

# Free Income Tax Preparation Checklist

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- ☐ Photo Identification, & Social Security Card  
OR ITINs for Every Individual on the Return

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- ☐ 2024 Tax Return

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- ☐ Marketplace Form 1095A if ACA Insured

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- ☐ All W2s, 1099s and Other Tax Forms  
All forms must be printed, no digital files

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- ☐ Bank Routing & Account Number for Refunds  
The IRS will no longer send checks

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## Need to Drop Off Your Documents?

**NOTE-**When your return is completed, you will be called with the results and EACH TAX PAYER WHO IS NOT A DEPENDENT FILER on the return will be required to return to the site to sign the e-file authorization form. **We CANNOT complete the e-file until this requirement is met.**

Include the following **required** documents:

- ☐ Completed & Signed IRS Forms

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- ☐ IRS 14446 Virtual VITA Taxpayer Consent

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- ☐ IRS 13614 Intake/Interview and Review Sheet

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Refunds may be delayed if information provided is not accurate and complete.