

Tax Documents Tips

- Employers send out tax documents in January. Be sure to keep track of your W-2s and other documents as you receive them.
- When it's time to do your taxes, find a quiet place where you can sit down and spread out all of your documents.
- Make sure your address, your employer's address, and other information are 100% correct.
- As you fill out your forms, double check that you've copied amounts and ID numbers exactly right.