

## FREE INCOME TAX PREPARATION



## FOCUS: HOPE

**1300 Oakman at Linwood, Detroit 48238**  
*Inside the Food Center*

**Mondays - Fridays, 9 am. to 3 p.m.**  
**Sat. 1/26 & 2/2 only, 9 a.m. to 3 p.m.**  
**Jan. 26 - April 15**  
**(Closed 1/28 & 2/4)**

**Also a Taxes on the Go Option†**

## SERVICES

- Preparation of federal, state and city income taxes
- File all of the Tax Credits for which you are eligible  
(*Earned income, home heating, property tax, dependent care, and more*)
- E-Filing and Direct Deposit

## ELIGIBILITY

- Household annual income is less than \$55,000

**†TAXES ON THE GO OPTION —**  
*Can't wait? Drop your tax work off, go, and pick it up later.*

***Walk-in service.***  
***First-come, first-served.***  
***This site fills up fast.***  
*Depending on volume, we may not be able to serve everyone on any given day.*

**For other free tax locations, call 313-556-1920 or go to**  
**[www.accountingaidsociety.org](http://www.accountingaidsociety.org)**

## FREE DIY Taxes Online

If you make up to \$66,000, file your own taxes for free online. Visit [accountingaidsociety.org](http://accountingaidsociety.org).  
We offer a free technical support Hotline to make filing easy!

# TAX PREP CHECK LIST

## IDENTIFICATION/SOCIAL SECURITY NUMBERS

- ☐ ID: Driver's License or State ID for yourself and spouse
- ☐ Social Security card for yourself, spouse and each dependent
- ☐ Taxpayers filing a joint return must both be present when the tax returns are prepared. Both spouses must sign a joint tax return.

## INCOME STATEMENTS OR FORMS (all that apply)

- ☐ A copy of last year's return
- ☐ Wages (all Forms W-2)
- ☐ Unemployment (Form 1099-G)
- ☐ Pension (Form 1099-R)
- ☐ Social Security (Form SSA-1099)
- ☐ Supplemental Security Income (SSI), Letter from SSA
- ☐ Interest/Dividends (Form 1099-INT or 1099-DIV)
- ☐ DHS Assistance (DHS Client Annual Statement)
- ☐ Child Support (Child Support Annual Statement)
- ☐ Gambling/Lottery Winnings (Form W-2G)
- ☐ Miscellaneous Income (Form 1099-MISC)
- ☐ Any other income documentation you may have

## PROOF OF EXPENSES (all that apply)

- ☐ Mortgage Interest (Form 1098)
- ☐ Medical or HMO Premiums paid for self and any family members
- ☐ Affordable Care Act Statements (all that apply)
  - Form 1095-A Health Insurance Marketplace
  - Form 1095-B Health Coverage
  - Form 1095-C Employer-Provided Insurance
- ☐ Dependent care expenses
- ☐ Student loan interest or tuition and course materials
  - Form 1098-E or 1098-T
  - and account transcript from school

## AMOUNT OF ANNUAL HEATING COSTS—for the Michigan Home Heating Credit

- ☐ The amount you were billed for heating your home from 11/01/2017 to 10/31/2018. This information should be on your Dec. or Jan. utility bill. If you cannot find it, contact your heat provider. **The Home Heating Credit is available for renters as well as homeowners.**

## HOMEOWNERS—for the Michigan Homestead Property Tax Credit

- ☐ The 2018 taxable value of your home
- ☐ A complete copy of your summer and winter property tax bills for 2018

## RENTERS—for the Michigan Homestead Property Tax Credit

- ☐ Your lease or rental contract
- ☐ Rent receipts for 2018
- ☐ Your landlord's name and address

## DIRECT DEPOSIT: FASTEST AND SAFEST WAY TO RECEIVE YOUR REFUND

- ☐ Your bank or credit union name
- ☐ Routing number
- ☐ Account number (must show proof)

## FINANCIAL TIPS!

- ✓ **No debit card? No problem!**  
Get a debit card at a tax site and have your refund sent directly to your new card.
- ✓ **Put a plan in place for your tax refund**  
Work with a personal financial coach to help you set and meet your goals.
- ✓ **Solve an issue with the IRS**  
Our Low Income Taxpayer Clinic may be able to help.
- ✓ **Thinking of starting your own small business?**  
Let us help with record keeping techniques from our small business financial services program.