

Instructions Template

Web Fill-in Form Instructions

- **You must use Adobe Reader with Javascript enabled or it may delay the processing of your refund. Javascript automatically formats your entered amounts to display with ".00" cents. If you do not see ".00" displayed on your form, your Javascript is not enabled.**
- For optimal viewing, printing and processing of the forms, please use a recent version of the free [Adobe Reader software](#). The Internet Explorer web browser is recommended for using the forms. If viewing the forms in another web browser, please visit [Adobe's PDF plug-in help page](#) for information about enabling Adobe Reader.
- You must complete the web fill-in forms by using your computer to enter the required information.
- Do not handwrite any information.
- Do not submit photocopies of returns. Submit original returns only.
- Do not use brackets for negative numbers on returns. Use a minus sign to show that the amount is negative (Example: -112345.00).
- Set Page Sizing and Handling to "actual size".
- Do not print on both sides of the paper.
- Do not use commas when entering amounts.
- Do not mix pages from web fill-in forms with pages from other types of forms such as software generated forms, preprinted forms or forms from booklets