

Tax Preparation Checklist:

1. Necessary Documents:

- W2s for all jobs in 2015
- 1099s showing other income including unemployment, social security, schools loans, health care reimbursement, gambling winnings, state refunds, and contract work that is reported to the IRS.
- 1098s with payments you have made (student loans, etc.).
- 1095-A if you have received credit from the health insurance marketplace.
- Income/Interests Statements
- 2014 Tax return
- Checking account # for refund direct deposit

2. Additional documents for tax credit/reduction:

- Childcare Expenses
- Business/Education Expenses
- Charitable Donations
- Vehicle Information
- Mortgage and Property Tax Information
- Retirement/IRA

Additional Resources:

United Way “my free taxes” program:
<http://www.unitedway.org/myfreetaxes/>

IRS Free Tax Help and for more locations for assistance :
<http://irs.treasury.gov/freetaxprep/>

US Helpline:
1-855-698-9435

IRS:
1-800-829-1040



Georgetown Professional Park
20151 Office Circle
Georgetown, DE 19947
302-856-0038

FREE
TAX
HELP

Sponsored by the
United Way

Locations for
Assistance with
Filing in Person:

- **First State CAA-
Georgetown**

308 N. Railroad Ave
Georgetown, DE 19947
302-856-7761
T, W, Th: 9am-4pm
English, Spanish Services

- **DE Community
Reinvestment Action
Council**

20127 Office Circle
Georgetown Professional
Park
Georgetown, DE 19947
M: 5-8pm; S: 9am-3pm
English, Spanish Services

- **First State CAA-Long
Neck**

32980 Shoppes at Long
Neck
Millsboro, DE 19966
W: 12pm-8pm
English, Spanish Services

Taxes for 2015 are due Monday, April 18, 2016.

Need more time?

You may apply for a *six month extension* by completing Form 4868 and sending it to the IRS. If you owe money, you must still pay estimated amount when you file for extension to avoid additional penalties.



Do you make less than
\$62,000?

File taxes safely,
securely, and for free.

Go to:

www.myfreetaxes.com
for more information.

**If you do not have a
Social Security Number
and have earned money
in the US in 2015, you
must still file taxes.**

You will need an *Individual
Tax Identification Number*.

You may obtain this by
submitting Form W-7, your
tax return, and one or
more forms of

identification to the IRS.

You may get an ITIN
regardless of your
immigration status or
country of origin.

The IRS will not share your
information with the
Bureau of Citizenship and
Immigration Services or
Immigrations and Custom
Enforcement.