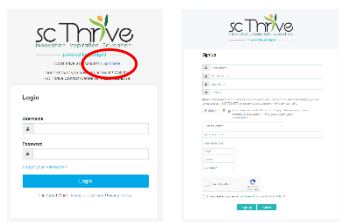


Self-Serve Tax Filing

Note: Self-Serve tax filing with Thrive Hub works best in Google Chrome browser. Use Google Chrome for the best experience.



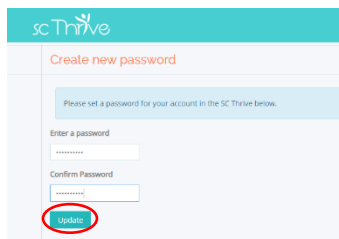
1. Visit scthrive.org/filetaxes
2. Click **File My Taxes** to open Thrive Hub



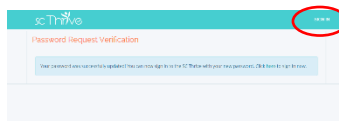
3. Create your Thrive Hub account by clicking the **Click here** hyperlink and complete the sign-up form
 - Already have a Thrive Hub account? Log into your account and skip to step 8. **Your login from a previous account in The Benefit Bank will not work.**



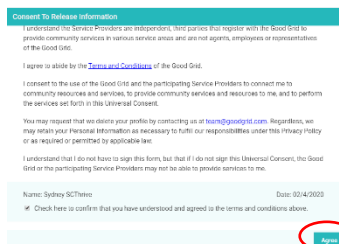
4. Verify your Thrive Hub account by confirming the email address you used to create your account. You can do this by opening the email from the SC Thrive Team and clicking the blue **Confirm** hyperlink.



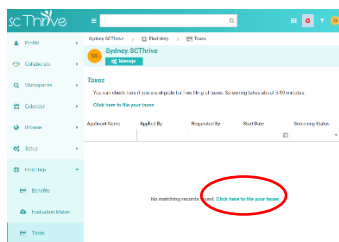
5. Create and confirm your Thrive Hub password. Then, click **Update**



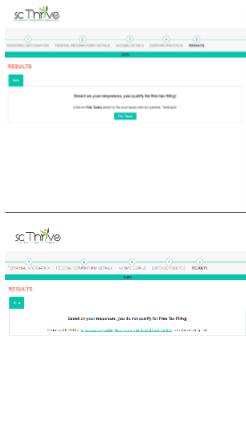
6. Click **Sign In** and then log into Thrive Hub



7. Read the *Consent to Release Information* and if you agree, **check the box at the bottom that you consent** and then click **Agree**

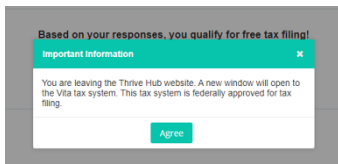


8. Click **Click here to file your taxes** to start the Tax Screener
 - **Why go through the Tax Screener?** Go through the Tax Screener to make sure you meet eligibility requirements and have necessary information to file your taxes. The Tax Screener also connects to Tax Slayer in a manner that provides free tax filing services. Entering Tax Slayer outside of the Tax Screener in Thrive Hub does not necessarily guarantee free tax filing services for eligible clients. You may be charged.

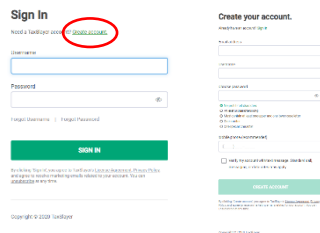


9. After entering in all pertinent information into the tax screener, Thrive Hub will provide one of the following messages:

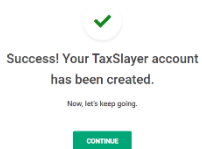
- **Based on your responses you qualify for free tax filing!** This means you meet eligibility requirements for free tax filing with SC Thrive. A link to Tax Slayer will pop up on the screen. This link also allows FREE tax filing in Tax Slayer. Entering Tax Slayer from any other link does not provide FREE tax filing from SC Thrive. You should continue to step #10.
- **Based on your responses you do not qualify for free tax filing!** This unfortunately means you **do not** meet eligibility requirements for free tax filing with SC Thrive, a link to tax filing services from the IRS will populate on the screen. You can find other options for tax filing through this link.



10. Click on the **File Taxes** button to open Tax Slayer. A pop-up will remind you that you are leaving Thrive Hub to open Tax Slayer. Click **Agree** to continue

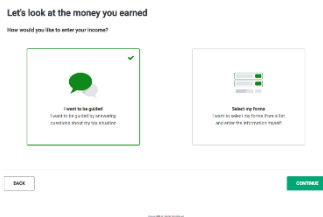


11. **Create an account for yourself in Tax Slayer.** It's helpful to use the same email and password you used for Thrive Hub



12. **Tax Slayer accounts need to be verified** with either an email or a text message, if you include a mobile number. Make sure you have access to the email or phone number you use for your profile. After verifying the account, you will get a screen that the account has been successfully created

13. **Sign the Tax Slayer disclosure** after reading and verifying that you agree to Tax Slayer's Use of Information agreement



14. Go through Tax Slayer to **enter in all the tax information** for your taxes. **When it asks if you would like to use Quick File, select No and Continue.** On the next screen, it asks if you want to select your forms or be guided. **Select I want to be guided and Continue** to start inputting income information

15. Follow the same process in step 14 for Deductions and follow the prompts on the screen to go through Other Taxes, Payments & Estimates, and Miscellaneous Forms

16. Follow the prompts on the screen for Health Insurance

17. **If you want to file South Carolina state income taxes, add the South Carolina state return and follow the prompts on the screen to complete the return**

18. Go through the summary and verify that the information is correct. You can also click **View/Print Return** to view the return

19. Continue to E-File Section

- If you are not e-filing, keep following instructions to access completed printed tax return forms

20. Verify the account once again with email or text message.

Are you ready to file your federal return?

21. Select **Yes** to file the federal return

How would you like to receive your federal refund of \$2,007?

22. Follow the prompts on the screen to enter refund information and review order summary.

23. Tax Slayer should never charge you as long as your account was created through the link in Thrive Hub. The only way you can access **FREE** tax filing from SC Thrive is through using the Tax Screener in Thrive Hub

24. Enter in banking information, as applicable

- If you are e-filing your return, continue to step 25
- **If you would like to print and mail your return**, enter in the banking information and then on the left-hand menu, click on **Summary/Print**. When you click on **Print your 2019 Tax Return** button in the middle of the screen, the tax return will have populated the refund information. You can now print two copies of the return and mail your return to the IRS and South Carolina Department of Revenue, if applicable. Skip to step 26

25. Continue the e-file process by verifying your identity with AGI/PIN information and then creating a 5-digit PIN for this year. Click **Submit**

26. **Print a copy of your tax return for your records.** Make sure you confirm that your federal return has been accepted by the IRS so you can address any issues that may have come up with a rejection. Tax Slayer will notify you of accepted or rejected tax returns.