

Free Income Tax Preparation Checklist

- Photo Identification, & Social Security Card
OR ITINs for Every Individual on the Return
- 2024 Tax Return
- Marketplace Form 1095A if ACA Insured
- All W2s, 1099s and Other Tax Forms
All forms must be printed, no digital files
- Bank Routing & Account Number for Refunds
The IRS will no longer send checks

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
- IRS 14446 Virtual VITA Taxpayer Consent
- IRS 13614 Intake/Interview and Review Sheet

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