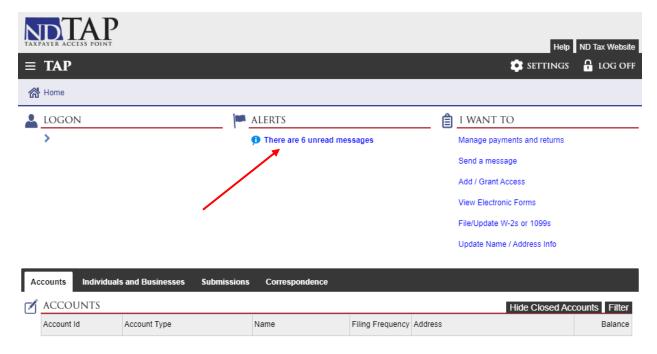
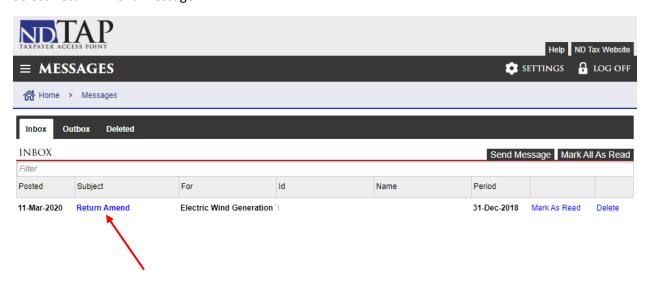
# AMEND RETURN INSTRUCTIONS IN TAP

(ALL types)

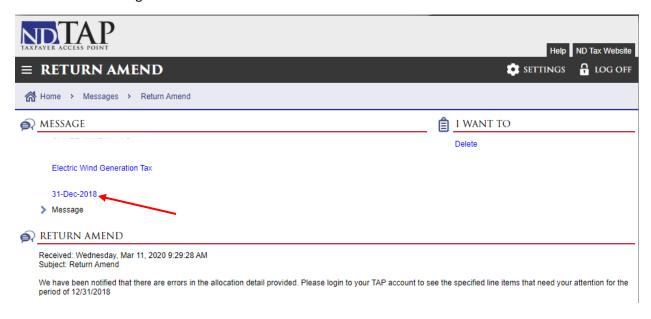
You should have received an email stating you have a message in TAP to review. Login to TAP and select unread messages.



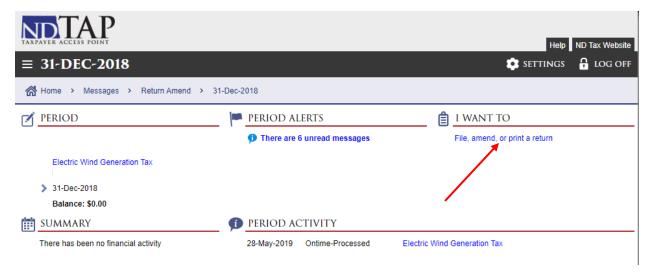
Select Return Amend message.



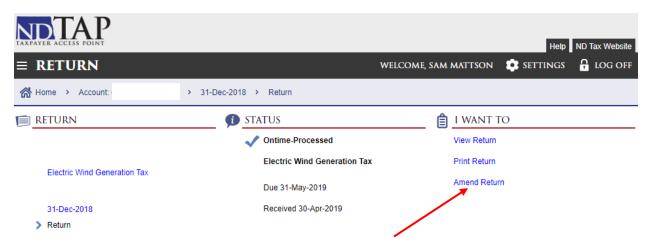
## Select the Period to go to the return.



## Select File, amend, or print a return



#### Select Amend Return



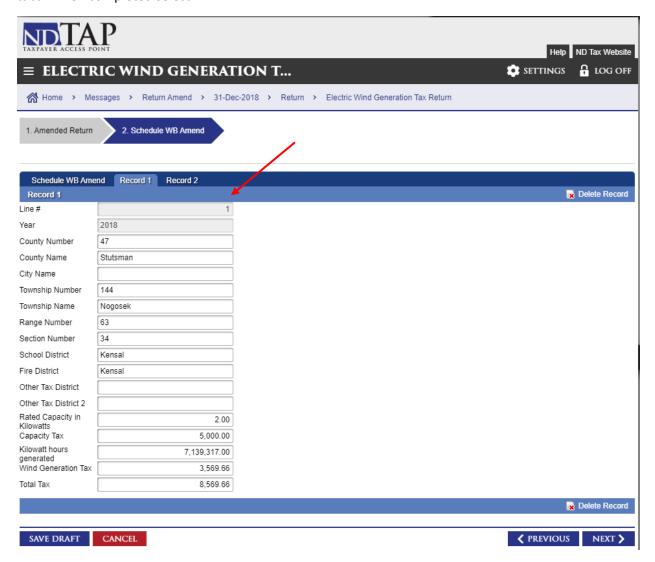
#### Select Next



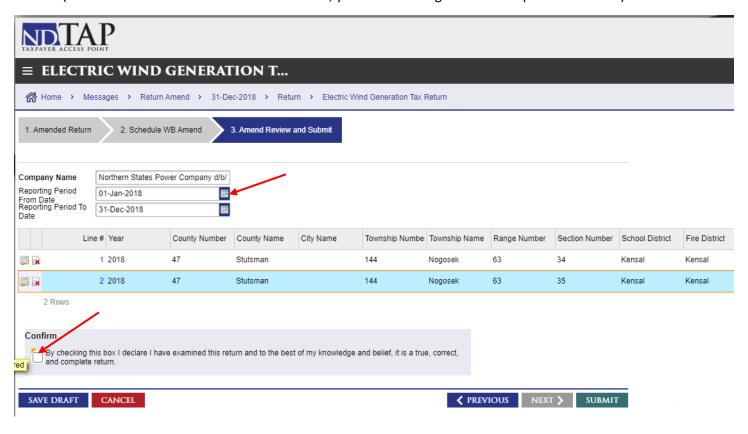
From there you can change the lines by one of two ways; clicking on the edit row icon on the far left or selecting the Record tab



Here you can update which fields need to be fixed. Remember to go to additional records(if applicable) by clicking the tabs. When completed select "NEXT".



Make sure the correct reporting period is entered, check the box confirming the information is correct and select submit. (You can not select "edit row" from this view, you will need to go back to the previous screen.)



Once completed the Property Tax Division will receive the new information to review.