

For more help go to [www.ncdor.gov/web-fill-form-instructions](http://www.ncdor.gov/web-fill-form-instructions)

# 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  (Incorrect)

Enter Whole U.S. Dollars Only  (Correct)

Do not use brackets for negative numbers

Use a minus sign to show the amount is negative

Enter Whole U.S. Dollars Only  (Incorrect)

Enter Whole U.S. Dollars Only  (Correct)

## Printing

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



Before printing, select "actual size"

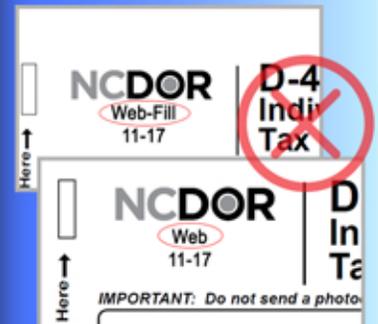


Do not print on both sides of the paper



## Before Mailing

Do not mix form types



Do not submit photocopies of returns

Submit originals only



# D-400 Schedule AM

## North Carolina Amended Schedule

DOR Use Only

**Important: When filing an amended North Carolina individual income tax return, you must complete Form D-400 for the taxable year you are amending and fill in the "Amended Return" circle located at the top right of the form. In addition, you must attach this schedule, along with all supporting forms and schedules, to the front page of the amended Form D-400. If you do not, your refund may be delayed.**

For calendar year \_\_\_\_\_ or other tax year beginning (MM-DD-YY) \_\_\_\_\_ and ending (MM-DD-YY) \_\_\_\_\_

Your Social Security Number

Spouse's Social Security Number

← You **must** enter your social security number(s) →

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.

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 A (Attach schedule and any supporting documentation)
- Adjustments to D-400 Schedule S (Attach schedule and any supporting documentation. **Note:** Do not fill in this circle if you are amending your return to deduct expenses paid with a forgiven PPP loan. Instead, fill in the circle below.)
- Expenses Paid With a Forgiven PPP Loan (Include copy of your 2020 Form D-400 and any supporting documentation. **Important:** Include a copy of your 2020 Form D-400 Schedule S.)
- Adjustments to D-400 Schedule PN or PN-1 (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 )
- Military Spouse Residency Election Pursuant to Veterans Benefits and Transition Act
- Original Return Previously Audited by the Department
- Net Operating Loss (Include a copy of your NC-NOL worksheet and federal form 1045, including Schedules A and B as applicable)
- Injured/Innocent Spouse
- Tax Treaties
- Unemployment Compensation Not Included in Federal Adjusted Gross Income for Tax Year 2020 (Attach any supporting documentation)
- 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. **Important:** When filing an amended North Carolina individual income tax return, complete Form D-400 for the taxable year you are amending and fill in the "Amended Return" circle located at the top right of the form. Attach this schedule, along with all supporting forms and schedules, to the front page of the amended D-400. **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