

## **Time Saving Tax Tips**

Doing your taxes can seem like a daunting task every year, but with just a little preparation, it can be done in less time.

### **Start early**

Don't wait until the last minute to gather all the forms you need to file your taxes. As you receive tax information, keep it together for quick access. If you are using a software program to prepare your taxes, start entering the information as you receive it. You'll be able to save the data and return to finish.

### **File electronically**

According to the IRS, in 2010, 99 million people – 70 percent of all individual taxpayers –electronically transmitted their tax returns to the IRS. So save the paper and the stamps and file electronically. You can file through the IRS website [www.irs.gov](http://www.irs.gov), or your software program may do it for you.

### **Consider direct deposit**

Receive your tax refund much sooner by electing to receive it via direct deposit to your credit union or bank account. You also won't have to worry about the special requirements for depositing a tax check in person.

### **Use software**

There are several tax software options, and it makes it so much easier for you to file on your own. FORUM Credit Union members receive a discount by using TurboTax online to file.