



New York
Public
Library



Free Income Tax Preparation at

NYPL's Grand Central Library

135 E 46th St., between Lexington & 3rd Aves, 2nd floor, Teen Central

Every Saturday Feb. 3rd through Apr. 14th

Come early!

Doors open at 10 am. AARP *Tax-AIDE* closes at 2 pm.

We will close the Intake Line prior to our announced closing time once we have reached service capacity for that day.

If we are unable to accommodate you on your first visit, you can return another day or visit another of our over 35 sites in Manhattan or 3 sites in the Bronx. (www.aarp.org/tax help)

Our AARP volunteers, who are certified by the IRS, will prepare both federal and state returns for people of all ages with low to moderate incomes. Tax returns will be prepared using computers, and E-filed.

THE TAXPAYER SHOULD:

Wait until all tax forms pertaining to 2017 are received.

(Brokerage statements sometimes are not received until March)

Plan to stay a while:

A Counselor will do an intake interview, let you know if we can prepare your return, and help organize your documents.

A Preparer will prepare the tax return.

A Quality Reviewer will review the entire return to check for accuracy, provide you with a copy of your tax return, and efile your return with your permission.

See the back of this flyer for information you will need to bring!

Be Prepared! Bring the following:

- **Government Issued Photo ID**
- **Social Security Card or Social Security Statement for you**
- **ORIGINAL Social Security Card for any dependent.**

All Income related items

- W-2 forms from all employers
- Unemployment compensation statements
- SSA-1099 if you were paid Social Security benefits
- All 1099 forms (1099 INT, 1099 DIV, 1099 B, 1099 Misc, etc)
- Documentation of purchase price for asset sales

All Deduction related items

- All receipts or canceled checks or totaled summaries, if itemizing deductions
 - Dependent care provider information (Name, Employer ID or Social Security number, amount paid)
 - All forms and documents indicating federal income tax paid
- **Form 1095A, regarding health insurance, if you purchased health insurance through the Marketplace**

Although we can do most common returns, generally, we cannot prepare

Schedule C (Business/Self Employment) if NET loss, or certain other circumstances

Schedule E (*Rental Property with Expenses*)

Form 2106 (*Employee Business Expenses*)

Form 3903 (*Employee Moving Expenses*)

Schedule K-1 *other than interest, dividends, capital gains and royalties*

Returns prior to 2014

The Volunteer Protection Act requires that our volunteers stay in the scope of the program. If Tax Preparers feel they do not have adequate knowledge or your return is too complex, you may need to seek another qualified counseling program or more likely, paid tax assistance.

Our volunteers are looking forward to bringing this service to NYPL's Grand Central Library.



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