

# Instructions for Web Fill-In Forms

## Getting Started

Save the PDF to your computer



Use the latest version of Adobe Acrobat Reader to complete the form



## Guidelines

Do not handwrite any information



Do not use commas when entering amounts

Enter Whole U.S. Dollars Only  ❌

Enter Whole U.S. Dollars Only  ✅

Do not use brackets for negative numbers

Use a minus sign to show the amount is negative

Enter Whole U.S. Dollars Only  ❌

Enter Whole U.S. Dollars Only  ✅

## Printing

Use the print icon on the form to ensure you have completed all required fields



Before printing, select "actual size"



Do not print on both sides of the paper



## Before Mailing

Do not mix form types



Do not submit photocopies of returns

Submit originals only



# D-400 Schedule AM 2018 Amended Schedule

**Important:** You must complete Form D-400 and fill in the circle indicating amended return. Attach this schedule to the front of your North Carolina amended D-400 return. (See *Instructions*)

Your Social Security Number	<b>← You <u>must</u> enter your social security number(s) →</b>	Spouse's Social Security Number
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Your First Name (USE CAPITAL LETTERS FOR YOUR NAME AND ADDRESS)	M.I.	Your Last Name		
If a Joint Return, Spouse's First Name	M.I.	Spouse's Last Name		
Mailing Address - If this is a change, fill in circle. <input type="radio"/>		Apartment Number		
City	State	Zip Code	Country (If not U.S.)	County (Enter first five letters)

**Reason(s) for Amending Your Return** (Fill in all applicable circles)

- Federal audit change (Attach federal audit report)
- Additional Income (Include W-2, 1099, or K-1)
- Adjustments to D-400 Schedule S (Attach schedule and any supporting documentation)
- Adjustments to D-400 Schedule PN (Attach schedule and any supporting documentation)
- Tax Credits (Attach Form D-400TC)
- Filing Status (**Note:** You cannot change from joint to separate returns after the due date of the original return.)
- Change in Social Security Number or ITIN (SSN or ITIN on original return )
- Original return has previously been audited by the Department
- Net operating loss (Include copy of your federal form 1045, including Schedules A and B)
- Injured/innocent spouse
- Tax Treaties
- Other

**Explanation of Changes**

Describe in detail the reason(s) for amending your return. Attach all supporting forms and schedules for the items changed. Be sure to include your name and social security number on any attachments. If the changes are also applicable to your federal return, include a copy of **Federal Form 1040X**. If there was a change to wages or State withholding, be sure to include corrected Forms W-2 or 1099. **Refunds will not be processed without a complete explanation of changes and required attachments.**

**Mail this form, amended Form D-400, all required schedules, supporting forms, and, if applicable, payment for the amount shown due on Form D-400, Line 27 and Form D-400V Amended to:**  
N.C. DEPARTMENT OF REVENUE, P.O. BOX 25000, RALEIGH, NC 27640-0640