

TAX PREPARATION CHECKLIST

1.PERSONAL INFORMATION Bring all documents below	
☐ Valid picture ID	
Taxpayer Identification Number: Social Security Card, Social Security Number verification letter, or Individual Taxpayer Identification Number (ITIN)	
2. PROOF OF INCOME	
Bring <u>all</u> documents that apply	
1099s for any other income received last year including unemployment income	
Statements for prizes, scholarships/fellowships, or lottery/gambling winnings	
 3. PROOF OF HEALTH INSURANCE Bring all documents that apply 1095-A and California Health Insurance Marketplace Statement, if you had coverage through the Marketplace (Covered California) 1095-B or 1095-C if you had other kinds of insurance or coverage 	
4. ADDITIONAL ITEMS	
Bring <u>all</u> documents that apply	
Checking and savings account information to have your refund directly deposited	
Tax return from last year, if available	
Child care expenses: provider's address, phone #, and federal tax ID #	
 Homeowners: 1098 mortgage statement and property tax bill Education: 1098-T college tuition and 1098-E student loan statements 	
Alimony paid or received - if your divorce was finalized before 2018	
Notices: IRS, state tax, Health Insurance Marketplace, or anything that says "IMPORTANT TAX	
DOCUMENT"	

Ready to file? Call our hotline at **888-434-8248** to make an appointment with an IRS-certified volunteer tax preparer at a location near you.







