, it would be helpful if you would include your daytime phone number, including the area code, in your correspondence.

## Useful Items

You may want to see:

### Publication

- 501** Exemptions, Standard Deduction, and Filing Information
- 505** Tax Withholding and Estimated Tax
- 508** Tax Benefits for Work-Related Education
- 520** Scholarships and Fellowships
- 919** How Do I Adjust My Tax Withholding?

- 970** Tax Benefits for Higher Education

### Form (and Instructions)

- 1040EZ** Income Tax Return for Single and Joint Filers With No Dependents
- Schedule C-EZ (Form 1040)** Net Profit From Business (Sole Proprietorship)

See *How To Get Tax Help* near the end of this publication for information about getting these publications and forms.

---

## Where Do My Tax Dollars Go?

We pay taxes to help our government raise income (called "revenue") to meet its expenses. The revenue raised by the personal income tax and other federal taxes, such as employment taxes (including social security and Medicare taxes), excise taxes, and estate and gift taxes, is used to provide a wide variety of services to the public. Among these are our national defense, conservation of our natural resources, and aid to public education.

The social security tax pays for old age, survivor, and disability pension payments when you become eligible for them. The Medicare tax pays for basic Medicare insurance coverage. Both employees and employers pay these taxes.

---

## How Is My Tax Figured?

You are responsible for reporting your income to the Internal Revenue Service (IRS) and figuring the tax due on it. You do this by filing an income tax return each year you meet the filing requirements. The IRS provides tax forms, instructions, and publications to help you. These forms, instructions, and publications are based on the tax laws passed by Congress that are contained in the Internal Revenue Code.

**Taxable income.** Wages, tips, and other fees you receive for work you do, all count as income for tax purposes. Investment income, such as interest on your savings account and dividends, also counts as income for tax purposes.

The law allows you to deduct certain amounts from your income before you figure the tax due on it. These include the **personal exemption** (if you are entitled to claim one) and the **standard deduction** (or itemized deductions if you can itemize). These amounts are explained later. What remains is your **taxable income**.

**Tax rates.** Your tax is a percentage of your **taxable income**. There are five tax rates, 15%, 28%, 31%, 36%, and 39.6%. If you are single and your taxable income is not more than \$26,250 for 2000, your tax is the amount of your taxable income times 15% (.15).

The 28% rate applies to taxable income over \$26,250 but not over \$63,550, and the higher rates apply to taxable income over \$63,550.

**Computing tax.** Generally, if your taxable income is less than \$100,000, you do not compute the tax yourself. Instead, the math has been done for you in the Tax Table that is included in the instructions to the tax form.

You use the Tax Table unless one of the following is true.

- 1) Your taxable income is \$100,000 or more. In that case, use Tax Rate Schedule X.
- 2) You are required to use **Form 8615, Schedule D** (Form 1040), or the **Capital Gain Tax Worksheet** (in the Form 1040 instructions).

**Maximum tax rates on net capital gain.** For 2000 the maximum rate on a net capital gain may be 10%, 20%, 25%, or 28%, depending on the situation.

You may have a net capital gain if you sold stock or other property during the year. If you need details, see Publication 550, *Investment Income and Expenses*.

---

## How Do I Pay My Tax?

Federal income tax is collected on a “pay-as-you-go” system. This means you must pay tax on the income you earn at the time you receive it. There are two ways to pay your tax. You can have tax withheld from your wages and you can make estimated tax payments on income that is not subject to withholding.

**Withholding on wages.** Your employer will generally withhold tax from your paycheck and deposit it in a federal bank. The amount withheld is based on information received from your completed **Form W-4, Employee's Withholding Allowance Certificate**. The form and its worksheet will help you to calculate the proper “withholding.”

If, at the end of the year, you have not paid all of the tax due, you may be subject to a penalty for failure to pay estimated tax. To prevent this, you can have more tax withheld by revising Form W-4 (discussed later) or by making estimated tax payments.

**Estimated tax payments.** Estimated tax payments are generally required if no tax is withheld from your income. For example, tax is not generally withheld from self-employment and investment income. If you are self-employed or receive investment income, you may need to make estimated tax payments.

Generally, the law requires you to pay estimated tax for 2001 if you expect to owe \$1,000 or more when you file your return, unless the amount you will have withheld is at least:

- 1) 90% of the tax to be shown on your 2001 income tax return, or
- 2) 100% of the tax shown on your 2000 income tax return.

If you need to make estimated tax payments, get **Form 1040-ES, Estimated Tax for Individuals**. It has a worksheet and instructions that will help you estimate your income tax for the coming year and figure how

much estimated tax you need to pay. Usually you divide the amount you need to pay for the year by four and make four equal payments of tax. These are due on April 15, June 15, September 15, and January 15 (of the following tax year). If the due date falls on a Saturday, Sunday, or legal holiday, the payment will be on time if it is made on the next day that is not a Saturday, Sunday, or legal holiday. See Publication 505, *Tax Withholding and Estimated Tax*, for more information.

## How Does My Employer Decide How Much To Withhold?

Your employer generally uses information received from you to figure how much of your pay to withhold for federal income tax. When you get a job, one of the first things your employer will do is ask you to complete **Form W-4**. Form W-4 includes three types of information that your employer will use to figure your withholding.

- 1) Whether to withhold at the single rate or at the lower married rate.
- 2) How many withholding allowances you claim (each allowance reduces the amount withheld).
- 3) Whether you want an additional amount withheld.

An example of a filled-in Form W-4 appears at the end of this publication.

**Claiming withholding allowances.** Use the *Personal Allowances Worksheet* on page 1 of Form W-4 to figure your withholding allowances. The worksheet is there to help you figure the correct number of withholding allowances you can claim. For many students this will be one allowance. The worksheet is for your own records. You do not have to turn it in to your employer. You can have more tax withheld by claiming fewer withholding allowances.



*If you work for more than one employer at a time, you will be asked to complete a Form W-4 by each employer. If, after reading the Form W-4 worksheet, you decide you are entitled to claim one allowance, claim one allowance at the higher paying job and zero allowances at your other job. Do not claim the same withholding allowances at both jobs because not enough tax will be withheld during the year.*

**Additional amount.** You want to have enough tax withheld so you won't have to make estimated tax payments, as explained earlier, or be charged an estimated tax penalty for not paying enough tax during the year.

To make sure you are getting the right amount of tax withheld, get Publication 919. It will help you compare the total tax to be withheld during the year with the tax you can expect to figure on your return. It will also help you determine how much, if any, additional withholding is needed each payday to avoid owing tax when you file your return. If you do not have enough tax withheld, you may have to make estimated tax payments, as explained earlier.

## What If My Withholding Does Not Match My Tax?

Your withholding probably won't match your tax liability exactly. So when you report your income and figure the tax on your tax return, you will usually find that you either underpaid or overpaid your tax. If you owe, you should pay the balance due when you file your return. You can pay by check, money order, or credit card. If you paid too much, the IRS will issue you a refund after you file your return. You can also request direct deposit of your refund. For more information, see the Form 1040, Form 1040A, or Form 1040EZ instructions.

## Can I Ask My Employer Not To Withhold Tax?

Do you have a part-time job but are not earning enough to be required to file a tax return? If so, you can ask your employer not to withhold income tax for 2001 by claiming exemption from withholding if **both** of the following are true.

- 1) For 2000 you had a right to a refund of all income tax withheld because you had no tax liability.
- 2) For 2001 you expect a refund of all income tax withheld because you expect to have no tax liability.



*Students are not automatically exempt from withholding. You can claim exemption only if both of the above statements are true.*

**Dependents.** You cannot claim exemption from withholding for 2001 if someone will be able to claim you as a dependent on his or her tax return for 2001 and your 2001 income will be over \$750 and will include more than \$250 of unearned income.

**Claiming exemption.** You claim exemption from withholding on **Form W-4**. Fill in the identifying information at the top of the form and skip lines 5 and 6. On line 7 write the word "EXEMPT." Then sign and date the form.

Generally, the exemption from withholding expires on February 15 of the year following the year for which you claim exemption. If you remain eligible and want to claim exemption from withholding for that following year, you generally must give your employer a new Form W-4 by February 15 of that year.

If you claimed exemption from withholding but your situation changes (for example, you received a raise in pay or you are working more hours), you have 10 days from the day you reasonably believed you were no longer exempt from tax to give your employer a new Form W-4. You should claim the correct number of withholding allowances on the new form so your employer will withhold the correct amount of tax.

## Must I File a Return?

Whether you must file a tax return depends on:

- Whether your parent or someone else can claim you as a dependent on his or her tax return (regardless of whether or not that person actually claims you),
- How much gross income you received, and
- What kinds of income you received.

**Can you be claimed as a dependent?** If more than half of your support for the year is provided by another person, you can generally be claimed as a dependent. That person will usually be your parent (or someone else who is related to you or whose household you are a member of).

**Support.** This includes amounts spent for food, lodging, clothing, education, medical and dental care, recreation, transportation, and similar necessities. To determine whether you can be claimed as a dependent, do not include qualified scholarships and fellowships in figuring support if you are a full-time student.

**Dependents.** If you can be claimed as a dependent, you must file a tax return for 2000, if **any** of the following apply.

- 1) Your **unearned income** was more than \$700 (if not blind).\*\*
- 2) Your **earned income\*** was over \$4,400 (if not blind).\*\*
- 3) The total of your unearned and earned income was more than the larger of —
  - a) \$700 (if not blind),\*\* **or**
  - b) Your earned income (up to \$4,150) plus \$250 (if not blind).\*\*

\*Includes any part of a taxable scholarship or fellowship grant that you must include in your income, as explained later under *What Kinds of Income are Taxable?*

\*\*Plus \$1,100 if blind.

**Under age 14.** If you are under age 14 and certain conditions apply, your parent can elect to include your income on his or her return. If your parent makes this election, you do not have to file a return. See Publication 929, *Tax Rules for Children and Dependents*.

**Not a dependent.** If you cannot be claimed as a dependent by someone else, you must file a return for 2000 if your gross income for the year was \$7,200 or more.

**Income from self-employment.** Your total earnings from self-employment (generally gross business income **before** subtracting your business expenses) are counted in your gross income for purposes of the filing requirements discussed earlier.

**Example.** You earned \$700 from providing typing services on weekends. Your expenses totaled \$325. Your net earnings from self-employment were \$375 (\$700 – \$325). You must count the \$700 (rather than the \$375) in your income when figuring whether you are required to file a return.

**Net earnings of \$400 or more.** Even if you are not otherwise required to file a return, you must file one if your net earnings from self-employment were \$400 or more. This is because you must pay self-employment tax. See *Self-Employment Income*, later.

**Example.** During the summer you mowed lawns. You earned \$500 after subtracting your expenses. You must file a tax return and pay self-employment tax because your net earnings were \$400 or more.



*If you are not required to file a return, and income tax was withheld from your pay because you did not claim exemption from withholding, you will be entitled to a refund of all the income tax withheld. You must file a tax return to get it, even though you would not be otherwise required to file.*

---

## What Kinds of Income Are Taxable?

The following kinds of income often received by students are generally taxable.

- Pay for services performed.
- Self-employment income.
- Investment income.
- Certain scholarships and fellowships.

## Pay for Services Performed

When figuring how much income to report, include everything you received as payment for your services. This usually means wages, salaries, and tips.

**Wages and salaries.** The amount of wages (including tips) or salaries you received during the year is shown in box 1 of **Form W-2**, *Wage and Tax Statement*. Your employer will give you Form W-2 soon after the end of the year.

**Tips.** All tips you receive are income, and subject to income tax. This includes tips customers give you directly, tips customers charge on credit cards that your employer gives you, and your share of tips split with other employees.



Keep a daily record or other proof of your tips. You can use **Form 4070A**, *Employee's Daily Record of Tips*. Your daily record must show your name and address, your employer's name, and the establishment's name. For each day worked, you must show the amount of cash and charge tips you received from customers or other employees, a list of the names and amounts you paid to other employees through tip splitting, and the value of any noncash tips you get, such as tickets, passes, or other items of value. Record

this information on or near the date you receive the tip income.

**Reporting tips to your employer.** If you receive cash, check, or credit card tips of \$20 or more in any one calendar month while working for one employer, you must report the total amount of your tips to your employer by the 10th day of the next month. If the 10th falls on a Saturday, Sunday, or legal holiday, give your employer the report on the next day that is not a Saturday, Sunday, or a legal holiday.

To report your tips, you can use **Form 4070**, *Employee's Report of Tips to Employer*. To get a year's supply of this form, ask your employer or call the IRS for Publication 1244, *Employee's Daily Record of Tips and Report to Employer*. Fill in the information asked for on the form, sign and date the form, and give it to your employer. If you do not use Form 4070, give your employer a statement with the following information.

- Your name, address, and social security number.
- Your employer's name, address, and business name (if it is different from the employer's name).
- The month (or the dates of any shorter period) in which you received tips.
- The total tips required to be reported for the period.

**Withholding on tips.** Your employer must withhold social security tax and Medicare taxes or railroad retirement tax, and any income tax due on the tips you report. Your employer usually deducts the withholding due on tips from your wages. If your wages are too small for your employer to withhold taxes, you may give him or her extra money to pay the taxes up to the close of the calendar year. Your employer should tell you how much is needed.

Any taxes that remain unpaid may be collected by your employer from your next paycheck. If withholding taxes remain uncollected at the end of the year, you may be subject to a penalty for underpayment of estimated taxes. See Publication 505, *Tax Withholding and Estimated Tax*, for more information.

**Form W-2.** The tips you reported to your employer will be included with your wages in box 1 of Form W-2. Federal income tax, social security tax, and Medicare tax withheld on your wages and tips will be shown in boxes 2, 4, and 6, respectively.

Your Form W-2 may show an amount in box 8, "Allocated tips." This is an additional amount allocated to you if tips you reported to your employer were less than the minimum amount expected to be earned by employees where you work.

If you do not have adequate records of your actual tips, you must report at least the amount of allocated tips shown in box 8 on your Form W-2.

If you have adequate records, report your actual tips on your return. For more information on allocated tips, see Publication 531, *Reporting Tip Income*.



*If you did not report tips to your employer as required, you may be charged a penalty in addition to the tax you owe. If you have reasonable cause for not reporting tips to your employer, you should attach a statement to your return explaining why you did not.*

**Reserve Officers' Training Corps (ROTC).** Subsistence allowances paid to ROTC students participating in advanced training are not taxable. However, active duty pay, such as that received during summer advanced camp, is taxable.

**Example.** Jim Hunter is a member of the ROTC who is participating in the advanced course. He received a subsistence allowance of \$100 each month for 10 months and \$600 of active duty pay during summer advanced camp. He must include only the \$600 active duty pay in his gross income.

## Self-Employment Income

Earnings you received from self-employment are subject to income tax. These earnings include income from baby-sitting and lawn mowing. These earnings are not self-employment income if you provided these services as an employee.

You are taxed on your **net earnings** (income you received minus any business expenses you are allowed to deduct). For information on what expenses can be deducted, see Publication 535, *Business Expenses*. As a self-employed person, you are responsible for keeping records to show how much income you received and how many expenses you had. Your income and expenses are reported on Schedule C or C-EZ (Form 1040). An example of a filled-in Schedule C-EZ appears at the end of this publication.

**Self-employment tax.** If you had net earnings of \$400 or more from self-employment, you also will have to pay self-employment tax. This tax pays for your benefits under the social security system. Social security and Medicare benefits are available to individuals who are self-employed the same as they are to wage earners who have social security tax and Medicare tax withheld from their wages. The self-employment tax is figured on **Schedule SE** (Form 1040). For more information on self-employment tax, see Publication 533, *Self-Employment Tax*.

**Newspaper carriers and distributors.** Special rules apply to services you perform as a newspaper carrier or distributor. You are a direct seller and treated as self-employed for federal tax purposes if you meet the following conditions.

- 1) You are in the business of delivering/distributing newspapers or shopping news, including directly related services such as soliciting customers and collecting receipts.
- 2) Substantially all your pay for these services directly relates to sales or other output rather than to the number of hours worked.
- 3) You perform the delivery services under a written contract between you and the service recipient that states that you will not be treated as an employee for federal tax purposes.

**Carriers and vendors under age 18.** Carriers or distributors (not including those who deliver or distribute to any point for subsequent delivery or distribution) and vendors (working under a buy-sell arrangement) under age 18 are not subject to self-employment tax.



If you were self-employed, you can deduct half of your self-employment tax and part of your health insurance premiums. See the Form 1040 instructions for lines 27 and 28 for more information.

## Investment Income

This section explains whether you have to report income from bank accounts and certain other investments. Various types of investment income are treated differently. Some of the more common ones are discussed here.

**Interest.** Interest you get from checking and savings accounts and most other sources is taxable.

**Bank accounts.** Some credit unions, building and loan associations, savings and loan associations, mutual savings banks, and cooperative banks call what they pay you on your deposits "dividends." However, for tax purposes, these payments are considered interest, and you should report them as interest.

**U.S. savings bonds.** Interest on U.S. savings bonds is taxable for federal income tax purposes, but exempt from all state and local income taxes. The most common bonds are series EE and series I bonds. Series EE bonds are issued in several different denominations and cost one-half the amount shown on the face of the bond. For example, a \$100 bond costs \$50. The face value of the bond is paid only when the bond matures. The difference between what you paid for the bond and the amount you get when you cash it is taxable interest.

Series I bonds are inflation-indexed bonds issued at their face value. The face value plus accrued interest is payable to you at maturity.

You can report all interest on these bonds when you cash them, or you can choose to report their increase in value as interest each year. Publication 550, *Investment Income and Expenses*, explains how to make this choice.

Under certain circumstances, the interest on U.S. savings bonds (series EE and series I) issued after December 31, 1989, is exempt from tax if the bonds are used for educational purposes. See Publication 550 for further information.

**Other interest from the U.S. Government.** Interest on U.S. Treasury bills, notes, and bonds is taxable for federal income tax purposes. This interest is exempt from all state and local income taxes.

**Tax-exempt bonds.** Generally, interest from bonds issued by state and local governments is not taxable for federal income tax purposes.

**Interest statements.** Your bank, savings and loan, or other payer of interest will send you a statement if you earned at least \$10 in interest for the year. You should receive these statements sometime in January for the previous tax year. Banks may use Form 1099-INT, *Interest Income*. However, they may include your total interest on the statement they send you at the end of the year. Do not throw these statements away.

**Dividends.** Dividends are distributions of money, stock, or other property paid to you by a corporation. You may also get dividends through a partnership, an estate, a trust, or an association that is taxed as a corporation. Ordinary dividends, the most common

type, are paid out of the corporation's earnings. You must report these as income on your tax return.

**Dividend statements.** Regardless of whether you receive your dividends in cash or additional shares of stock, the payer of the dividends will send you a Form 1099-DIV, *Dividends and Distributions*, if you earned at least \$10 in dividends for the year.

**Other investment income.** If you received income from investments not discussed here, see Publication 550. Also, the payer of the income may be able to tell you whether the income is taxable or nontaxable.

## Taxable Scholarships and Fellowships

If you received a scholarship or fellowship, all or part of it may be taxable, even if you did not receive a Form W-2. Generally, the entire amount is taxable if you are not a candidate for a degree.

If you are a candidate for a degree, you generally can exclude from income that part of the grant used for:

- **Tuition and fees** required for enrollment or attendance, or
- **Fees, books, supplies, and equipment** required for your courses.

You cannot exclude from income any part of the grant used for other purposes, such as room and board.

A **scholarship** generally is an amount paid for the benefit of a student at an educational institution to aid in the pursuit of studies. The student may be in either a graduate or an undergraduate program.

A **fellowship** grant generally is an amount paid for the benefit of an individual to aid in the pursuit of study or research.

**Example 1.** Tammy Graves receives a \$6,000 fellowship grant that is not designated for any specific use. Tammy is a degree candidate. She spends \$5,500 for tuition and \$500 for her personal expenses. Tammy is required to include \$500 in income.

**Example 2.** Ursula Harris, a degree candidate, receives a \$2,000 scholarship, with \$1,000 specifically designated for tuition and \$1,000 specifically designated for living expenses. Her tuition is \$1,600. She may exclude \$1,000 from income, but the other \$1,000 designated for living expenses is taxable and must be included in income.

**Payment for services.** All payments you receive for past, present, or future services must be included in income. This is true even if the services are a condition of receiving the grant or are required of all candidates for the degree.

**Example.** Gary Thomas receives a scholarship of \$2,500 for the spring semester. As a condition of receiving the scholarship, he must serve as a part-time teaching assistant. Of the \$2,500 scholarship, \$1,000 represents payment for his services. Gary is a degree candidate, and his tuition is \$1,600. He can exclude \$1,500 from income as a qualified scholarship. The remaining \$1,000, representing payment for his services, is taxable.

**Fulbright students and researchers.** A Fulbright grant is generally treated as any other scholarship or fellowship in figuring how much of the grant can be excluded. If you receive a Fulbright grant for **lecturing or teaching**, it is payment for services and subject to tax.

**Pell Grants, Supplemental Educational Opportunity Grants, and Grants to States for State Student Incentives.** These grants are nontaxable scholarships to the extent used for tuition and course-related expenses during the grant period.

**Reduced tuition.** You may be entitled to reduced tuition because you or one of your parents is or was an employee of the school. If so, the amount of the reduction is not taxable so long as the tuition is **for education below the graduate level**. (But see *Graduate student exception*, next.) The reduced tuition program must not favor any highly paid employee. The reduced tuition is taxable if it represents payment for your services.

**Graduate student exception.** Tax-free treatment of reduced tuition can also apply to a graduate student who performs teaching or research activities at an educational institution. The qualified tuition reduction must be for education furnished by that institution and not represent payment for services.

**Contest prizes.** Scholarship prizes won in a contest are not scholarships or fellowships if you do not have to use the prizes for your education. If you can use the prize for any purpose, the entire amount is taxable.

**Qualified state tuition program.** If you receive distributions from a qualified state tuition program, only the amount that is more than the amount contributed to the program is taxable. Part of the benefits may qualify as a nontaxable scholarship or fellowship (for example, matching-grant amounts paid under the program to a degree candidate). Other benefits are partly a nontaxable return of the contributions made to the program on your behalf (for example, by your parents). You must include in your income the part of the benefits that is neither a nontaxable scholarship or fellowship nor a return of contributions. For more information about qualified state tuition programs, see Publication 525, *Taxable and Nontaxable Income*, but for more information on a specific program, contact the state or agency that established and maintains it.

**Other grants or assistance.** If you are not sure whether your grant qualifies as a scholarship or fellowship, ask the person who made the grant.

**Additional information.** See Publication 520, *Scholarships and Fellowships*, for more information on how much of your scholarship or fellowship is taxable.

## How To Report

If you file Form 1040EZ, include the taxable amount of your scholarship or fellowship on line 1. Print "SCH" and any taxable amount **not** reported on a W-2 form in the space to the right of the words "W-2 form(s)" on line 1.

If you file Form 1040A or Form 1040, include the taxable amount on line 7. Print "SCH" and any taxable amount **not** reported on a W-2 form in the space to the left of line 7 on Form 1040A or on the dotted line next to line 7 on Form 1040.

## Other Income

If you are not sure whether to include any item of income on your return, see Publication 525.

---

## What Can I Deduct on My Return?

After you have totaled your income, you are allowed to deduct (subtract) certain amounts to arrive at adjusted gross income. For example, you can deduct interest paid on a qualified student loan (discussed next). You also are allowed to deduct certain amounts, such as a standard deduction or itemized deductions (discussed later), to figure your taxable income.

**Deductible student loan interest.** You may be able to deduct interest you pay on your qualified student loan. This applies to loan interest payments due and paid in 2000.

You may be able to deduct the interest even if you took out the loan before 2000. Regardless of when you took out the loan, you can deduct only interest paid during the **first 60 months** that interest payments are required.

**Example 1.** You took out a qualified student loan in 1993. You made payments on the loan every month as required, beginning October 1, 1995. You can deduct the interest of your first nine payments for 2000. You cannot deduct the interest on any later payments because they are after the 60-month period (October 1, 1995 — September 30, 2000).

**Maximum deduction.** Your deduction for 2000 cannot be more than \$2,000. This limit increases to \$2,500 for 2001 and later years.

**Limit on deduction.** Your deduction may be limited depending on your modified adjusted gross income (AGI). See the Form 1040 Instructions and the *Student Loan Interest Deduction Worksheet* for these limits.

**Claiming the deduction.** This deduction is an adjustment to income, so you can claim it even if you do not itemize your deductions on Schedule A (Form 1040). You cannot claim the deduction if:

- 1) Another taxpayer claims you as a dependent, **or**
- 2) Your filing status is married filing a separate return.

You claim the deduction on line 24 of Form 1040 or line 17 of Form 1040A. See your form instructions for more information.



Use the Student Loan Interest Deduction Worksheet in the form instructions to figure your deduction.

**Change in dependency status.** You cannot deduct interest on a student loan for any year you are claimed as a dependent on another person's return. But you can, subject to other requirements, deduct payments made in a later year when you are no longer claimed as a dependent.

**Standard deduction.** Most people are entitled to deduct a certain amount called the standard deduction from their income. This amount is set by law and generally increases each year.

**Dependent.** If your parent or someone else can claim you as a dependent, your standard deduction is the greater of:

- 1) \$700 (\$1,800 if blind), or
- 2) Your earned income plus \$250, but not more than \$4,400 (\$5,500 if blind).

Earned income for this purpose is income you received as payment for work you did, plus any part of a scholarship or fellowship grant that you must include in income.

**Not a dependent.** If no one can claim you as a dependent, you can subtract a standard deduction of \$4,400 (\$5,500 if blind).

**Itemized deductions.** You may have high medical bills, pay a lot of mortgage interest or state and local income taxes, or contribute large amounts to charity. If these expenses add up to more than the amount of the standard deduction, the law allows you to claim the higher total instead of the standard deduction. To do this, you must itemize (list) your deductible expenses on Schedule A (Form 1040). As a student, you probably do not have enough of these kinds of expenses to itemize, but keep this in mind for future years when you do.

**Exemptions.** Generally, you can subtract from income your own **personal exemption**. This amount is \$2,800 for 2000. It is set by law and generally increases each year. However, if you can be claimed as a dependent by your parents or others, you are not entitled to a personal exemption.

---

## What Can I Subtract From My Tax?

After you have figured your tax, you may be able to subtract certain amounts from it. These amounts are called **credits**. They reduce your tax "dollar for dollar."

**Higher education tax credits.** You may be able to claim one of two education tax credits.

- 1) The Hope credit.
- 2) The lifetime learning credit.

The amount of each credit is determined by the amount you pay for qualified tuition and related expenses and the amount of your modified adjusted gross income.



**What expenses qualify.** The credits are based on qualified tuition and related expenses you pay for yourself or dependent you claim on your tax return. In general, qualified tuition and related expenses are tuition and fees required for enrollment or attendance at an eligible educational institution. Fees for course-related books, supplies and equipment, and student activity fees are included in qualified tuition and related expenses **only if** the fees must be paid **to the institution** as a condition of enrollment or attendance. Qualified tuition and related expenses **do not include** the cost of insurance, medical expenses (including student health fees), room and board, transportation, or similar personal, living or family expenses, even if the fee must be paid to the institution as a condition of enrollment or attendance. For more information, see Publication 970, *Tax Benefits for Higher Education*.

**Child tax credit.** If you have children, you may be entitled to a child tax credit for each qualifying child. You must provide the name and identification number (usually the social security number) of each qualifying child on your return. The maximum amount of the credit you may claim is \$500 for each qualifying child.

**Limit on credit.** The credit may be limited depending on the amount of your tax liability and your modified adjusted gross income. See the Form 1040 or 1040A Instructions for more information.

**Earned income credit.** If you qualify for the earned income credit, you may be able to get a refund from the IRS even if you had no tax withheld. See Publication 596, *Earned Income Credit*, or the instructions for the tax form you file, to see if you can claim this credit.



*You do not have to have a qualifying child to be able to claim the earned income credit in 2000. If you are at least 25 years old, have earned income of less than \$10,380, and cannot be claimed as a dependent by another person, you may be eligible for the credit.*

**Child and dependent care credit.** If you have a child and you were employed in 2000, you may be eligible for the child and dependent care credit. See Publication 503, *Child and Dependent Care Expenses*, for more information.

---

## How Do I File a Return?

Before filing your return, make sure you have all your wage and other income statements, along with the correct tax form and instructions.

**Income statements.** In January, each of your employers should give you a Form W-2. It will show the amount of wages you were paid during the past year and how much tax (income, social security, and Medicare) was withheld. Your bank or other financial institution will send you Form 1099-INT or a similar statement showing the interest you earned during the past year.

If you do not receive Form W-2 by January 31, ask your employer for it. If you do not receive your Forms 1099-INT or other statements from your bank by January 31, call your bank and ask for them. If you have

not received these income statements by February 15, call the IRS telephone number for your area. The numbers are listed in the tax form instructions.

**Tax return forms.** You can probably use the shortest, simplest form, **Form 1040EZ**. You can get it from your local IRS office, post office or library. You can also download it by accessing the IRS web site at **www.irs.gov**.

You can also receive forms and instructions by fax, using the phone attached to your fax machine and calling **703-368-9694**, 24 hours a day, 7 days a week. To order by phone, call **1-800-829-3676**. After you have filed your first return, the IRS will send you blank tax forms for your use in future filing seasons.

If you cannot file Form 1040EZ, file one of the longer forms, Form 1040A or Form 1040, instead. You cannot file Form 1040EZ if your income includes more than \$400 of taxable interest or any income other than wages and tips, taxable scholarship or fellowship grants, unemployment compensation, qualified state tuition program earnings, or Alaska Permanent Fund dividends. You cannot file Form 1040EZ or Form 1040A if you had income from self-employment, you are reporting any allocated tips, or you itemize deductions as explained earlier.

**Due date of return.** If you are required to file a tax return for 2000, you must file it with the IRS by **April 16, 2001**.

You can receive an automatic 4-month extension to file your return if by the regular due date you do any of the following.

- File a paper Form 4868, *Application for Automatic Extension of Time To File U.S. Individual Income Tax Return*.
- File Form 4868 electronically by phone or over the Internet.
- Pay part or all of your estimate of tax due electronically by using a credit card. (If you use this option, you do not have to file Form 4868.)

An extension of time to file is not an extension of time to pay. See Form 4868 for details.

**Penalties.** There are penalties for filing your return late and for paying the tax late. If you pay your taxes late, you will also be charged interest on the amount you owe.

## Putting Your Return Together

After you have received all your wage and other income statements, and have the correct tax form and instructions, you are ready to complete your return. Because you most likely can use Form 1040EZ, completing Form 1040EZ is discussed here.

Form 1040EZ is only 12 lines long on the front of a single page. The booklet, *2000 Form 1040EZ Instructions*, contains instructions for each line. An example of a filled-in Form 1040EZ is at the back of this publication.

Fill in your name, address, and social security number. Or, if you have an IRS label, attach it instead. Make sure you enter your social security number. Enter

your total income for the year (from your Forms W-2 and 1099-INT, for example). From that adjusted gross income amount you subtract the amount of your standard deduction and your personal exemption if you can claim one. Then you find the tax on the remaining amount (taxable income) in the Tax Table in the instructions booklet.

Compare the amount of tax shown in the table to the amount of your payments, including the tax your employer withheld. You can find the amount of tax withheld in box 2 of Form W-2. If any tax was withheld from your interest income, you can find that amount in box 4 of Form 1099-INT.

If your payments are more than your tax, the difference between the two amounts is your refund. If your tax is more than your payments, the difference is what you owe. If you owe tax, you must send a check or money order for the amount due with your return. You may also pay by credit card. For more information, get the Form 1040EZ, 1040A, or 1040 instructions booklet.

Attach a copy of all your Forms W-2 to your return. Do not attach Forms 1099-INT, but keep them for your records. Make a copy of your return before you mail it. Keep it in a safe place with the other copies of your Forms W-2 and your Forms 1099-INT.

## Alternative Filing Methods

The IRS offers several filing alternatives to make filing your return easier. This section explains IRS *e-file* (electronic filing).

- Using a tax professional.
- Using your personal computer.
- Using a telephone (TeleFile).

### IRS *e-file*

IRS *e-file* uses automation to replace most of the manual steps needed to process your paper returns. As a result, processing *e-file* returns is faster and more accurate than the processing of paper returns. Taxpayers who file electronically and choose direct deposit receive their refunds in less than half the time that paper filers do.

**Using a tax professional.** Many tax professionals file returns electronically for their clients. You can prepare your own return and have a professional electronically transmit it, or you can have your return prepared and transmitted by a tax professional.

**Using your personal computer.** If you have a computer and tax preparation software, you can *e-file* your return electronically from home 24 hours a day, 7 days a week.

**Using the telephone (TeleFile).** If you receive a TeleFile tax package, you may be able to file your Form 1040EZ information over the phone. You can use TeleFile only if you receive the package. You cannot order it.

**More information.** For more information on IRS *e-file*, call TeleTax and listen to topic 252. The TeleTax number for your area is listed in your tax forms package.

---

## What Tax Records Should I Keep?

You should make and keep a copy of your completed tax return.



Keep Copy C of all Forms W-2, your Forms 1099 showing interest and other income, and a record of any other information you filed with your return. Keep these records for at least 3 years from the date your return was due or filed, or 2 years from the date you paid the tax, whichever is later. For more information, get Publication 552, *Recordkeeping for Individuals*.

---

## When Will I Get My Refund?

Refund information is not available until at least 4 weeks after you file your return (3 weeks if you file electronically), and sometimes not available for up to 6 weeks. If you have not received your refund within 4 weeks after filing your return, you can call TeleTax. The TeleTax number is listed in your tax forms package. Be sure to have your social security number, your filing status, and the exact whole-dollar amount of your refund when you call.

---

## Sample Tax Forms

Preparing the various tax forms may look difficult but really is not. If you follow the forms line by line and refer to the instructions when necessary, you should be able to complete the forms easily. On the next few pages are examples of Form W-4, Form 1040EZ, and Schedule C-EZ that you can use as a guide. And don't forget, if you have any questions, you can contact the IRS.

### Form W-4

Rachel Smith is 19 years old and a sophomore at City College. Her parents pay most of her college costs, including living expenses, and claim her as a dependent on their tax return. In 2001, Rachel has a job as a cashier at the ABC Department Store.

Rachel estimates that she will earn about \$1,220 during the school year and about \$3,420 during the summer. Also, she usually earns about \$50 a year in interest on checking and savings accounts at a local bank. Her total income will be about \$4,690.

On Rachel's first day of work, her boss gives her Form W-4 to fill in. Her completed Form W-4 is shown later.

Rachel begins by reading the information and instructions above the Form W-4 certificate. She reads the information under "Exemption from Withholding" and the statement on line 7 of Form W-4. She had a right to a refund of all federal income tax withheld in

2000 because she had no tax liability. But she expects to have a tax liability for 2001 because her earned income will be more than \$4,550, and her parents can claim her as a dependent. Rachel cannot claim exemption from withholding.

**Personal allowances worksheet.** Because Rachel is not exempt from withholding, she completes the *Personal Allowances Worksheet* on page 1 of Form W-4.

**Line A.** Because her parents can claim her as a dependent, Rachel cannot claim an allowance for herself. So she leaves line A blank.

**Line B.** Because she is single and has only one job, she can enter "1" on line B.

**Lines C-G.** Rachel leaves lines C and D blank because she has no spouse or dependents. She reads the information under "Head of Household" in the instructions at the top of the form. Rachel realizes that she cannot claim head of household filing status, so she also leaves line E blank. She leaves lines F and G blank because she has no children.

**Line H.** She adds lines A through G and enters the total of her allowances (1) in the entry space for line H.

Rachel reads the bulleted items under line H and finds that neither the first nor the second items apply to her. Following the instruction for the third bulleted item, she enters the "1" from line H of the worksheet on line 5 of the form.

**Form W-4.** She fills in the identifying information at the top of the form and checks the "Single" box in item 3. Rachel leaves line 6 blank because she does not want any additional amount (beyond what claiming "1" allowance will provide) withheld from her wages.

Because she cannot claim exemption from withholding, she leaves line 7 blank.

Rachel signs and dates the form at the bottom. Boxes 8, 9, and 10 are left blank. These are for her employer's use, if needed.

## Form 1040EZ

Pat Brown is single and has no dependents. She is 22 years old and a full-time student at State University. She has a scholarship that covers her tuition and \$500 of her room and board each year. Her parents are able to claim her as a dependent.

In 2000, Pat worked in the community library during the summer. Her Form W-2 (not illustrated) shows she earned \$2,250 in wages and had \$150 in federal income tax withheld during 2000. She also received a Form 1099-INT showing she had \$277 in interest income. She files Form 1040EZ as explained below. Her completed Form 1040EZ is shown later.

### Name and Address

Pat picked up a Form 1040EZ instructions booklet at the local post office. She followed the instructions and wrote her name, address, and social security number as reported on her social security card, in the space provided on the top of the Form 1040EZ. When she finished she checked again to make sure everything was written as the instructions requested.

**Presidential Election Campaign Fund.** Pat wants \$3 of her taxes to go to this fund, so she checks the "Yes" box. Checking "Yes" will not change her tax or reduce her refund.

### Income

Pat has two items of income that must be combined and the total entered on line 1 of Form 1040EZ. The part of her scholarship that is for room and board (\$500) is taxable. She adds this amount to the wages (\$2,250) shown in box 1 of her Form W-2. She enters the total (2,750.00) on line 1. In the space to the right of "W-2 form(s)," she writes "SCH \$500." On line 2, she enters her interest income of 277.00. She adds her wages, taxable scholarship, and interest together to figure her adjusted gross income of \$3,027. She enters 3,027.00 on line 4.

### Standard Deduction and Personal Exemption

Because Pat can be claimed as a dependent by her parents, she checks the "Yes" box on line 5. She uses the worksheet on the back of her Form 1040EZ to figure the amount to enter on line 5. The information from her completed worksheet is shown below.

A. Amount, if any, from line 1 on the front	\$2,750		
	plus \$250	Enter total >	A. \$3,000
B. Minimum standard deduction.			B. \$700
C. Enter the <b>larger</b> of line A or line B here.			C. \$3,000
D. Maximum standard deduction. If single, enter \$4,400; if married, enter \$7,350.			D. \$4,400
E. Enter the <b>smaller</b> of line C or line D here. This is your standard deduction.			E. \$3,000
F. Exemption amount.			
• If single, enter 0.			
• If married and both you and your spouse can be claimed as dependents, enter 0.			
• If married and only one of you can be claimed as a dependent, enter \$2,800.			F. -0-
G. Add lines E and F. Enter the total here and on line 5 on the front.			G. \$3,000

Pat enters 3,000.00 on line 5.

**Note.** If she could not be claimed as a dependent by her parents or someone else, she would have had a standard deduction amount of \$4,400 and a personal exemption of \$2,800. In that case, she would have checked the "No" box and entered \$7,200 on line 5.

### Payments and Tax

Pat subtracts line 5 (3,000.00) from line 4 (3,027.00) and enters the result of 27.00 on line 6. This amount is her taxable income. She will figure her income tax on this amount.

Pat had \$150 of federal income tax withheld from her wages by her employer. She found this amount in box 2 of her Form W-2. She enters this amount on line 7 of Form 1040EZ.

Because she is under age 25 and her parents can claim her as a dependent, Pat is not eligible for the earned income credit. She prints "No" in the space to the right of the word "below" on line 8.

If she wanted the IRS to compute her tax for her, she would stop at this point. She would make sure that lines 1 through 8 were completed accurately, then sign and date the return and enter her occupation.

Pat decides to compute her tax by herself. She adds the amounts on lines 7 and 8 and enters her total payments (150.00) on line 9.

She goes to the Tax Table in the instructions and reads down the income column until she finds the line that includes \$27, her taxable income shown on line 6 of her Form 1040EZ. She then reads across the line to the tax column for single persons to find her tax (\$6). She enters 6.00 on line 10 of her Form 1040EZ.

## Refund or Amount You Owe

Pat compares line 9 and line 10. Because line 9 is larger, she subtracts line 10 (6.00) from line 9 (150.00) to arrive at her refund of 144.00. She enters this amount on line 11a. She does not want to have her refund deposited directly into her bank account; therefore she leaves lines 11b, 11c, and 11d blank. She also leaves line 12 blank. She will receive a tax refund of \$144.

**Note.** If her employer had not withheld any federal income tax from her wages, Pat would have owed \$6 in income tax. She would have left line 11a blank and entered that amount on line 12. She would then have enclosed in the envelope with her return a check or money order for the full amount of \$6 payable to "United States Treasury." She would have written on the front of her check or money order:

- "2000 Form 1040EZ,"
- Her name,
- Her address,
- Her daytime telephone number, and
- Her social security number.

## Sign Your Return

Pat checks her return to make sure that she entered the numbers clearly and correctly and that her math is correct.

Pat enters her occupation (student) and signs and dates her return at the bottom of the form. She makes a copy of her filled-in tax return for her records. She attaches a copy of her Form W-2 where indicated on the front of her return. Then she mails her return to the appropriate Internal Revenue Service Center as indicated on the back of the instructions.

## Schedule C-EZ

Stephen Burke is a high school student. During the summer of 2000, he mowed lawns for some of his neighbors. He used his father's lawn mower and paid for gas and oil used in his business.

Stephen kept good records that showed he earned \$750, including tips, and spent \$40 on gas and oil. Because his income minus business expenses is at least \$400, he must file Form 1040 and either Schedule C or Schedule C-EZ, even if this was his only income. Because his **net** earnings from self-employment are at least \$400, Stephen must also complete Schedule SE to compute his self-employment tax. Form 1040 and Schedule SE are not shown here. Stephen chooses to file Schedule C-EZ. He enters his name and social security number at the top of the schedule. He then fills in the required information in Parts I and II. (Stephen's filled-in Schedule C-EZ is shown at the end of this publication.)

**Part II, line 1.** This is where income is reported. All the money he received (\$750) is shown on line 1.

**Part II, line 2.** This is where expenses are reported. He lists the \$40 for gas and oil on line 2.

**Part II, line 3.** This shows the net profit from the business that is subject to tax. Stephen must include \$710 on Form 1040, line 12.

---

## How To Get Tax Help

You can get help with unresolved tax issues, order free publications and forms, ask tax questions, and get more information from the IRS in several ways. By selecting the method that is best for you, you will have quick and easy access to tax help.

**Contacting your Taxpayer Advocate.** If you have attempted to deal with an IRS problem unsuccessfully, you should contact your Taxpayer Advocate.

The Taxpayer Advocate represents your interests and concerns within the IRS by protecting your rights and resolving problems that have not been fixed through normal channels. While Taxpayer Advocates cannot change the tax law or make a technical tax decision, they can clear up problems that resulted from previous contacts and ensure that your case is given a complete and impartial review.

To contact your Taxpayer Advocate:

- Call the Taxpayer Advocate at **1-877-777-4778**.
- Call the IRS at **1-800-829-1040**.
- Call, write, or fax the Taxpayer Advocate office in your area.
- Call **1-800-829-4059** if you are a TTY/TDD user.

For more information, see Publication 1546, *The Taxpayer Advocate Service of the IRS*.

**Free tax services.** To find out what services are available, get Publication 910, *Guide to Free Tax Services*. It contains a list of free tax publications and an index of tax topics. It also describes other free tax information services, including tax education and assistance programs and a list of TeleTax topics.



**Personal computer.** With your personal computer and modem, you can access the IRS on the Internet at **www.irs.gov**. While visiting our web site, you can select:

- *Frequently Asked Tax Questions* (located under *Taxpayer Help & Ed*) to find answers to questions you may have.
- *Forms & Pubs* to download forms and publications or search for forms and publications by topic or keyword.
- *Fill-in Forms* (located under *Forms & Pubs*) to enter information while the form is displayed and then print the completed form.
- *Tax Info For You* to view Internal Revenue Bulletins published in the last few years.

- *Tax Regs in English* to search regulations and the Internal Revenue Code (under *United States Code (USC)*).
- *Digital Dispatch* and *IRS Local News Net* (both located under *Tax Info For Business*) to receive our electronic newsletters on hot tax issues and news.
- *Small Business Corner* (located under *Tax Info For Business*) to get information on starting and operating a small business.

You can also reach us with your computer using File Transfer Protocol at <ftp.irs.gov>.



**TaxFax Service.** Using the phone attached to your fax machine, you can receive forms and instructions by calling **703-368-9694**. Follow the directions from the prompts. When you order forms, enter the catalog number for the form you need. The items you request will be faxed to you.



**Phone.** Many services are available by phone.

- *Ordering forms, instructions, and publications.* Call **1-800-829-3676** to order current and prior year forms, instructions, and publications.
- *Asking tax questions.* Call the IRS with your tax questions at **1-800-829-1040**.
- *TTY/TDD equipment.* If you have access to TTY/TDD equipment, call **1-800-829-4059** to ask tax questions or to order forms and publications.
- *TeleTax topics.* Call **1-800-829-4477** to listen to pre-recorded messages covering various tax topics.

**Evaluating the quality of our telephone services.** To ensure that IRS representatives give accurate, courteous, and professional answers, we evaluate the quality of our telephone services in several ways.

- A second IRS representative sometimes monitors live telephone calls. That person only evaluates the IRS assistor and does not keep a record of any taxpayer's name or tax identification number.
- We sometimes record telephone calls to evaluate IRS assistants objectively. We hold these recordings no longer than one week and use them only to measure the quality of assistance.
- We value our customers' opinions. Throughout this year, we will be surveying our customers for their opinions on our service.



**Walk-in.** You can walk in to many post offices, libraries, and IRS offices to pick up certain forms, instructions, and publications. Also, some libraries and IRS offices have:

- An extensive collection of products available to print from a CD-ROM or photocopy from reproducible proofs.
- The Internal Revenue Code, regulations, Internal Revenue Bulletins, and Cumulative Bulletins available for research purposes.



**Mail.** You can send your order for forms, instructions, and publications to the Distribution Center nearest to you and receive a response within 10 workdays after your request is received. Find the address that applies to your part of the country.

- **Western part of U.S.:**  
Western Area Distribution Center  
Rancho Cordova, CA 95743-0001
- **Central part of U.S.:**  
Central Area Distribution Center  
P.O. Box 8903  
Bloomington, IL 61702-8903
- **Eastern part of U.S. and foreign addresses:**  
Eastern Area Distribution Center  
P.O. Box 85074  
Richmond, VA 23261-5074



**CD-ROM.** You can order IRS Publication 1796, *Federal Tax Products on CD-ROM*, and obtain:

- Current tax forms, instructions, and publications.
- Prior-year tax forms, instructions, and publications.
- Popular tax forms which may be filled in electronically, printed out for submission, and saved for recordkeeping.
- Internal Revenue Bulletins.

The CD-ROM can be purchased from National Technical Information Service (NTIS) by calling **1-877-233-6767** or on the Internet at [www.irs.gov/cdorders](http://www.irs.gov/cdorders). The first release is available in mid-December and the final release is available in late January.

IRS Publication 3207, *The Business Resource Guide*, is an interactive CD-ROM that contains information important to small businesses. It is available in mid-February. You can get one free copy by calling **1-800-829-3676**.

# Form W-4 (2001)

**Purpose.** Complete Form W-4 so your employer can withhold the correct Federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7, and sign the form to validate it. Your exemption for 2001 expires February 18, 2002.

**Note:** You cannot claim exemption from withholding if (1) your income exceeds \$750 and includes more than \$250 of unearned income (e.g., interest and dividends) and (2) another person can claim you as a dependent on their tax return.

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on itemized deductions, certain credits, adjustments to

income, or two-earner/two-job situations. Complete all worksheets that apply. They will help you figure the number of withholding allowances you are entitled to claim. **However, you may claim fewer (or zero) allowances.**

**Head of household.** Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See line **E** below.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See **Pub. 919, How Do I Adjust My Tax Withholding?** for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends,

consider making estimated tax payments using **Form 1040-ES, Estimated Tax for Individuals.** Otherwise, you may owe additional tax.

**Two earners/two jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2001. Get Pub. 919 especially if you used the **Two-Earner/Two-Job Worksheet** on page 2 and your earnings exceed \$150,000 (Single) or \$200,000 (Married).

**Recent name change?** If your name on line 1 differs from that shown on your social security card, call 1-800-772-1213 for a new social security card.

## Personal Allowances Worksheet (Keep for your records.)

**A** Enter "1" for **yourself** if no one else can claim you as a dependent . . . . . **A** \_\_\_\_\_

**B** Enter "1" if:   
 • You are single and have only one job; or   
 • You are married, have only one job, and your spouse does not work; or   
 • Your wages from a second job or your spouse's wages (or the total of both) are \$1,000 or less. . . . . **B** 1

**C** Enter "1" for your **spouse**. But, you may choose to enter -0- if you are married and have either a working spouse or more than one job. (Entering -0- may help you avoid having too little tax withheld.) . . . . . **C** \_\_\_\_\_

**D** Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return . . . . . **D** \_\_\_\_\_

**E** Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of household** above) . . . . . **E** \_\_\_\_\_

**F** Enter "1" if you have at least \$1,500 of **child or dependent care expenses** for which you plan to claim a credit . . . . . **F** \_\_\_\_\_   
 (Note: Do **not** include child support payments. See **Pub. 503, Child and Dependent Care Expenses**, for details.)

**G Child Tax Credit** (including additional child tax credit):   
 • If your total income will be between \$18,000 and \$50,000 (\$23,000 and \$63,000 if married), enter "1" for each eligible child.   
 • If your total income will be between \$50,000 and \$80,000 (\$63,000 and \$115,000 if married), enter "1" if you have two eligible children, enter "2" if you have three or four eligible children, or enter "3" if you have five or more eligible children. **G** \_\_\_\_\_

**H** Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) **H** 1

For accuracy, complete all worksheets that apply.   
 • If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.   
 • If you are **single**, have **more than one job** and your combined earnings from all jobs exceed \$35,000, or if you are **married** and have a **working spouse or more than one job** and the combined earnings from all jobs exceed \$60,000, see the **Two-Earner/Two-Job Worksheet** on page 2 to avoid having too little tax withheld.   
 • If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form <b>W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Allowance Certificate</b>		OMB No. 1545-0010 <b>2001</b>
▶ For Privacy Act and Paperwork Reduction Act Notice, see page 2.				
1	Type or print your first name and middle initial Rachel S.	Last name Smith	2	Your social security number 123 : 00 : 9876
Home address (number and street or rural route) 2026 Elk Grove Rd.			3	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.
City or town, state, and ZIP code Anytown, CO 80000			4	If your last name differs from that on your social security card, check here. You must call 1-800-772-1213 for a new card. <input type="checkbox"/>
5	Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)			5 <u>1</u>
6	Additional amount, if any, you want withheld from each paycheck . . . . .			6 \$
7	I claim exemption from withholding for 2001, and I certify that I meet <b>both</b> of the following conditions for exemption: • Last year I had a right to a refund of <b>all</b> Federal income tax withheld because I had <b>no</b> tax liability <b>and</b> • This year I expect a refund of <b>all</b> Federal income tax withheld because I expect to have <b>no</b> tax liability. If you meet both conditions, write "Exempt" here . . . . . ▶			7
Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.				
Employee's signature (Form is not valid unless you sign it.) ▶ Rachel S. Smith			Date ▶	March 12 2001
8	Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9	Office code (optional)
			10	Employer identification number

Cat. No. 10220Q

<b>Use the IRS label here</b>	Your first name and initial PAT A.	Last name BROWN
	If a joint return, spouse's first name and initial	Last name
	Home address (number and street). If you have a P.O. box, see page 12. 2483 COTTAGE RD	Apt. no.
	City, town or post office, state, and ZIP code. If you have a foreign address, see page 12. ANYTOWN, AZ 85000-0000	

**Your social security number**

1	2	3	0	0	8	7	6	5
---	---	---	---	---	---	---	---	---

**Spouse's social security number**

--	--	--	--	--	--	--	--	--

**Presidential Campaign** (p. 12)

**Note.** Checking "Yes" will not change your tax or reduce your refund. Do you, or spouse if a joint return, want \$3 to go to this fund? ▶

<b>You</b>	<b>Spouse</b>
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Income**

**Attach Form(s) W-2 here.** Enclose, but do not attach, any payment.

<b>1</b>	Total wages, salaries, and tips. This should be shown in box 1 of your W-2 form(s). Attach your W-2 form(s). SCH \$500	1
<b>2</b>	Taxable interest. If the total is over \$400, you cannot use Form 1040EZ.	2
<b>3</b>	Unemployment compensation, qualified state tuition program earnings, and Alaska Permanent Fund dividends (see page 14).	3
<b>4</b>	Add lines 1, 2, and 3. This is your <b>adjusted gross income</b> .	4
<b>5</b>	Can your parents (or someone else) claim you on their return? <b>Yes.</b> Enter amount from worksheet on back. <input checked="" type="checkbox"/> <b>No.</b> If <b>single</b> , enter 7,200.00. If <b>married</b> , enter 12,950.00. See back for explanation. <input type="checkbox"/>	5
<b>6</b>	Subtract line 5 from line 4. If line 5 is larger than line 4, enter 0. This is your <b>taxable income</b> . ▶	6

**Note.** You must check Yes or No.

	<b>Dollars</b>	<b>Cents</b>
2	7 5 0	0 0
3	2 7 7	0 0
3	0 2 7	0 0
3	0 0 0	0 0
2 7	2 7	0 0
1 5 0	1 5 0	0 0
6	1 5 0	0 0
4 4	1 4 4	0 0

**Payments and tax**

<b>7</b>	Enter your Federal income tax withheld from box 2 of your W-2 form(s).	7
<b>8a</b>	<b>Earned income credit (EIC).</b> See page 15.	No
<b>8a</b>	<b>b Nontaxable earned income:</b> enter type and amount below. Type <input type="text"/> \$ <input type="text"/>	8a
<b>9</b>	Add lines 7 and 8a. These are your <b>total payments</b> .	9
<b>10</b>	<b>Tax.</b> Use the amount on <b>line 6 above</b> to find your tax in the tax table on pages 24–28 of the booklet. Then, enter the tax from the table on this line.	10

**Refund**

Have it directly deposited! See page 20 and fill in 11b, 11c, and 11d.

<b>11a</b>	If line 9 is larger than line 10, subtract line 10 from line 9. This is your <b>refund</b> .	11a
<b>b</b>	Routing number <input type="text"/>	
<b>c</b>	Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
<b>d</b>	Account number <input type="text"/>	

**Amount you owe**

<b>12</b>	If line 10 is larger than line 9, subtract line 9 from line 10. This is the <b>amount you owe</b> . See page 21 for details on how to pay.	12
-----------	--	----

I have read this return. Under penalties of perjury, I declare that to the best of my knowledge and belief, the return is true, correct, and accurately lists all amounts and sources of income I received during the tax year.

<b>Sign here</b> ▶ Your signature Pat A. Brown	Spouse's signature if joint return. See page 11.
Date 2/14/01	Your occupation student
Date	Spouse's occupation

For Official Use Only

1	2	3	4	5
6	7	8	9	10

May the IRS discuss this return with the preparer shown on back (see page 21)?  Yes  No

**SCHEDULE C-EZ  
(Form 1040)**

Department of the Treasury  
Internal Revenue Service

Name of proprietor

**Net Profit From Business**

(Sole Proprietorship)

- ▶ Partnerships, joint ventures, etc., must file Form 1065 or 1065-B.
- ▶ Attach to Form 1040 or Form 1041. ▶ See instructions on back.

OMB No. 1545-0074

**2000**

Attachment  
Sequence No. **09A**

Stephen Burke

Social security number (SSN)

567 : 00 : 4321

**Part I General Information**

**You May Use  
Schedule C-EZ  
Instead of  
Schedule C  
Only If You:**

- Had business expenses of \$2,500 or less.
- Use the cash method of accounting.
- Did not have an inventory at any time during the year.
- Did not have a net loss from your business.
- Had only one business as a sole proprietor.

**And You:**

- Had no employees during the year.
- Are not required to file **Form 4562**, Depreciation and Amortization, for this business. See the instructions for Schedule C, line 13, on page C-3 to find out if you must file.
- Do not deduct expenses for business use of your home.
- Do not have prior year unallowed passive activity losses from this business.

**A** Principal business or profession, including product or service  
mowing lawns

**B** Enter code from pages C-7 & 8

▶ 5 | 6 | 1 | 7 | 3 | 0

**C** Business name. If no separate business name, leave blank.

**D** Employer ID number (EIN), if any

**E** Business address (including suite or room no.). Address not required if same as on Form 1040, page 1.

City, town or post office, state, and ZIP code

**Part II Figure Your Net Profit**

<b>1</b> <b>Gross receipts.</b> <b>Caution:</b> <i>If this income was reported to you on Form W-2 and the "Statutory employee" box on that form was checked, see <b>Statutory Employees</b> in the instructions for Schedule C, line 1, on page C-2 and check here . . . . .</i> ▶ <input type="checkbox"/>	<b>1</b>	750	00
<b>2</b> <b>Total expenses.</b> If more than \$2,500, you <b>must</b> use Schedule C. See instructions . . . . .	<b>2</b>	40	00
<b>3</b> <b>Net profit.</b> Subtract line 2 from line 1. If less than zero, you <b>must</b> use Schedule C. Enter on <b>Form 1040, line 12</b> , and <b>also on Schedule SE, line 2</b> . (Statutory employees <b>do not</b> report this amount on Schedule SE, line 2. Estates and trusts, enter on Form 1041, line 3.) . . . . .	<b>3</b>	710	00

**Part III Information on Your Vehicle.** Complete this part **only** if you are claiming car or truck expenses on line 2.

- 4** When did you place your vehicle in service for business purposes? (month, day, year) ▶ ..... / ..... / .....
- 5** Of the total number of miles you drove your vehicle during 2000, enter the number of miles you used your vehicle for:
- a** Business ..... **b** Commuting ..... **c** Other .....
- 6** Do you (or your spouse) have another vehicle available for personal use? . . . . .  **Yes**  **No**
- 7** Was your vehicle available for use during off-duty hours?. . . . .  **Yes**  **No**
- 8a** Do you have evidence to support your deduction? . . . . .  **Yes**  **No**
- b** If "Yes," is the evidence written? . . . . .  **Yes**  **No**

For Paperwork Reduction Act Notice, see Form 1040 instructions.

Cat. No. 14374D

Schedule C-EZ (Form 1040) 2000