AARP OFFERS FREE TAX SERVICES AT LOW

AARP Foundation Tax-Aide volunteers will again be providing free tax return service to the residents and neighbors of the Lake of the Woods community. This service is free to low and moderate-income taxpayers, especially those 50 and older, although we welcome all with few exceptions.

LOCATON: Lower level of the Lake of the Woods Clubhouse.

HOURS OF OPERATION – BY APPOINTMENT ONLY. Every Friday 10:00a.m to 2:00p.m. and Saturday 9:00a.m. to 2:00p.m. February – through April 16.

APPOINTMENT: Call 540-268-8837. If no answer, leave name, phone number and best time to call. **Please do not call for an appointment until you have all your documentation.** Walk-ins are only accepted if time allows and appointments will be handled on a priority basis. However, having an appointment is recommended

ORGANIZE YOUR REORDS: In order to handle all clients timely, we schedule an hour for each appointment. With all necessary documents on hand we can process your return in an orderly and time-saving manner. Missing records will delay the process and will typically involve a second appointment to complete the return. All filings will be done electronically, and you will receive a copy.

At a minimum, please bring the following records if they apply to you.

<u>Documentation you need to bring to the site:</u>

1. Social Security cards for each member of the family.
2. Picture ID for each spouse, such as a driver's license.
3. Last year's tax records.
4. All W-2 and 1099 forms.
5. Information for all other income received (e.g., unemployment, gambling, winnings, etc.)
6. Information for all tax deductions and credits. If claiming medical, be sure to add up your mileage, prescriptions, doctors, etc. before you come.
7. Total paid to day care provider and provider's tax ID number (preferable in a letter from provider)
8. Proof of account for direct deposit of refund.
9. If you have received medical insurance through the Marketplace (to comply with the Affordable Care Act), you need your Form 1095-A. Additionally, if you have received or been offered health coverage through your employer, you should have received either Form 1095-B or Form 1095-C, depending upon the size of your employer.

<u>Services We Do Not Provide</u>

Our tax counselors must be certified every year and we will be able to prepare tax returns for the vast majority of people seeking our assistance. Be aware, however, that some returns will be out of scope and you may be directed to seek professional tax preparers. Items that are out of scope include, but are not limited to the following situations:

- Schedule C (Business Profit and Loss) where losses or expenses exceed $25,000.
- Complicated Schedule D (Capital Gains & Losses) without proper paperwork
- Schedule E (Rental Property) with depreciation.
- Schedule F (Farm Income)
- Schedule K-1 that involves depreciation or deductible expenses.
- Forms 2106 (Employee Business Expenses), 3903 (Moving Expenses), and 8615 (Minor's Investment Income) to determine family income for ACA.