

# Instructions for Electronic Filing



## General Information

E-filing your return will electronically send your state tax return to the Delaware Division of Revenue. Your tax return will then be either "Accepted" or "Rejected". If your tax return is accepted it has been filed. If your tax return is rejected it has not been filed. If rejected, the issues in the tax return which caused the reject should be addressed and the tax return should be E-filed again or filed by mail.

## Required Information

To activate the "E-File Now" Button on Step 2. E-File Your Tax Forms you must complete the following:

**A.** Make sure the following personal information is complete on your main form:

- Name
- Address
- Social Security Number
- Filing Status
- Standard or itemized deductions
- Total Tax (line 8)
- State withholding amount from all form W-2s and 1099s received.

**B.** Sections 1-3 of Step 2 listed below, by entering any data that applies to you.

### Section 1: Information Needed for Delaware Return

In this section you are required to enter forms or check the box stating that you have none to enter.

**a.** Add any W-2s or 1099-Rs you received. Select the "Add" button next to the items you have to enter. Enter each item separately and be sure to enter information in all fields marked 'required' this is **mandatory** to activate the E-File Now button. For instance, if you received two W-2s select the "Add" button for W-2s and enter in the information exactly as it appears on your first W-2. Then select the "Add" button again and enter the information from your second W-2, exactly as shown on the second W-2. Do this for each W-2 and 1099-R that you received.

**b.** If you don't have any of the above forms to include then check this box.

### Section 2: Additional Information Needed to E-file your Delaware Return

**A.** You are required to have a valid email address in order to e-file your return. To ensure accuracy enter it twice. Both email addresses must match exactly.

**B.** You must check the 'I agree' box stating that you agree to the Disclosure Statement.

### Section 3: Refund/Payment Options

- **Refund** - You can select to receive your refund by Direct Deposit. Make your selection on Form 200-01. Enter your banking information directly on Form 200-01. If this information is not entered you will receive your refund by check.
- **Balance Due Paid by Check** - If paying by check print form 200-V and mail it with your check to the Delaware Division of Revenue.
- **Electronic Funds Withdrawal** - Check the box indicating that you will be using this payment method, then enter the routing number, account number, select checking or savings, select the date you would like the payment to be made (any business day prior to or on the due date of the return), and check whether or not the funds will originate from an account outside the U.S.