

***** FREE TAX RETURN PREPARATION AND E-FILING *****

Call 442-6445 for more information.

HOURS OF OPERATION:

January 23, 2017 – April 15, 2017:

- Monday – Friday 0900-1630, Walk-in service: signed in by 1630 seen same day due to Bldg. 4700 being closed.

January 28, February 4, February 11, and February 18, 2017 (Saturday):

- Walk-in service: Saturday, 0900-1600, if signed in by 1630 seen same day due to Bldg. being closed.

Drop-off Service – Available January 20 – April 07** (To ensure timely processing for the 15th deadline.), 0900-1600 [Rentals and Sch. CEZ cannot be dropped off.]

INFORMATION NEEDED WHEN COMING TO TAX CENTER:

- Military ID Card (for both if joint return)
- Social Security Cards for everyone listed on the return
- All documents showing income received and/or taxes paid (For example: W-2, 1099R, 1099INT, 1099MISC, 1099G)
- Last year's return
- Proof of bank account & routing number (cancelled check, last year's return)
- Accurate amounts or receipts for: (all that apply to you)
 - Child and dependent care
 - Student loan interest
 - Educator expenses
 - Significant medical expenses
 - Mortgage interest/real estate taxes (Form 1098)
 - If purchased a new home—Signed HUD-1, orders if purchased with extension for deployed Soldiers
 - Tuition and book expenses
 - Moving expenses
 - Charitable contributions
 - Contributions to an IRA/Retirement Account

If you are married and/or have dependents:

- Social Security Card and accurate SSN and date of birth of all dependents
- POA (Power of Attorney) – If filing Married Filing Joint and spouse **WILL NOT** be present to sign
- If Married Filing Separate, **must have** spouse's SSN in order to E-file

Please Note: All Active Duty Army W-2's will not be available until the 24th of January.
All those personnel who PCS'd or have a travel W-2 due to them from DFAS will not have those W-2's until the 31st of January.
