

Complete Tax

Amended Return Cover Sheet

This coversheet is for AMENDED RETURNS only.

Send via email to service@completetax.com alongside the needed forms, **if you cannot email outside of your office**, please forward to taxprepsupport@ccfi.com. Once the request is received by Complete Tax, an invoice email from Complete Tax will be sent to the client for payment. The amendment fee is **\$65** if the original return was filed by Complete Tax, or **\$150** if filed elsewhere. Complete Tax will begin working on the request once payment has been received. An email will be sent to the requesting address once the return is complete.

Once tax returns are complete, you will be able to print the return from the Complete Tax home page by entering the taxpayers SSN and select the dropdown to Print [Year] Return. Once the return is printed, the taxpayer will sign the Federal return and mail it, along with all W2's and any other income documents to the IRS. If a state return is required, the taxpayer will then sign and mail the state return with all W2's and any other income documents, and a signed copy of the federal return to the appropriate state address provided on the return. All signatures must be original wet signatures; copies are not accepted. Please note that the IRS only issues refunds for the previous three years. For any outstanding balances, penalties and interest will be added and continue to accrue until paid in full.

Taxpayer's Name:	
Taxpayer's SSN:	
Taxpayer's Email Address:	
Store Number:	
Store Phone Number:	

Did anyone on the return have health insurance through the Marketplace?

YES ☐ NO ☐

All Amended Returns must include the following:

- A full copy of the original return (if the original return was not filed by Complete Tax)
- Every form used to prepare the original return (if original return was not filed by Complete Tax)
- Any form being added/changed (W2, 1099, etc)
- Explanation of any changes/additions/removals below

Please provide an explanation of any changes being done, and a list of documents being sent: