

EASY FILE Return Upload Instructions

If you are using [Internet Explorer](#) browser for your internet access, please follow these instructions.

1. Make sure you have the latest [Adobe Reader 10](#) program on your computer.
2. Open the IR-25E from our Forms Library
3. Fill out the form
4. Save it to your computer.
Make sure it stays in the *Adobe Acrobat Document* format.
5. Upload your return to our website.

If you are using [Chrome, Safari, or FireFox](#) browser for your internet access, please follow these instructions.

1. Make sure you have the latest **Adobe Reader 10** program on your computer.
2. Right click on the IR-25E form you want to use and save the form to your computer as an *Adobe Acrobat Document*.
3. Open the form from your saved file (Not your download file).
4. Fill out the form.
5. Save the form again to your computer and make sure it is saved as an *Adobe Acrobat Document*.
6. Upload your return to our website.

If the PDF is not calculating correctly or the PDF fails to upload, check the properties of the form. To check the PDF Properties, right click on the document and click on Document Properties. Towards the bottom of the Description Tab look to see what the PDF Producer is. It should be **Adobe Life Cycle Designer**. If it's something else such as Mac OS X Quartz PDF Context that means the PDF was recreated and all the form fields were lost. This is why Easy File is not recognizing it as a valid tax form PDF. **If the PDF Producer does not say Adobe Life Cycle Designer you must start from Step 1 and resave the IR-25E again to the correct Adobe Acrobat Document format.**

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