

# How to Paper File Your Taxes

## A Step-by-Step Guide for Filing Pre-Prepared Taxes by Mail

Updated for tax year 2024

### Federal Taxes

1. If needed, separate your federal return from your state return(s). Worksheets should **not** be sent
2. Sign and date your printed federal return on the bottom of page 2 of your Main Info Sheet (Form 1040)
3. Make three total copies of your Federal Return:
  - a. One for your records
  - b. One to file your federal taxes
  - c. One to send with your state taxes
4. Attach copies of all W2s, 1099Rs, or other income statements
5. Mail your completed federal return to:

#### If you are getting a refund or owe nothing, mail to:

Department of the Treasury  
Internal Revenue Service  
Kansas City, MO  
64999-0002

#### \*If you owe taxes, mail to:

Internal Revenue Service  
P.O. Box 931000  
Louisville, KY  
40293-1000

#### \*TIP:

If you owe taxes, any automatic payments we set up for you will not be received. You will need to pay the IRS yourself or set up a payment plan by sending a check with your taxes, making a payment online, or paying by phone. Scan the QR code or go to the link below for more info.

### PAYMENT INFO

#### What To Do If You Owe The IRS



#### What To Do If You Owe The DoR



### Wisconsin State Taxes

1. Worksheets should **not** be sent
2. Sign and date your printed state return on the bottom of page 3 of Form 1.
3. Make two total copies of your State Return (including schedule H if filing for Homestead):
  - a. One for your records
  - b. One to file your state taxes
4. Attach a copy of your federal return
5. Attach copies of all W2s, 1099Rs, or other income statements
6. Mail your completed Wisconsin return to:

#### If you are getting a refund or owe nothing:

Wisconsin Department Of Revenue  
PO Box 59  
Madison, WI 53785-0001

#### \*If you owe taxes:

Wisconsin DOR  
PO Box 268  
Madison, WI 53790-0001

#### If filing with Homestead:

Wisconsin DOR  
PO Box 34  
Madison WI 53786-0001

Learn more at [irs.gov/filing/where-to-file-paper-tax-returns-with-or-without-a-payment](https://irs.gov/filing/where-to-file-paper-tax-returns-with-or-without-a-payment)



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