# NJ Fill'nFile

Any New Jersey resident can use the Fill'nFile PDF return to file their State income tax return electronically. However, you must know how to complete the tax return on your own. The Fill'nFile PDF return does not prompt you or include instructions on what to enter on each line.

Before you begin, read the instructions that follow for how to register through the State of New Jersey Central Forms Repository system. Registering allows you to file electronically, complete the Fill'nFile PDF return, and submit it to the Division of Taxation. Also review the computer requirements for using the Fill'nFile PDF return.

## HOW TO REGISTER

To file your NJ-1040 you must first register to create an account. Each individual tax return you file will require a separate user account.

1.  Select "Register Now" below the login box.
2.  Select **Division of Taxation - NJ-1040 Income Tax Return** from the drop-down menu.
3.  Choose a user name and enter the information requested. You must use a different email address for each account.
4.  Submit your information.
5.  An email will be sent to the email address you entered with your user name and a temporary password.
6.  Use the link in the email to log in with your temporary password and select a new password.
7.  When you have successfully changed your password you can return to the **Main Menu** to complete your NJ-1040.

## DOWNLOADING AND COMPLETING YOUR RETURN

1.  From the **Main Menu** select "Create My Return."
2.  Select the form that you want to file.
3.  You will be asked if you want to open or save the PDF. If you select "Open," you will still need to save the PDF prior to submitting the return. Whether you choose to save now or save later, make note of where you save the PDF so you can locate it on your computer.

**NOTE:** If the following error message is encountered when the **Create Return** button is clicked your internet browser is not configured to view PDF documents using the Adobe Reader plug-in. Please follow the solutions listed below to correct the issue.

**Please wait... If your return does not display within the next minute, your reader may need to be updated.**

## Solution

Manually change your browser preferences so that it uses the Acrobat or Reader PDF viewer.

**Firefox on Windows**

- Choose **Firefox > Options > Applications**.
- Select a relevant content type from the Content Type column.
- In the Action column, select an application to open the PDF. For example, to use the Acrobat plug-in within the browser, choose **Use Adobe Acrobat (in Firefox)**.
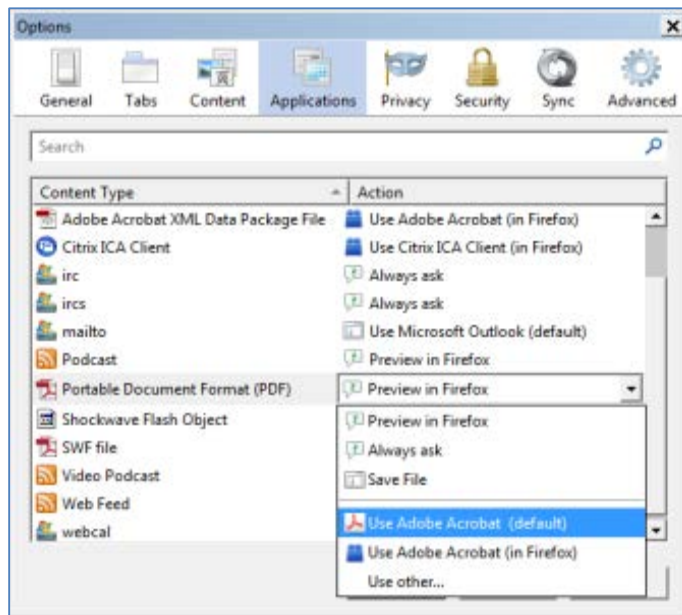


**Firefox on Mac OS**

- Select Firefox.
- Choose **Preferences > Applications**.
- Select a relevant content type from the Content Type column.
- Associate the content type with the application to open the PDF. For example, to use the Acrobat plug-in within the browser, choose **Use Adobe Acrobat NPAPI Plug-in**.

**Chrome**

- In the Chrome address bar, type *chrome://plugins*.
- Disable the Chrome PDF Viewer.
- Enable the Adobe Acrobat or Adobe Reader plug-in.
- Close the Plug-ins tab and restart Chrome.

4. Read and follow the NJ-1040 instructions to ensure that you complete your return correctly. Select "NJ-1040 Instructions" to view the instructions online.

5. Complete the W-2 section of the PDF using the information from the corresponding lines of your W-2 form(s).
    a. If you round the amounts you enter on your return, also round the amounts you enter in the W-2 section.
    b. Enter the state and withholding amount ONLY if box 15 of your W-2 contains "NJ."
    c. Use the "Add W-2" button if you have more than one W-2.
    d. The wages entered in the W-2 section will automatically be entered on Line 14 of the NJ-1040. In certain cases you may need to override these amounts (e.g., you received excludable reimbursements for moving expenses that were included in your wages on your W-2).
6. Scroll through the PDF to enter your information on the NJ-1040.
    a. The name and social security number you enter on page 1 of the return will automatically be entered at the top of pages 2 and 3. Any corrections to this information must be made on page 1.
    b. When completing Lines 6, 7, and 8 check the boxes for the exemptions you are claiming. The total number of exemptions for each line will be entered for you.
    c. Lines 26, 27c, 28, 35, 36, 39, 40, 42, 44, 47, 55, 56, 57, 65, and 66 are calculated for you. You cannot enter or change amounts on these lines.
    d. Enter the amount of New Jersey tax on Line 40.
7. Print a copy of your return using the print icon in Adobe Acrobat.
8. Use the "*Save*" button to finish your return later. You must select the file location on your computer where you want to save the PDF. Simply open the PDF from your computer to continue completing your return.
9. To have your refund deposited directly to your bank account, enter your routing number and account number and indicate the type of account.
10. Attach any supporting schedules or documents that you are required to submit.
    a. New Jersey schedules can be completed online and saved on your computer.
    b. Other documents can be scanned and saved on your computer.
    c. Use the "Add Attachments" button to attach your documents for filing.
    d. You do *NOT* need to submit W-2 forms; however, you must include 1099-R(s) that show New Jersey withholding.
11. Use the "*Save*" button to save your return and attachments.
12. Select "*File Your Return*" when you have completed your return and are ready to file. For security purposes, clicking the "*File Your Return*" button from the tax form will require you to log back into the *Central Forms Repository* application.
13. You will be directed back to the Central Forms Repository to log in.

**SUBMITTING YOUR RETURN**
1. Log in to the *Central Forms Repository* if you are not already logged in.
2. Select "*Submit My Return*."
3. Browse to select your completed NJ-1040 PDF form on your computer, and click

the "***Upload Your Selected PDF Form***" button. If you upload the wrong form, use the "***Change Your Uploaded PDF Form***" button and select the correct form. ***NOTE***: ***The system will not accept PDF forms that have been scanned or modified by other software. Forms that contain handwritten information will be rejected.***

4. Once your form is uploaded, you have the option to submit your form or submit your form with payment. Select the ***Submit Your Form*** button to submit without payment. Select the ***Submit Form and Make Payment*** button if you would like to make a full or partial payment.

5. You must acknowledge that you have reviewed your NJ-1040 for accuracy. This constitutes your "signature."

6. If you owe money and chose to pay now, you can pay by electronic check or credit card.

7. If you are getting a refund, you can enter your bank routing and account numbers on the tax form to have it deposited directly into your bank account. If you do not complete the bank information, a check will be mailed to you.

8. Print a copy of your return for your records.

**MINIMUM COMPUTER REQUIREMENTS**

**Browser**- Please see directions in the **DOWNLOADING AND COMPLETING YOUR RETURN** section of this document to ensure your internet browser is configured correctly to open the tax form PDF.

Internet Explorer 9 or higher
FireFox
Chrome
Safari

**Software**
Adobe Reader 10 or higher

**Other**
Printer (if you want to print a copy of your return)
Email address