

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

Call 442-6445 for more information.

HOURS OF OPERATION:

January 29, 2018 – April 16, 2018:

- Monday, Tuesday, Wednesday and Friday 0900-1600, Walk-in service: signed in by 1600 seen same day
- Appointments will be available each day.

February 3, 2018 – March 19, 2018:

- Saturdays 0900-1500.
- No walk-in service on Saturdays available this tax season.
- Appointments will be available at 0900, 1030, 1200, 1330 only on Saturdays.

Drop-off Service – Available January 26 – March 30** (To ensure timely processing for the 16th deadline.), 0900-1600

INFORMATION NEEDED WHEN COMING TO TAX CENTER:

- Military ID Card (for both if joint return)
- Social Security Cards for everyone listed on the return
- Healthcare verification Form 1095-A, B or C
- 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

****Verification of healthcare, Form 1095-A, 1095-B or 1095-C required for every dependent or E-File cannot be submitted.****

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 may not be available until the 25th of January.

All those personnel who PCS'd or have a travel W-2 due to them from DFAS may not have those W-2's until the 31st of January.
