

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



100 W. 10th St., Suite 801
Wilmington, DE 19801
302-575-0696

FREE
TAX
HELP

Sponsored by the
United Way

Locations for Assistance with Filing in Person:

- **D.A.C.A. Financial Empowerment Program**
408 E. 8th St.
Wilmington, DE 19801
302-656-8200
M-F: 9am–7pm
English/Spanish Services
- **Ezion Mt. Carmel United Methodist Church**
800 N. Walnut St.
Wilmington, DE 19802
M: 8am-8pm; T, Th: 8am-4pm; S: 9am-4pm
- **Woodlawn Library**
2020 W. 9th St.
Wilmington, DE 19805
M, W, S: 10am-4pm; T: 3pm-8pm
English/Spanish Services
- **Bear Library**
101 Governors Place
Bear, DE 19701
W: 10am-8pm; Th, F: 10am-4pm

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.