

MILTAX

To use MilTax software, you must first log in to your Military OneSource account. This document offers step-by-step instructions for creating accounts, troubleshooting access if you're having issues, and filing taxes via MilTax.

HOW TO CREATE A MILITARY ONESOURCE ACCOUNT:

1. Scroll to the footer of www.militaryonesource.mil and click "Create an Account."
2. Read the DoD Notice and Consent page, click the "I Agree" button if you agree to the terms, then click "Proceed to Login."
3. Fill out the form fields on the user registration page.
4. Select and answer three security questions.
5. Click the blue "Register" button on the bottom of the page.
6. Wait to be redirected and look for a green box noting your successful registration at the top of the following page.
7. Watch your inbox for an email from event_notifier@gcc.militaryonesource.mil.
8. Click the account registration link in the email.
9. Enter your email address and password on the login page.
10. Click "Login" right below where you entered the password.
11. Enter additional information to complete your user profile.
12. Associate your CAC or ECA credential into your account.
13. Click on the role(s) you play in the DoD and fill in the requested information.
14. Click the blue "Save and Continue" button to complete your account set-up.

Run into trouble? You can find answers on the [Account Login Frequently Asked Questions page](#), call [800-342-9647](tel:800-342-9647) for one-on-one help, or [submit a request for technical support](#).

THE SOFTWARE

The Military OneSource tax-filing software, MilTax, will not be available until January of 2023. The following steps may be used to create a MilTax account once the software becomes available. Your MilTax account is separate from your Military OneSource account, and you'll need to log in to Military OneSource every time you want to access MilTax.

HOW TO ACCESS YOUR MILTAX SOFTWARE ACCOUNT:

1. Go to MilitaryOneSource.mil/MilTax
2. Click the red button that says "Log in to Start."
3. On the login page, type your email address and password, then click "Login."
4. On the MilTax starter page, answer the question about VITA and any other questions.
5. Click "Continue to MilTax Software."
6. In the pop-up window, click "Access MilTax Software."
7. In the new window, log in to the software with an existing account or create a new one.

The followings are video links with additional instructions as to how to create the above Military OneSource and MilTax accounts.

https://m.youtube.com/watch?v=1pwCgHVZnus&feature=emb_logo

https://m.youtube.com/watch?v=cZUkptDauf0&feature=emb_logo

HOW TO FILE TAXES THROUGH THE MILTAX SOFTWARE:

1. **Personal Information:** Input all prompted personal information including, but not limited to, your name, address, your SSN, your spouse's name and SSN (as applicable), and your child(ren)'s name and SSN (as applicable). The software will then determine which filing status is appropriate.
2. **Income:** Input all prompted income information earned by you and your spouse (as applicable) derived from your W-2s, 1099s, and information from all other sources of income including businesses, rentals, sales, and investments. You **MUST** report all income gained during the prior year.
3. **Adjustments:** Input all information for the listed adjustments which may apply to you and your spouse (as applicable). Common adjustments include business expenses, mortgage interest paid, state and local taxes paid, and charitable donations to a tax-exempt non-profit organization.
4. **Deductions:** Input information for all listed deductions which may apply to you and your spouse (as applicable). You may choose between taking the standard deduction for your filing status, or your itemized deductions. For most people, the standard deduction (\$12,950.00 if filing single or married filing separate, \$25,900.00 if filing married filing joint, \$19,400.00 if filing as head of household) will exceed the amount of itemized deductions which you may claim, so it is often advantageous for most individuals to take the standard deduction instead of their itemized deductions.
5. **Credits:** Input information for all listed tax credits which may apply to you and your spouse (as applicable). The most commonly available credits are the earned income tax credit, the child tax credit, the child and dependent care credit, and credit for education expenses.
6. **Banking Information:** Input the account and routing numbers for the account into which you want your refund to be deposited. You may also elect to be paid by a check sent to your address. If you owe money, you may use the same information to pay immediately or delay your payment until the end of the regular tax season.
7. **Filing:** Click the prompted "send" button to file your federal and state taxes. If you are a military service member or a service member's spouse, you may file your state taxes through the state that your home of record is in, instead of the state in which you or your spouse are stationed. If either you or your spouse had any taxes withheld from income earned in a state that is not your home of record, it may be appropriate to file state taxes for that state as well in order to potentially have your withheld income returned.

For further guidance on how to file taxes with MilTax and IRS Free File, please see the following videos:

[Free Tax Prep Services - MilTax & IRS Free File Program - YouTube](#)

[How to File Your Taxes For Free | Step by Step | How to Receive a Fast Tax Refund - YouTube](#)