



## News Release

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### **FOR IMMEDIATE RELEASE**

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## **Department of Revenue offers tips to avoid common errors as income tax filing deadline approaches**

**St. Paul, Minn.** – With the April 17 deadline less than a week away, the Minnesota Department of Revenue offers some helpful tips for taxpayers to avoid common mistakes when filing their income taxes. To ensure accuracy and a faster refund, the department encourages individual taxpayers to electronically file their tax returns.

“Electronic filing is still the best way for taxpayers to reduce errors in their returns. The software is the most up-to-date and catches many of the mistakes that are often overlooked,” said Revenue Commissioner Myron Frans. “The most common mistakes occur when taxpayers rush when filling out personal information. Checking and re-checking this information can make a big difference in the amount of time it takes for a return to be processed and a refund to be paid.”

Other tips to avoid common errors include:

- **Enter your name and any dependents names as they appear on Social Security Cards.** Incorrect names or Social Security Numbers can result in refund delays.
- **Check and double-check bank routing and bank account numbers used on tax forms.** Incorrect account numbers can delay your refund.
- **Complete each form and carry totals to the correct lines.**
- **If you are paper filing with a new address, be sure to place an X in the “Place an X if a New Address” box in the header.** Otherwise the new address may not be picked up by our system, and a refund check or letter may not get to you.
- **If you move after filing, contact the Department of Revenue right away.** That way anything sent out to you will get to you, such as refund checks or requests for more information. You should do this even if you’re requesting a direct deposit.
- **You should file the return by the due date, even if you owe more than you can pay.** Pay as much as you can by the due date, and continue to make payments until you are

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contacted by Department of Revenue Collections. At that point, they can help you set up a payment plan for the remaining balance.

- **Be sure to file before the deadline of April 17, 2012**, unless you have applied and been approved for an extension.

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