City of Grand Rapids Income Tax Department
Online Income Tax Preparation Tool

Status of E-file for 2010 Tax Returns

The online income tax preparation tool will be activated on 1/24/11 for your use in preparing 2010 Grand Rapids income tax returns using the blended income tax rate of 1.4%. It is important that you review the following information before you begin using the Tax Tool. **A direct link to the Tax Tool is located at the bottom of this page.** You may have to copy and paste this link into your browser.

Use of the Tax Tool

If you filed a 2009 Grand Rapids income tax return, you may use the Tax Tool to prepare and e-file your 2010 Grand Rapids resident or non-resident income tax return.

Limitations on Use of the Income Tax Tool

The Tax Tool ***may not*** be used:

- If you did not file a 2009 Grand Rapids income tax return.
- If either taxpayer or spouse on a joint return does not have an Alternate ID.
- If you have more than two (2) separate business entities reporting income or loss on federal Schedule C, Profit or Loss from Business.
- If you have more than three (3) rental or royalty properties listed on federal Schedule E, Part I, Income or Loss from Rental Real Estate and Royalties.
- If you report any Partnership or S corporation income or loss on federal Schedule E, Part II, Income or Loss from Partnerships and S Corporations.
- If you report any Estate or Trust income or loss on federal Schedule E, Part III, Income or Loss from Estates and Trusts.
- To file an amended return.
- To prepare returns for any other city.

Alternate Identification Number (Alternate ID)

To use the Tax Tool, you will need an alternate account number (Alternate ID). For many taxpayers this 7 digit Alternate ID was located behind your name on the tax return form mailed to you. **If you need to obtain your Alternate ID**, go to this website www.grcity.us/7274 and complete the requested information including your email address, Last Name, the last four digits of the Social Security Number for the **Primary Taxpayer** and the amount of tax due as reported on your 2009 Grand Rapids return (line 15 of Form GR1040R or GR1040NR, or line 28 of Form CF1040). An exact match of data is required.

What Information Is Needed to Use the Income Tax Preparation Tool

You will need the following information:

- The 7 digit Alternate Identification Number (Alternate ID) assigned to the **Primary Taxpayer on the prior year return.**
- A copy of your 2010 federal income tax return complete with all schedules.
- All W-2 and 1099 forms issued to you for 2010.
- If claiming a credit for tax paid to another city (i.e., Walker, Muskegon, Ionia), you will need a copy of the 2010 income tax return you filed with that city.

Contact Information

If you have any questions, please contact the Income Tax Department via email at grincometax@grcity.us or by telephone at (616) 456-3415.

Link to Tax Tool: https://www.municonnect.com/grandrapids.