

## Where to send documents?

If you are due refund	If you owe taxes
STATE PROCESSING CENTER PO BOX 15555 ALBANY NY 12212-5555	STATE PROCESSING CENTER PO BOX 61000 ALBANY NY 12261-0001

- **You must PRINT, SIGN, DATE and MAIL all the documents to the above address**
- Last date to mail documents is **April 15<sup>th</sup>**
- List of documents in your packet
  1. Copy of each **W2** (State copy) to attach in the front
  2. Copy of 1042-S if any
  3. Form **IT-2** (Sent in email)
  4. Form **IT203**
  5. Form **IT225** if any

Copy of all your Federal tax documents

  5. Form **1040NR**
  6. Copy of form **3903** if you had moving expenses
  7. For F1 visa copy of form **8843**
  8. Copy of form **1098-E** if you had student loan from USA or statement from bank
  9. Form **Schedule D** and **1099B** if you had capital gain/loss
  10. Copy of form **1099-INT** if you had interest income
  11. Copy of form **1099G** if you had unemployment income