

# Simple Steps to **FILE YOUR TAXES**

Does the thought of tax season make you break out in hives? Fear no more!  
Our easy, step-by-step guide will help you prepare for taxes without even breaking a sweat!

## STEP

### 1

### **KNOW DATES**

The deadline for filing is generally April 18. However, depending on the year, that deadline can shift so be sure to look up this year's deadline at the [official IRS website](#). Income and investment interest forms should be mailed to you by January 31. If you don't receive your tax statements, make some calls to be sure you have what you need in time.

## STEP

### 2

### **GATHER DOCUMENTS**

In order to do your taxes, you need to collect all of your tax documents. This includes your W-2s, 1099s, mortgage interest statements, charitable giving receipts, and receipts for any deductions you may take.

## STEP

### 3

### **ORGANIZE PAPERS**

Purchase a few manila folders, an accordion file, or a filing system that will hold your tax documents. Separate important documents by type so they are easy to find when you need them.

## STEP

### 4

### **FILE TAXES**

Once you have all your tax documents organized, you're ready to file your taxes! You can choose to file them yourself or hire someone to do it for you. In some cases, you may even be able to get help filing at your local library or volunteer center free of charge.

## STEP

### 5

### **RELAX!**

Your taxes have been filed, and you no longer have to worry about hitting that April deadline. And thanks to your new organizational system, next year's taxes will be a breeze.

See, that wasn't so bad, was it? It just takes a little time and energy. You'll be set if you implement these five steps when you prepare for tax season.

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