

# 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  1. 99,999

Enter Whole U.S. Dollars Only  1. 99999

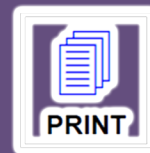
Do not use brackets for negative numbers. Use a minus sign to show the amount is negative.

Enter Whole U.S. Dollars Only  1. [99999]

Enter Whole U.S. Dollars Only  1. -99999

## Printing

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



Do not select "print on both sides of the paper."

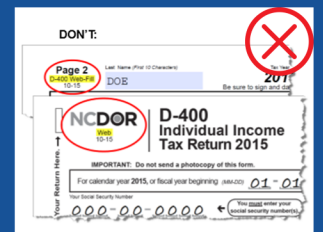


Set the page scaling to "none." The Auto-Rotate and Center checkbox should be unchecked.



## Before Sending...

Do not mix form types



Do not submit photocopies of returns. Submit original returns only.



