

## How Do I Print Tax Forms at Norlin Library?

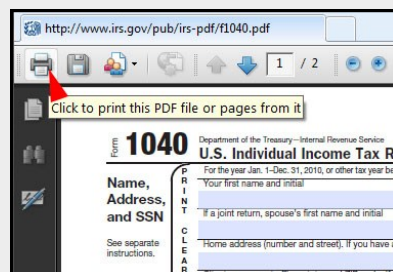
Patrons wishing to print their tax forms while at Norlin Library must pay for the printing costs the same as any documents printed at the University Libraries. To print tax forms while in Norlin Library, please follow the instructions below.

1) To print, patrons must have either have a **BuffOne Card** or a **Campus Cash Card**. (See image at right.) **Campus Cash Cards cost \$1**, and must be purchased with a \$1 bill via the payment card vending machine located in the Norlin Commons, near the east plaza entrance of Norlin Library. A publicly accessible printer is available on the 2nd floor, near the Science collection.

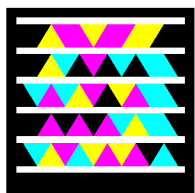


2) The print cost is **10¢ per single-sided, black and white page**. Double-sided printing costs **19¢ per double-sided page**. These funds must be added to your Patron Card, again using the payment card vending machine, or with a credit card at [www.buffonecard.com](http://www.buffonecard.com). Please purchase the Campus Cash Card by itself for \$1, then add additional funds when you possess the Campus Cash Card.

3) To print the desired tax form, select the print button from the browser display. (See image at right.) You will be prompted for a password, which can be any set of characters. Note that on public terminals, the username will always be **libraryuser**. Continue sending the document to the printer.



4) At the print station, **swipe your Campus Cash Card to activate the touch screen display**. You will see a list of all print jobs in the queue. Look for your username (**libraryuser** is the public default), the file name of your document, and the time you sent the item to print. When you have located your print job, touch its name on the screen and, when prompted, input the password you gave the job. This will release your document for printing and deduct the appropriate funds from your Campus Cash Card.



For CU Boulder's online guide to Tax Forms & Information use the above code.

5) If you require a **refund** due to errors with the printer, please contact **Testing and Assessment** (Norlin, Rm. E303), Mon-Fri, or at (303) 492-6700.

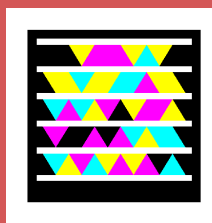
For more information online about printing visit <http://ucblibraries.colorado.edu/about/imaging.htm>

# Government Information At Norlin Library

govpubs@colorado.edu

<http://ucblibraries.colorado.edu/govpubs>

(303) 492-8834



# Finding & Printing 2011 Tax Forms

## Why do I need this brochure?

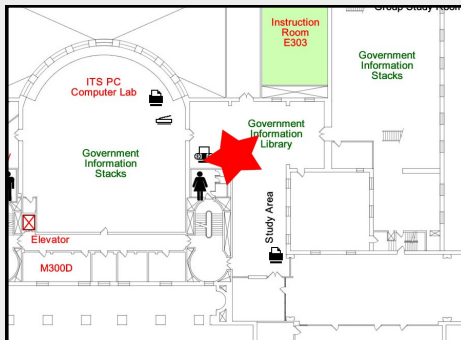
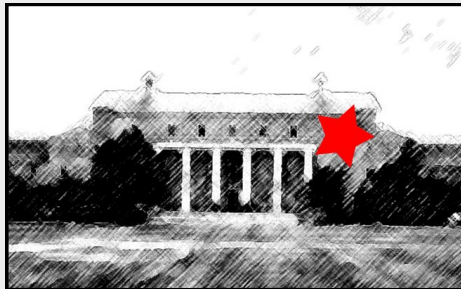
Due to changes in the way that the **Internal Revenue Service** distributes tax forms and tax form instructions, the **Government Information Department** will have fewer tax forms and instructions this year than in years past. In case the pre-printed form or instructions you need are unavailable, this brochure will **help you find tax forms and tax form instructions online**, and explain **how to print tax forms and tax form instructions** at the CU Boulder Libraries.

## Where can I find 2011 Tax Forms in Norlin Library?

The **Government Information Department** is located on the **third floor of Norlin Library**, in the southwest area of that floor.

Available Tax Forms are displayed upon receipt and are located against the west wall, across from the Government Reference Materials, and next to the microfiche machines.

Visit the **CU Tax Forms page** (see link below) for a list of forms currently available.



For **Federal** tax forms and instructions:

<http://www.irs.gov>

For **Colorado** tax forms and instructions:

<http://www.colorado.gov/revenue/tax>

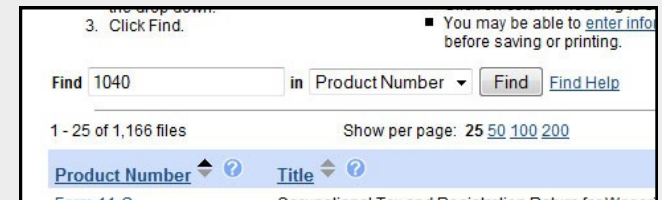
Or visit the **CU Tax Forms** page:

<http://ucblibraries.colorado.edu/govpubs/taxseason.htm>

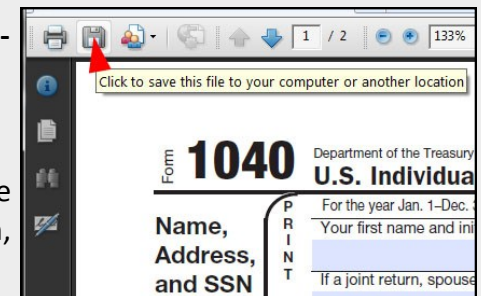
## Where can I find 2011 Tax Forms Online?

Follow these instructions to find tax forms on a computer.

- 1) Navigate your Web browser to the IRS Web site at [www.irs.gov](http://www.irs.gov). At the top left of the IRS homepage, beneath the IRS logo, click on the link "**Forms and Publications >>**".
- 2) In the left column of the center of the page, find the section labeled "**Download forms and publications by:**" The first link beneath that heading is "**All Forms and Publications (PDF)**". Clicking on that link will direct you to a directory of **ALL** tax forms and instructions, sortable by Product Number, Title, the date of Revision and date Posted.
- 3) If you know the number of the Form you need, you can type that into the text box labeled "Find", located above the directory of Product Numbers. (See image below). For example, if you need a form numbered 1040, type "1040" into the text box, and click the button labeled "**Find**".



- 4) From the list of results, you can click directly on the title of the document to display a PDF copy of that form or instruction set. **To save that form to the computer, click on the image of the floppy disk in the left-hand corner of the browser display.** (See image at right.) You will be prompted to rename and save the file to the computer. Be sure to save the file to a location, such as the Desktop, that you can remember easily.



Please see the next page for instructions on how to print tax forms and instructions.