

Tax Time Toolkit

Splitting A Refund Instructions

This guide provides step-by-step instructions on how to split a New York State refund to IT-195 in TaxSlayer.

Step 1

On the New York return menu, select 'Payments.'

The screenshot shows a menu with the following items and buttons:

- Credits: EDIT
- Voluntary Contributions: BEGIN
- Sales or Use Tax: BEGIN
- Payments: BEGIN (highlighted with a red box)
- Miscellaneous Forms: BEGIN

At the bottom of the menu is a large blue button labeled "EXIT NEW YORK RETURN".

Step 2

If your tax filer has an NY 529 Direct Plan account: Under 'Payments,' select 'Apply portion of refund to your NYS 529 College Savings Account (IT-195).'

The screenshot shows the "Payments" screen with the following options and buttons:

- Payment made with your Extension: BEGIN
- NY 1099-MISC (Miscellaneous Withholding): BEGIN
- Apply refund to your 2018 return: BEGIN
- Apply portion refund to your NYS 529 College Savings Account (IT-195): BEGIN (highlighted with a red box)

At the bottom left is a "CANCEL" button.

If your tax filer has a traditional savings account: When splitting a tax refund into a regular savings account, select savings account instead of checking account.

Step 3

Filers can split their refunds into up to 3 college savings accounts. For each account, the preparer should include the account number and the amount the filer wishes to deposit. The minimum deposit for each account is \$25.

At the bottom of the screen, preparers should use plan code 533 to indicate the account is part of the Direct Savings plan.

The screenshot shows the "Apply refund to NYS 529 College Savings Account IT 195" screen with the following elements:

- Instructional text: "If you would like to apply all or part of your state refund to a NYS 529 college savings account, you can come back to this section to enter that amount. The refund generator will display your refund amount once you have completed and SAVED the State return. To come back from the Main Menu select State Return >> Edit >> Payment."
- Section: "NYS 529 Savings First Account (1)"
- Text: "Routing Number will be completed automatically for you once the other information is entered below."
- Text: "Enter the amount of your state refund, if any, that you would like to apply to NYS 529 college savings account." followed by a dollar sign input field.
- Text: "Account Number" followed by an input field.
- Text: "Plan Code" followed by a dropdown menu showing "--Select--".
- Buttons: "CANCEL" and "SAVE".

Additional Information

TaxSlayer will automatically input the routing number for New York 529 accounts when using this form, but if needed the routing number is 011001234.

If a filer owes a balance to New York but would like to deposit part of the federal refund into a 529, they can do so with form 8888.

If the filer's refund is adjusted by New York state or intercepted for a past-due balance (such as back taxes, student loans, or child support), the 529 deposit request will not be completed. If a dependent on the return has been claimed on a different tax return (correctly or not), the New York return will be accepted when e-filing but will be adjusted later. If a filer's federal return is rejected for a dependent SSN that has already been used on a different return, please let the filer know that the 529 deposit request will not be completed automatically.

The NYC Kids RISE Save for College Program is a scholarship and savings program administered by NYC Kids RISE Inc., a nonprofit, in partnership with the NYC Department of Education and the City of New York. NYC Kids RISE is neither affiliated with, nor an authorized distributor of, New York's 529 College Savings Program and does not solicit investments or provide investment advice. The City of New York and the NYC Department of Education offer no endorsement or recommendation about, and do not control, own or are affiliated with the NY 529 Program Manager and any particular college savings or other investment vehicle, including ones which families may learn about through the Save for College Program.