

## STATE OF MAINE - Maine Revenue Services Individual Income Tax Form 1040ME Internet Filing Welcome

under Maine law. Therefore, the I-file tax calculation may vary slightly from the amount in the tax tables provided in the Form 1040ME tax forms and instructions booklet.

HELP

The information you enter on each page will be saved after clicking the [Continue] button at the end of each page. If you do not click the [Continue] button, the data will not be saved.

While entering information, please follow these formatting requirements:

- Money amounts: do not use commas, dollar signs, decimal points or cents. Enter whole dollars only. Round down to the next lower dollar any amount less than 50 cents. Round up to the next higher dollar any amount 50 cents or more.
- Phone numbers: do not use parentheses() or dashes(-) or slashes(/).
- Social security numbers: do not include dashes(-) or slashes(/).
- Employer identification numbers: do not include dashes(-) or slashes(/).
- Enter all dates formatted as mm/dd/yyyy.

## Problems?

If you have any problems or questions, please call us at (207) 626-8475, weekdays, 9:00AM to 12:00PM, except holidays.

## CALITION

Do not use your browser controls while in this application. Doing so will cause unexpected results, and/or loss of data. You may use the browser "Print" to print any screen.

Important: Except for certain people claiming the property tax fairness credit and/or the sales tax fairness credit, you must complete your federal tax return to complete your Maine tax return! For federal tax information and returns, including electronic filing options, go to www.irs.gov HELP

Instructions for filing 2021 Maine income tax forms and worksheets are available at Maine Revenue Services Individual Tax Forms.

You are now ready to begin. Please read the instructions at the top of each page carefully to avoid any problems.

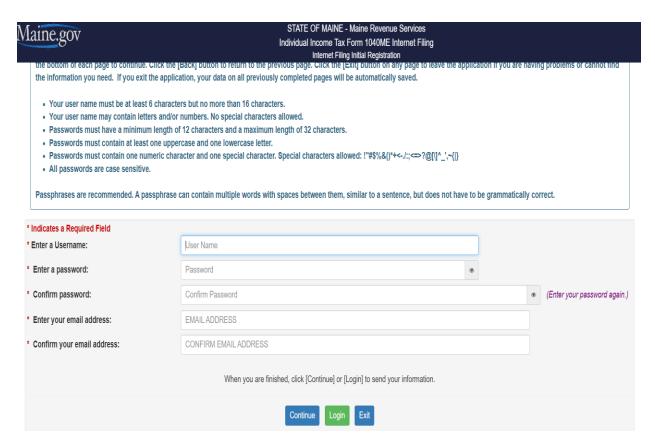
Register If you are a new user of Maine I-file or if you do not remember your previous user name and password.

Login If you have already established a user name and password with Maine I-file.

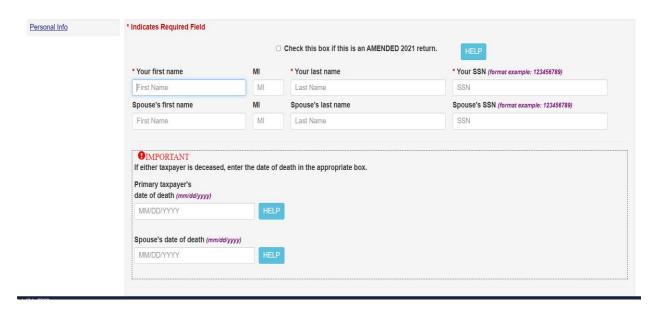
Exit If you do not want to file at this time.

Click here to register user and create account

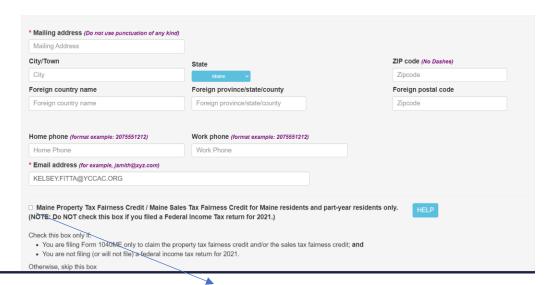
https://portal.maine.gov/indv/#forward



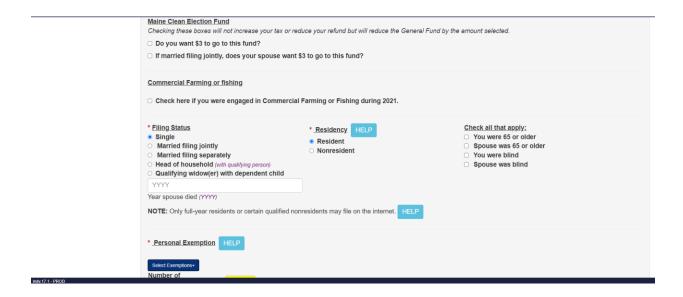
Create username and password using the guidelines they give. You can enter client's email address or enter your own/company email address if client doesn't have an email address.



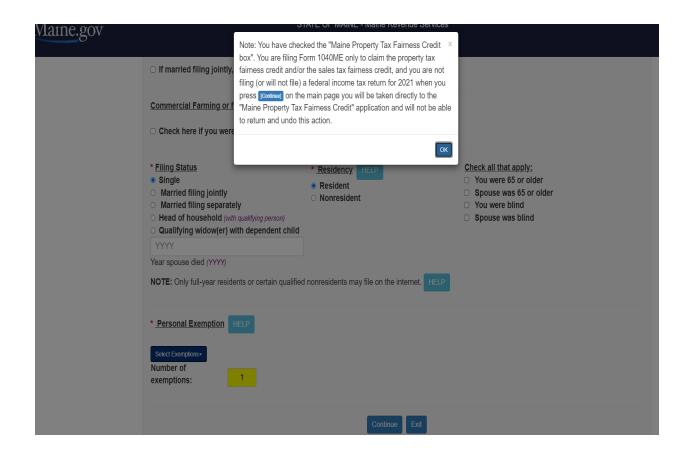
Fill in client's name and SSN. If they are married or their spouse died in the last year, you must fill in their spouse's name and SSN or their date of death.



Enter client's mailing address and phone number. Important: You must check off this box so that you are only filing the PTFC/STFC as opposed to the full return.



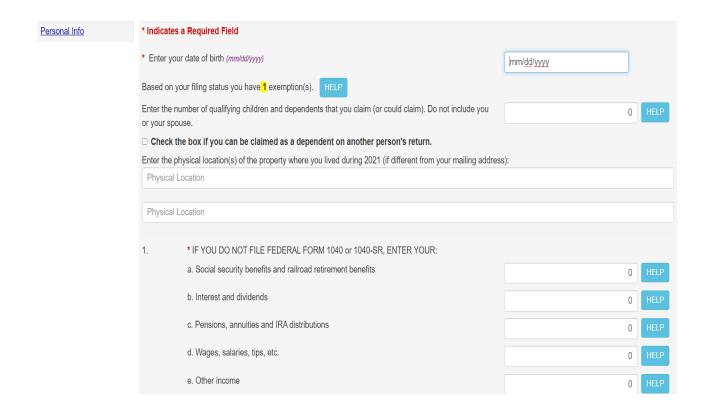
You must check off filing status (typically it's either single or married filing jointly), residency, and make sure to check if they are over 65. Then you need to choose a number for personal exemption.



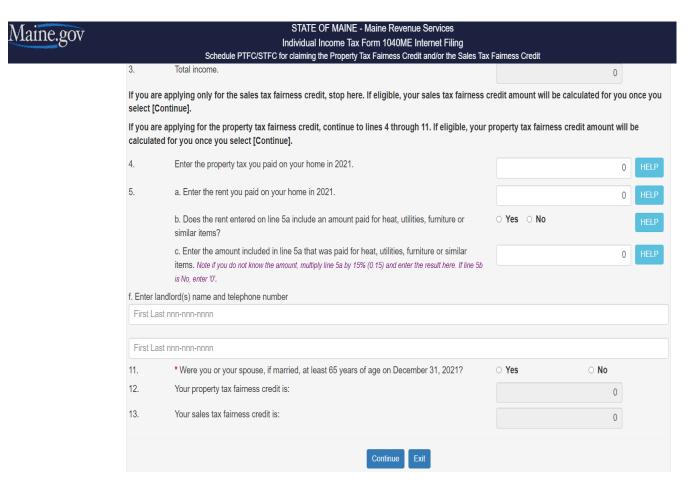
This box will pop up when you hit continue. You should click 'OK" and then will need to click continue again to move on to the next page.



## STATE OF MAINE - Maine Revenue Services Individual Income Tax Form 1040ME Internet Filing Schedule PTFC/STFC for claiming the Property Tax Fairness Credit and/or the Sales Tax Fairness Credit



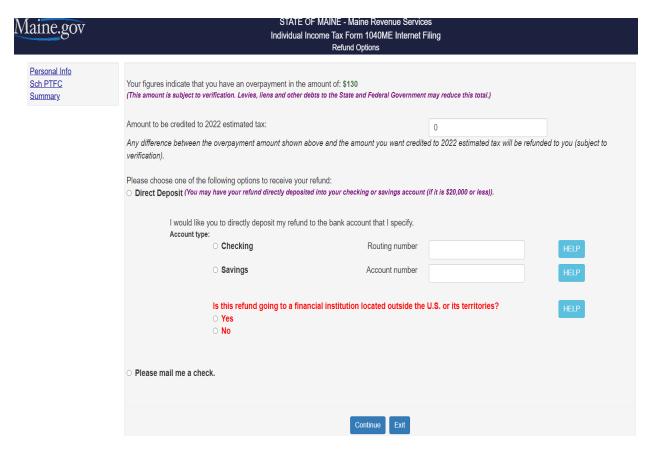
You must enter date of birth for client (and spouse, if applicable). If their physical address is different from mailing address (such as if they have a PO Box), enter physical address here. Then enter income for 2021. Most people only have SSI however some people also have a pension or annuity. Enter the yearly income for 2021 in the appropriate box.



You must enter either the property tax the client paid in 2021 or what they paid in rent for the year (you can take monthly rent and multiply by 12). If they own a mobile home, you can include both property taxes and lot rent. If they rent, you also need to indicate if heat/utilities is included in the rent and you can multiply the total rent by .15 to get the heat/utility amount. You also need to know the landlords name and phone number if they rent. You again need to note if they are over 65. Then click continue.

| Maine.gov | STATE OF MAINE - Maine Revenue Services<br>Individual Income Tax Form 1040ME Internet Filing<br>1040ME Summary   |  |  |
|-----------|--|--|--|
|           | Total Subtractions  16. Maine adjusted gross income  17. Deduction (standard)  18. Personal Exemption  19. Taxable income  | 15a.<br>15b.<br>16.<br>17.<br>18.<br>19.     | \$0<br>\$0<br>\$0<br>\$12,550<br>\$4,300<br>(\$16,850) |
|           | 20. Income tax   | 20.  | \$0  |
|           | <ul> <li>21. Nonresident credit</li> <li>22. Total tax</li> <li>23. Nonrefundable tax credits</li> <li>24. Net tax</li> </ul>  | 21.<br>22.<br>23.<br>24.                     | \$0<br>\$0<br>\$0<br>\$0                               |
|           | 25. Tax payments a. Maine income tax withheld b. 2021 estimated payments and 2020 credit carried forward, and 2021 extension payments and amounts paid with original return c. Refundable tax credits d. Refundable property tax fairness credit e. Refundable sales tax fairness credit f. Total tax payments | 25a.<br>25b.<br>25c.<br>25d.<br>25e.<br>25f. | \$0<br>\$0<br>\$0<br>\$0<br>\$130<br>\$130             |
|           | <ul> <li>26. Refunds/overpayments on original return</li> <li>27. Line 25f minus line 26</li> <li>28. Income tax overpaid</li> <li>29. Income tax underpaid</li> <li>30. Use tax <ul> <li>a. Sales tax on casual rentals of living quarters</li> </ul> </li> </ul>   | 26.<br>27.<br>28.<br>29.<br>30.<br>30a.      | \$0<br>\$130<br>\$130<br>\$0<br>\$0                    |

This page will show the amount they get back. You want to look at lines 25f to see the total amount. Most people get the sales tax fairness credit and some will also get an amount of property tax fairness credit. You can also go back and review from this page to make sure you did not make any mistakes.



On this page, you need to note if client wants a check in the mail or a direct deposit. You must know routing and account number if client wants a direct deposit.