

2003 Resident Personal Income Tax Return

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- Quick Refunds
- Accurate
- Proof of Acceptance
- Free **

No more paper, math errors, or mailing delays when you **e-File!**

Refunds in as little as 7 days.

e-File today, pay by April 15, 2004 to avoid penalties and interest.

e-File through an Authorized IRS/DOR *e-file* provider or by using your Personal Computer and the Internet. Visit our web site at www.revenue.state.az.us for a listing of approved *e-file* providers and on-line filing sources.

** For free *e-file* requirements, check out our web site at www.revenue.state.az.us.

Who Can Use Form 140EZ?

You can use Form 140EZ to file for 2003 if all of the following apply to you.

- You are single, or if married, you and your spouse are filing a joint return.
- You (and your spouse if married filing a joint return) are full year residents of Arizona.
- You (and your spouse if married filing a joint return) were under age 65 and not blind at the end of 2003.
- You are not claiming any dependents.
- You are not claiming an exemption for a qualifying parent or ancestor.
- You are not making any adjustments to income.
- You do not itemize deductions.
- You are not making voluntary gifts through means of a refund check-off, except for voluntary gifts to the Citizens Clean Elections Fund.
- Your Arizona taxable income is less than \$50,000, regardless of your filing status.
- The only tax credits you are claiming are:
the family income tax credit,
the credit for increased excise taxes,
the Clean Elections Fund tax credit.

Do not use Form 140EZ to file for 2003 if you claimed bonus depreciation or I.R.C. § 179 expense on your federal return. In this case, use Form 140 to file for 2003.

Do You Have to File?

Arizona Filing Requirements These rules apply to all Arizona taxpayers.		
You must file if you are:	AND your gross income is at least:	OR your Arizona adjusted gross income is at least:
● Single	\$15,000	\$5,500
● Married filing jointly	\$15,000	\$11,000
● Married filing separately	\$15,000	\$5,500
● Head of household	\$15,000	\$5,500

If you are an Arizona resident, you must report income from **all** sources. This includes out-of-state income.

To see if you have to file, figure your gross income the same as you would figure your gross income for federal income tax purposes. Then, you should exclude income Arizona law does not tax.

Income Arizona law does not tax includes:

- Interest from U.S. Government obligations
- Social security retirement benefits received under Title II of the Social Security Act
- Benefits received under the Railroad Retirement Act

If you use this form, your Arizona adjusted gross income is the same as your federal adjusted gross income that you entered on line 6.

NOTE: *Even if you do not have to file, you must still file a return to get a refund of any Arizona income tax withheld.*

Do You Have to File if You Are an American Indian?

You must file if you meet the Arizona filing requirements unless **all** the following apply to you.

- You are an enrolled member of an Indian tribe.
- You live on the reservation established for that tribe.
- You earned **all** of your income on that reservation.

Enrolled members of American Indian tribes that must file a return may subtract wages earned while living and working on their tribe's reservation. If you are eligible to subtract these wages, you must file Form 140. In this case, do not file Form 140EZ.

To find out more, see Arizona Department of Revenue Income Tax Ruling *ITR 96-4*.

Do You Have to File if You Are a Non-Indian or Non-Enrolled Indian Married to an American Indian?

You must file if you meet the Arizona filing requirements. For details on how to figure what income to report, see Arizona Department of Revenue Income Tax Ruling *ITR 96-4*.

Do You Have to File if You Are in The Military?

You must file if you meet the Arizona filing requirements.

If you are an Arizona resident, you must report all of your income, no matter where stationed. You must include your military pay. If you were an Arizona resident when you entered the service, you remain an Arizona resident, no matter where stationed, until you establish a new domicile.

If you are not an Arizona resident, but stationed in Arizona, the following applies to you.

- You are not subject to Arizona income tax on your military pay.
- You must report any other income you earn in Arizona. Use Form 140NR, *Nonresident Personal Income Tax Return*, to report this income.

To find out more, see Arizona Department of Revenue brochure, Pub 704, *Taxpayers in the Military*.

Residency Status

If you are not sure if you are an Arizona resident for state income tax purposes, you should get Arizona Department of Revenue Income Tax Procedure *ITP 92-1*.

Residents

You are a resident of Arizona if your domicile is in Arizona. Domicile is the place where you have your permanent home. It is where you intend to return if you are living or working temporarily in another state or country. If you leave Arizona for a temporary period, you are still an Arizona resident while gone. A resident is subject to tax on all income no matter where the resident earns the income.

Part-Year Residents

If you are a part-year resident, you must file Form 140PY, *Part-Year Resident Personal Income Tax Return*.

You are a part-year resident if you did either of the following during 2003.

- You moved into Arizona with the intent of becoming a resident.
- You moved out of Arizona with the intent of giving up your Arizona residency.

Nonresidents

If you are a nonresident, you must file Form 140NR, *Nonresident Personal Income Tax Return*.

What if a Taxpayer Died?

If a taxpayer died before filing a return for 2003, the taxpayer's spouse or personal representative may have to file and sign a return for that taxpayer. If the deceased taxpayer did not have to file a return but had tax withheld, a return must be filed to get a refund.

The person who files the return should use the form the taxpayer would have used. **If the department mailed the taxpayer a booklet, do not use the label.** The person who files the return should print the word "deceased" after the decedent's name in the address section of the form. Also enter the date of death after the decedent's name.

If your spouse died in 2003 and you did not remarry in 2003, or if your spouse died in 2004 before filing a return for 2003, you may file a joint return. If your spouse died in 2003, the joint return should show your spouse's 2003 income before death, and your income for all of 2003. If your spouse died in 2004, before filing the 2003 return, the joint return should show all of your income and all of your spouse's income for 2003. Print "Filing as surviving spouse" in the area where you sign the return. If someone else is the personal representative, he or she must also sign the return.



e-File the return to receive the refund in as little as 7 days.

Are Any Other Returns Required?

You may also have to file fiduciary income tax or estate tax returns. For details about filing a fiduciary income tax return, call the department at (602) 255-3381. For details about filing an estate tax return, call the department at (602) 542-4643.

Claiming a Refund For a Deceased Taxpayer

If you are claiming a refund, you **must** complete Form 131, *Claim for Refund on Behalf of Deceased Taxpayer*. Attach this form to the **front** of the return.

What Are the Filing Dates And Penalties?

When Should You File?

Your 2003 tax return is due no later than midnight, April 15,

2004. File your return as soon as you can after January 1, but no later than April 15, 2004.

What if You Cannot File on Time?

You may request an extension if you know you will not be able to file on time.

NOTE: *An extension does not extend the time to pay your income tax. For details, see the instructions for Arizona Form 204.*

To get a filing extension, you can either:

1. Apply for a state extension (Form 204). To apply for a state extension, file Arizona Form 204 by April 15. See Form 204 for details. You must attach a copy of the Arizona extension to the back of your return when you file. Also make sure that you check either box 82D or 82F on page 1 of the return. If you must make a payment, use Arizona Form 204.
2. You may use your federal extension (federal Form 4868 or 2688). File your Arizona return by the same due date. You do not have to attach a copy of your federal extension to your return, but make sure that you check either box 82D or box 82F on page 1 of the return.

When Should You File if You Are a Nonresident Alien?

You must file your Arizona tax return by April 15, even though your federal income tax return is due on June 15. If you want to file your Arizona return when you file your federal return, you may ask for an extension. See Form 204 for extension filing details.

What if You File or Pay Late?

If you file or pay late, the department can charge you interest and penalties on the amount you owe. If the U.S. Post Office postmarks your 2003 calendar year return by April 15, 2004, your return will not be late. You may also use certain private delivery services designated by the IRS to meet the "timely mailing as timely filed" rule.

Late Filing Penalty

If you file late, the department can charge you a late filing penalty. This penalty is 4½ percent of the tax required to be shown on the return for each month or fraction of a month the return is late. This penalty cannot exceed 25 percent of the tax found to be remaining due.

Late Payment Penalty

If you pay your tax late, the department can charge you a late payment penalty. This penalty is ½ of 1 percent (.005) of the amount shown as tax for each month or fraction of a month for which the failure continues. This penalty cannot exceed a total of 10 percent.

Extension Underpayment Penalty

If you file your return under an extension, you must pay 90 percent of the tax shown on your return by the return's original due date. If you do not pay this amount, the department can charge you a penalty. The department can also charge you this penalty if you do not attach a copy of the Arizona extension to your return when you file. This penalty is ½ of one percent (.005) of the tax not paid for each 30 day period or fraction of a 30 day period. The department charges this penalty from the original due date of

the return until the date you pay the tax. This penalty cannot exceed 25 percent of the unpaid tax.

NOTE: *If you are subject to two or more of the above penalties, the total cannot exceed 25 percent.*

Interest

The department charges interest on any tax not paid by the due date. The department will charge you interest even if you have an extension. If you have an extension, the department will charge you interest from the original due date until the date you pay the tax. The Arizona interest rate is the same as the federal rate.

When Should You Amend a Return?

If you need to change your return after you have filed, you should file Form 140X, *Individual Amended Return*. **Do not** file a new return for the year you are correcting. Generally, you have four years to amend a return to claim a refund.

If you amend your federal return for any year, you must also file an Arizona Form 140X for that year. You must file the Form 140X within 90 days of amending your federal return.

If the IRS makes a change to your federal taxable income for any year, you must report that change to Arizona. You may use one of the following two options to report this change.

Option 1

You may file a Form 140X for that year. If you choose this option, you must amend your Arizona return within 90 days of the change. Attach a complete copy of the federal notice to your Form 140X.

Option 2

You may file a copy of the final federal notice with the department within 90 days. If you choose this option, you must include a statement in which you must:

1. Request that the department recompute your tax; and
2. Indicate if you agree or disagree with the federal notice.

If you do not agree with the federal notice, you must also include any documents that show why you do not agree.

If you choose option 2, mail the federal notice and any other documents to:

Arizona Department of Revenue
1600 W. Monroe, Attention: Individual Income Audit
Phoenix, AZ 85007-2650

Line-by-Line Instructions

Tips For Preparing Your Return:

- Make sure that you write your social security number on your return.
- Complete your return using black or blue ink.
- You **must** round dollar amounts to the nearest whole dollar. If 50 cents or more, round up to the next dollar; if less than 50 cents, round down. Do not enter cents.
- You must complete your federal return before you can start your Arizona return.
- Make sure you include your home telephone number. If your daytime number is not the same as your home number, make sure you also include a daytime telephone number.



e-File checks your return for errors before you file.

Entering Your Name, Address, and Social Security Number (SSN)

NOTE: *Please make sure that you write in your social security number on the appropriate line.*

If your booklet has a peel-off label, use that label if all the information is correct. **If any of the information on the label is incorrect, do not use the label.** Attach the label after you finish your return. If you do not have a peel-off label, print or type your name, address, and SSN in the space provided.



If you **e-File**, you do not need a label.

If you are filing a joint return, enter your SSNs in the same order as your names. *If your name appears first on the return, make sure your SSN is the first number listed.* If you are a nonresident of the United States or a resident alien who does not have an SSN use the identification number (ITIN) the IRS issued to you.

For a deceased taxpayer, see page 2 of these instructions.

Use your current home address. The department will send your refund or correspond with you at that address.

Make sure that you enter your SSN on your return. Make sure that all SSNs are clear and correct. You may be subject to a penalty if you fail to include your SSN. It may take longer to process your return if SSNs are missing, incorrect, or unclear.

Identification Numbers for Paid Preparers

If you pay someone else to prepare your return, that person must also include an identification number where asked.

A paid preparer may use any of the following.

- his or her SSN
- his or her PTIN
- the federal employer identification number for the business

A paid preparer who fails to include the proper numbers may also be subject to a penalty.

Your Filing Status

Line 4 Box - Married Filing a Joint Return

You may use this filing status if married as of December 31, 2003. It does not matter whether or not you were living with your spouse. You may use this filing status if your spouse died during 2003 and you did not remarry in 2003. See page 2 of these instructions for details.

Line 5 Box - Single

Use this filing status if you were single on December 31, 2003. You are single if any of the following apply to you.

- You have never been married.
- You are legally separated under a decree of divorce or of separate maintenance.
- You were widowed before January 1, 2003, and you did not remarry in 2003, and you do not qualify to file as a qualifying widow or widower with dependent children on your federal return.

Income

Line 6 - Federal Adjusted Gross Income

You must complete your federal return before you enter an

amount on line 6. You must complete a 2003 federal return to figure your federal adjusted gross income. You must complete a federal return even if you do not have to file a federal return.

Figuring Your Tax

Line 7 - Standard Deduction and Personal Exemption

If your filing status is:	Your standard deduction and personal exemption are:
Married filing jointly	\$ 12,300
Single	\$ 6,150

Line 8 - Arizona Taxable Income

Subtract line 7 from line 6 and enter the result. Use this amount to find your tax using the Optional Tax Rate Tables.

Line 9 - Tax Amount

Enter the tax from the Optional Tax Rate Tables.

Lines 10 and 11 - Clean Elections Fund Tax Reduction

You may designate \$5 of your tax go to the Clean Elections Fund and may also reduce your tax by up to \$5. If you are married filing a joint return, both you and your spouse may make this designation and also reduce your tax by up to \$10.

Single Taxpayers and Married Taxpayers Filing a Joint Return With Only One Spouse Making a Designation

To make this designation, check box 101 marked yourself.

If you checked box 101 and the amount on Form 140EZ, page 1, line 9 is \$10 or more, enter \$5 on line 11. If the amount on line 9 is less than \$10, complete the worksheet below.

Married Taxpayers Filing a Joint Return With Both Spouses Making a Designation

If both spouses want to make this designation, one spouse should check box 101, and the other spouse should check box 102.

If you checked both box 101 and box 102 and the amount on Form 140EZ, page 1, line 9 is \$20 or more, enter \$10 on line 11. If the amount on line 9 is less than \$20, complete the worksheet below.

Clean Elections Fund Tax Reduction Worksheet	
1. Enter the amount of tax from Form 140EZ, page 1, line 9.	
2. If you checked box 101, enter \$5. If a joint return and your spouse also checked box 102, enter \$10.	
3. Balance of tax eligible for tax reduction. Subtract line 2 from line 1. If less than zero, enter zero "0".	
4. If you checked box 101, enter \$5. If a joint return and your spouse also checked box 102, enter \$10.	
5. Tax reduction. Enter the lesser of line 3 or line 4. Also enter this amount on Form 140EZ, line 11.	

Line 13 - Family Income Tax Credit



e-File software will let you know if you are eligible and will figure the credit for you.

You may take this credit if you meet the income threshold for your filing status.

If you are married filing a joint return with no dependents, you may take this credit if the amount on Form 140EZ, page 1, line 6 is \$20,000 or less.

If you are single with no dependents, you may take this credit if the amount on Form 140EZ, page 1, line 6 is \$10,000 or less.

You may qualify for this credit even if your parents can claim you as a dependent on their income tax return.

To figure your credit, complete the following worksheet.

Family Income Tax Credit Worksheet		
	Check one	
	Yes	No
If you checked filing status 4 is the amount on Form 140EZ, page 1, line 6, \$20,000 or less?		
If you checked filing status 5 is the amount on Form 140EZ, page 1, line 6, \$10,000 or less?		
If you checked no, STOP. You do not qualify for this credit. If you checked yes, complete the rest of this worksheet.		
If you checked filing status 4 (married filing jointly), enter \$80 here. If you checked filing status 5 (single), enter \$40 here. Also enter this amount on Form 140EZ, page 1, line 13.	\$	00

NOTE: *The family income tax credit will only reduce your tax and cannot be refunded.*

Line 14 - Clean Elections Fund Tax Credit

NOTE: *Amounts designated to the Clean Elections Fund on Form 140EZ, page 1, lines 10 and 11 do not qualify for the credit. Do not include those amounts here.*

If you made a contribution to the Citizens Clean Elections Fund, you may take a credit for those contributions.

For 2003, you may claim a credit for:

- Donations made directly to the fund during 2003.
- A donation made to the fund on your 2002 income tax return that you filed in 2003.

You may not claim a credit on the 2003 return for a donation made to the fund on your 2003 return. If you make a donation to the fund with your 2003 return, that you file in 2004, you may claim a credit for that donation on your 2004 return.

Complete the worksheet below to figure your credit.

Worksheet for Calculating the 2003 Clean Elections Fund Tax Credit	
1. Enter the amount donated directly to the fund during 2003.	
2. Enter the amount donated to the fund with your 2002 tax form.	
3. Add line 1 and line 2. Enter the total.	
4. Enter the amount from Form 140EZ, line 12.	
5. Enter the amount from Form 140EZ, line 13.	
6. Subtract the amount on line 5 from the amount on line 4.	

Clean Elections Fund Tax Credit Worksheet Continued	
7. Multiply the amount on line 6 by 20% (.20).	
8. Enter \$550 if single. Enter \$1,100 if married filing joint.	
9. Enter the larger of line 7 or line 8.	
10. Enter the smaller of line 3, line 6, or line 9 here and also on Form 140EZ, line 14.	

NOTE: This credit will only reduce your tax and cannot be refunded. You may not carry forward any amount of unused credit.

Payments

Line 16 - Arizona Income Tax Withheld

Enter the Arizona income tax withheld shown on the Form(s) W-2 from your employer. Attach the Form(s) W-2 to the back of the last page of your return.

NOTE: You should receive your Form(s) W-2 no later than January 31. If you did not receive a Form W-2 or you think your Form W-2 is wrong, contact your employer.

Line 17 - Amount Paid With 2003 Extension Request (Form 204)

Use this line to report the payment you sent with your extension request.

Line 18 - Credit for Increased Excise Taxes

You may take this credit if you meet all of the following:

1. You meet the income threshold for your filing status, and
2. You are not claimed as a dependent by any other taxpayer.
3. You did not serve 60 or more days in a county, state or federal prison during tax year 2003.

If you are married filing a joint return, you may take this credit if the amount on Form 140EZ, page 1, line 6 is \$25,000 or less. If you are single, you may take this credit if the amount on Form 140EZ, page 1, line 6 is \$12,500 or less.

To figure your credit, complete the following worksheet.

Credit for Increased Excise Taxes Worksheet		
	Check one	
	Yes	No
If you checked filing status 4, is the amount on Form 140EZ, page 1, line 6, \$25,000 or less?		
If you checked filing status 5, is the amount on Form 140EZ, page 1, line 6, \$12,500 or less?		
If you checked no, STOP. You do not qualify for this credit. If you checked yes, complete the rest of this worksheet.		
If you checked filing status 4 (married filing jointly), enter \$50 here. If you checked filing status 5 (single), enter \$25 here. Also enter this amount on Form 140EZ, page 1, line 18.		00

NOTE: The credit cannot exceed \$100 per household. Do not claim this credit if someone else in your household has already claimed \$100 of the credit. If someone else in your household has claimed less than \$100, you may claim the credit as long as all credit claims filed from your household do not exceed \$100.

Refund or Tax Due

Line 20 - Overpayment

If line 19 is more than line 15, subtract line 15 from line 19.

Line 21 - Voluntary Gift to the Citizens Clean Elections Fund

You may give some or all of your refund to the Citizens Clean Elections Fund. If you want to give some or all of your refund to this fund, check box 21A1 and enter on line 21 the amount you want to give.

NOTE: If you enter an amount on this line, your refund will be reduced by the amount you enter.

You may also send in additional money with your return. If you send in additional money with your return, include that amount on line 23. Check box 21A1 and enter the amount you want to give on line 21.

If you make a donation to the fund with your 2003 return, that you file in 2004, you may claim a credit for that donation on your 2004 return.

The Citizens Clean Elections Fund provides funding to each participating candidate who qualifies for campaign funding.

Line 22 - Refund

 You can get your refund in as little as 7 days when you **e-File** and use direct deposit.

Subtract line 21 from line 20. Enter your refund on line 22 and skip line 23.

If you owe money to any state agency and certain federal agencies, your refund may go to pay some of the debt. If so, the department will let you know by letter.

Tax Tip: If you change your address before you get your refund, let the department know. Write to: Refund Desk, Arizona Department of Revenue, 1600 W Monroe, Phoenix AZ 85007. Make sure that you include your SSN in your letter.

Direct Deposit of Refund

Complete the direct deposit line if you want us to directly deposit the amount shown on line 22 into your account at a bank or other financial institution (such as a mutual fund, brokerage firm or credit union) instead of sending you a check.

Why Use Direct Deposit?

- You will get your refund fast – even faster if you e-file!
- Payment is more secure since there is no check to get lost.
- It is more convenient. No trip to the bank to deposit your check.
- Saves tax dollars. A refund by direct deposit costs less to process than a check.

Tax Tip: You can check with your financial institution to make sure your deposit will be accepted and to get the correct routing and account numbers. The department is not responsible for a lost refund if you enter the wrong account information.

If you file a joint return and fill in the direct deposit line, you

are appointing your spouse as an agent to receive the refund. This appointment cannot be changed later.

NOTE: *The department is not responsible if a financial institution rejects a direct deposit. If the direct deposit is rejected, a check will be sent instead.*

Routing Number

The routing number must be 9 digits. The first 2 digits must be 01 through 12 or 21 through 32. Otherwise, the direct deposit will be rejected and a check sent instead. On the sample check below, the routing number is 250250025.

Your check may state that it is payable through a financial institution different from the one at which you have your checking account. If so, **do not** use the routing number on that check. Instead, contact your financial institution for the correct routing number to enter here.

Account Number

The account number can be up to 17 characters (both numbers and letters). Include hyphens but omit spaces and special symbols. Enter the number from left to right and leave any unused boxes blank. On the sample check below, the account number is 20202086. Be sure **not** to include the check number.

Sample Check

JOHN DOE OR JANE DOE
123 First Street
SomeTown, AZ 00000

PAY TO THE ORDER OF **SAMPLE** \$

DOLLARS

1234
12-0000-0000

Routing Number: 250250025
Account Number: 20202086

Do not include the check number

Note: The routing and account numbers may be in different places on your check.

Line 23 - Tax Due

e-file With direct payment and **e-File**, you do not have to worry about your check getting lost.

If line 15 is more than line 19, you have tax due. Subtract line 19 from line 15.

Make your check payable to Arizona Department of Revenue. Write your social security number on the front of your check or money order. Enclose your check or money order with your return, but do not attach your check to the return.

The department cannot accept checks or money orders in foreign currency. You must make payment in U.S. dollars.

Installment Payments

If you cannot pay the full amount shown on line 23 when you file, you may ask to make monthly installment payments. To make this request, wait until the department processes your return and sends you an initial billing notice. You will receive an installment agreement request with the initial billing notice.

If you cannot pay the full amount shown on line 23, you will be charged interest and may be charged a late payment penalty on the tax not paid by April 15, 2004. To limit the interest and penalty charges, pay as much of the tax as possible when you file.

Line 24 - Different Last Names

If you filed an Arizona tax return within the past four years

with a different last name, enter your prior last name(s).

Sign Your Return

You must sign your return. If married filing a joint return, both you and your spouse must sign even if only one had income. Form 140EZ is not considered a valid return unless you sign it. The department cannot send a refund check if you, and your spouse if married filing jointly, fail to sign the return.

Instructions Before Mailing

- Make sure your social security number is on your return.
- Be sure you enter your home telephone number in the space provided on the front of your return. If your daytime number is not the same as your home number, make sure you also include a daytime telephone number.
- Check to make sure that your math is correct. A math error can cause delays in processing your return.
- Make sure your **NAME** is on the return. If you received your return in the mail, use the peel-off label. **If the label is not correct, do not use it.**
- Check the **boxes** to make sure you filled in all required boxes.
- Sign your return and have your spouse sign if filing jointly.
- Attach **all** required documents.
 1. Attach *Form(s) W-2* to the back of the last page of the return.
 2. Write your SSN on the front of your check. Enclose your check with your return, but do not attach your check to the return.

The department may charge you \$25 for a check returned unpaid by your financial institution.

Filing Your Return

To mail your return, use the envelope that came in your booklet.

To avoid delays, please use separate envelopes for each return.

Where Should I Mail My Return?

e-file Forget about the mail and the late night run to the post office – **e-File** from the comfort of home.

If you are expecting a refund, or owe no tax, or owe tax but are not sending a payment, use the yellow address label attached to the envelope. If the envelope or label is missing, send the return to: Arizona Department of Revenue, PO Box 52138, Phoenix AZ 85072-2138.

If you are sending a payment with this return, use the white address label attached to the envelope. If the envelope or label is missing, send the return to: Arizona Department of Revenue, PO Box 52016, Phoenix AZ 85072-2016.

Make sure you put enough postage on the envelope.

e-file With **e-File**, you do not have to worry if there is enough postage on the envelope. You even get notice that we received your return.

The U.S. Post Office must postmark your return or extension request by midnight April 15. A postage meter postmark will not qualify as a timely postmark. *Only a postmark from the U.S. Post Office will qualify.* You may also use certain private delivery services designated by the IRS to meet the “timely mailing as timely filed” rule.

How Long to Keep Your Return

Keep your records as long as they are important for any Arizona tax law. Keep all records that support your income and deductions for a tax year until the period of limitations expires for the return for that tax year. A period of limitations is the limited time after which no legal action can be brought. Usually, this is four years from the date the return was due or filed.

In some cases, the limitation period is longer than four years. The period is six years from when you file a return if you underreport the income shown on that return by more than 25%. The department can bring an action at any time if a return is false or fraudulent, or you do not file a return.

When to Expect Your Refund

Expect your refund in the mail within 8 weeks of the date you filed. If you have not received your refund by that time, contact one of the numbers listed on the back cover. Before you call, be sure to have a copy of your 2003 tax return available because you will need to know the first social security number shown on your return, the filing status, your 5 digit zip code and the exact whole-dollar amount of your refund.

Calling the Department

Your tax information on file with the department is confidential. If you want the department to discuss your tax matters with someone other than yourself, you must authorize the department to release confidential information to that person. You may use Form 285 to authorize the department to release confidential information to your appointee. See Form 285 for details.

HOW MUCH INCOME CAN YOU HAVE AND PAY NO TAXES?

You still have to file a return, but you pay no taxes if your income is less than the levels shown in the chart below. **For purposes of this chart**, "income" means Arizona adjusted gross income plus the dependent exemption claimed (Form 140, page 1, line 17 plus the amount on Form 140, page 2, line C16; or Form 140A, page 1, line 18, plus the amount on Form 140A, page 1, line 15, or Form 140EZ, page 1, line 6). *To rely on this chart, you must claim the family income tax credit if you are qualified.*

NUMBER OF DEPENDENTS	FILING STATUS			
	SINGLE	MARRIED FILING SEPARATE	UNMARRIED HEAD OF HOUSEHOLD	MARRIED FILING JOINT
0	\$ 7,543	\$ 7,543	N/A	\$ 15,087
1	(A) 10,000	10,000	17,387	20,000
2	10,750	11,800	20,135	23,600
3	13,050	14,100	23,800	27,300
4	15,350	16,400	25,200	(C) 31,000
5	17,650	18,700	(B) 26,575	31,000

EXAMPLES

	(A) single, \$10,000 income*, one dependent	(B) unmarried head of household, \$26,575 income*, five dependents	(C) married filing joint, \$31,000 income*, four dependents
Income*	\$ 10,000	\$ 26,575	\$ 31,000
less: Dependent exemption	-2,300	-11,500	-9,200
Standard deduction	-4,050	-8,100	-8,100
Personal exemption	-2,100	-4,200	-6,300
Net taxable income	\$ 1,550	\$ 2,775	\$ 7,400
Tax (optional tax table)	\$ 45	\$ 80	\$ 213
less: Family tax credit	-80	-240	-240
Tax owed	\$ 0	\$ 0	\$ 0

*For purposes of these examples, "income" means Arizona adjusted gross income plus the dependent exemption amount claimed.