



Get Ready for Tax Season

The Volunteer Income Tax Assistance (VITA) program offers **free** tax help to people who generally make \$54,000 or less.

Upper Valley - call 2-1-1 or visit NHTaxHelp.org. to schedule an appointment or (Toll-free outside of NH: 1-866-444-4211). Location - St. Paul's Church in WRJ; Windsor Resource Center in Windsor

Upper Windham County- call 1-800-464-9951 or 802-72-4575 – Location - SEVCA in Westminster

Please give your name, address, phone #, email address and specifics relative to your tax appointment. (*Homestead filing only; Renter's Rebate only; Federal Return and State(s) Returns to be done other than NH (no state return needed in NH for personal).*)

In order for us to prepare your tax return, you MUST bring the following:

- **If mailed to you, the intake questionnaire must be filled out prior to your appointment.**
- Proof of identification (photo ID) for filing (*if joint filing photo id for each*)
- Social Security cards for you, your spouse and each of your dependents
- An Individual Taxpayer Identification Number (ITIN) assignment letter may be substituted for you, your spouse and your
- Dependent(s) if you do not have a Social Security number
- Proof of foreign status, if applying for an ITIN
- Birth dates for you, your spouse and dependents on the tax return
- Wage and earning statements (Form W-2, W-2G, 1099-R, 1099-Misc) from all employers or SSA 1099s for retirement or disability statements
- Interest and dividend statements from banks (Forms 1099)
- Copies of last year's tax return both IRS and state, if applicable & available
 - If VT resident, Vermont Homestead Declaration – copy of tax bill
 - If VT resident, Renter's Rebate – Landlord Certificate(s)
- Proof of bank account routing and account numbers for direct deposit such as a blank check and/or Savings account information if want to join the SAVE YOUR REFUND Contest. (*to qualify – must have \$50 or more deposited into a separate savings account*)
- To file taxes electronically on a married-filing-joint tax return, both spouses must be present to sign the required forms
- Total paid for daycare provider and the daycare provider's tax identifying number such as their Social Security number or Business Employer Identification Number
- Health Insurance Information - Forms 1095-A, B and C or proof of health insurance

Thank you and we look forward to having another successful free tax preparation tax year.

Sincerely,

Leslie Wood, SEVCA VITA Tax Site Coordinator