

Final Instructions for Electronic Filing

Federal Tax Return Instructions

Step 1: Have Your Return Reviewed (Optional)

- Once you complete your return following the step-by-step instruction, if you want a VITA tax preparer to review it, you can schedule a Zoom meeting by calling 402-472-0857 or by emailing vita@unl.edu.
- Note: If you do not need a review, proceed to Step 2.

Step 2: Submit Your Federal Return

- After the review (or if you waive the review), you will **submit your federal return electronically**.
- If you have family members on F-2 or J-2 visas living with you in the U.S., even if they do not need to file a U.S. tax return, they must still file Form 8843 to maintain their non-resident alien status. Check the document **Information for Form 8843** for instructions.

Step 3: Save and Print Your Documents

- **Print or save copies** of every document you have prepared or used for preparing. You must keep one complete set of your personal records for at least **three years**. (Use the **Print button** located on the Tax Return Summary page to print your 1040NR.)

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State Tax Return Instructions (Nebraska)

After filing your federal return electronically, you **must** have your state return prepared by the **Nebraska Department of Revenue**.

What to Bring:

- A copy of the **federal return** you prepared.
- A copy of your **tax documents** (W-2, 1042-S, etc.).
- Your **Photo ID** and **Social Security Card** or **ITIN Letter**.

Where to Go:

Nebraska Department of Revenue

2nd Floor, Taxpayer Assistance Counter, Nebraska State Office Building
301 Centennial Mall South – 14th and M Street

- **Hours:** Normally open **8:00 AM to 4:30 PM**, Monday through Friday.
- **Phone:** You can call them at **(402) 471-5729** with any questions.

Rare Situations:

- You live in Nebraska and **at the same time** work for an employer in another state (either in-person or remote).
You must **pay Nebraska state tax** on the income from that job. To avoid double taxation, you can usually claim a credit for taxes paid to other states on your Nebraska return.
- You **moved to another state** after living in Nebraska for a period of time but still need to file a Nebraska state tax return, and you cannot visit the Nebraska Department of Revenue in person.
Click **“State”** in the TaxSlayer navigation bar on the left and click **“Create State Return.”** If you lived in Lincoln, select **“Lancaster”** as your county and **“Lincoln”** as your High School District. Since you cannot electronically file your state return, you must **print** the forms and **mail** them to the address below.

Requesting a refund:

Nebraska Department of Revenue
PO Box 98912, Lincoln NE 68509-8912

Not requesting a refund:

Nebraska Department of Revenue
PO Box 98934, Lincoln, NE 68509-8934

Note: you must mail your state tax return **along with** a copy of your federal return and all of your supporting tax documents.