



KY Income Tax Information (For students who received W-2 forms showing work done in **2016**)

In addition to filing taxes with the federal government (IRS) for income earned from employment, an assistantship, or bank interest, you will need to file taxes for the state of Kentucky. **These tax filings must be postmarked NO LATER THAN April 18, 2017.**

Here are your options for successful filing:

Option 1: Sprintax may prepare your state tax for you. After you have completed the federal tax preparation, you may continue with the state preparation for a small fee of \$25.95.

Option 2: Our office recommends that you visit the Kentucky Revenue Taxpayer Service Center here in Bowling Green. Representatives there will provide you with the appropriate Kentucky Income Tax forms and help you fill them out. This is a **free** service. You **MUST MAKE AN APPOINTMENT by PHONE, they DO NOT take walk-ins.** You **MUST** bring a copy of your **federal income tax return, W-2, 1098T, 1099** income forms and your **social security card** and **passport..**

Bowling Green Taxpayer Service Center
201 West Professional Park Court
Bowling Green, KY 42104-3278
Phone: **(270) 746-7470** (call to make appointment—no walk-ins)
Hours: 8:00 – 5:00 PM, Monday - Friday

Option 3: If you prefer to download and fill out the forms yourself, visit the Kentucky Revenue Cabinet's web site at <http://revenue.ky.gov/Individual/Individual-Income-Tax/Pages/default.aspx>

Guideline A: The following is the guideline to determine the correct form:

If you filed the U.S. tax return form **1040-NR-EZ** or **1040-EZ** **AND** all of your 2016 U.S. income was earned in the State of KY., then you can complete form **740-EZ**. Web address:
[http://revenue.ky.gov/Software-Developer/Individual%20Income%20Tax%20Forms/16_42A740-EZ%20\(0001\).pdf](http://revenue.ky.gov/Software-Developer/Individual%20Income%20Tax%20Forms/16_42A740-EZ%20(0001).pdf)

Guideline B: If the above guideline does not apply to you then the correct form depends on when you **arrived to the State of KY.**

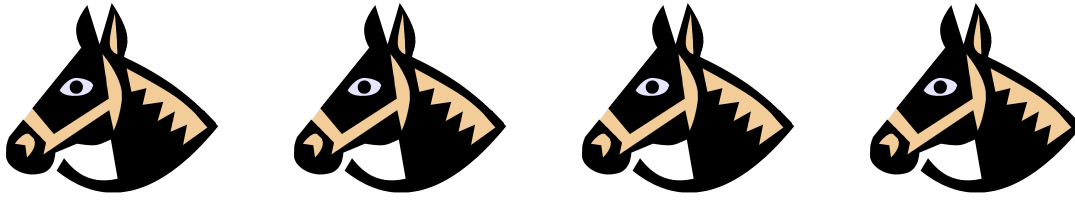
A. If your first semester at WKU was Summer or Fall 2016, then you should complete form **740-NP**. Print – **740-NP form & 740-NP Instructions** from web site.

740-NP Instructions, web address:

[http://revenue.ky.gov/Forms/2016_42A740-NP\(I\).pdf](http://revenue.ky.gov/Forms/2016_42A740-NP(I).pdf)

Form 740-NP, web address:

http://revenue.ky.gov/Forms/2016_42A740-NP.pdf



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- B.** If your first semester at WKU was Spring 2016 or prior then you should complete form **740**
740 instructions, web address:

[http://revenue.ky.gov/Forms/2016_42A740\(PKT\).pdf](http://revenue.ky.gov/Forms/2016_42A740(PKT).pdf)

Form 740, web address:

http://revenue.ky.gov/Forms/2016_42A740.pdf

Form M, web address:

http://revenue.ky.gov/Forms/2016_42A740-M.pdf

For either **form 740-NP** or **form 740** you will need the **TAX TABLE, web address:**

<http://revenue.ky.gov/Software-Developer/Individual%20Income%20Tax%20Forms/2016%20taxtables.pdf>

Please note: If you are eligible to receive a refund after filing your Kentucky tax return form, it takes about 4-6 weeks for you to receive a refund check. If you have not received your refund in 6 weeks, please refer to the following web page to check on the status of your refund.

<https://iitrefundstatus.ky.gov/TRFWeb/>

You may also call the Automated Refund and Tax Information System at (502) 564-1600. For either inquiry option you must have your Social Security Number and the amount of your refund.

Transportation to Bowling Green Service Center office

If you use Bowling Green Transit, Go Bus, you can catch it at 10 minutes past each hour 8am to 5pm, at Broadway and Chestnut (1) on map and get off on Ashley Circle (2). Walk short distance on Western St., then Right on Benson (street sign missing), then Left on West Professional Park Court located at (3).