

**MONMOUTH COLLEGE STUDENTS TO OFFER FREE
TAX PREPARATION AND E-FILING BEGINNING JANUARY 31ST**

VITA SCHEDULE

First two weeks:

Room 308, McMike Academic → { Monday, Jan 31 & Feb 7, 4 – 7 p.m.
700 E. Broadway, Monmouth { Wednesday, Feb 2 & Feb 9, 4 – 7 p.m.
(building kitty-corner to Wells Theatre) { Thursday, Feb 3 & Feb 10, 4 – 7 p.m.

Warren County Library → Saturday, Feb 5 & Feb 12, 1 – 4 p.m.
69 Public Square, Monmouth

Beginning the third week, Monday, Feb 14 until April 13:

Room 308, McMike Academic → Each M & W, 4 – 7 p.m.
Warren County Library → Each Saturday, 1 – 4 p.m.

VITA will not be in session during the college's spring and Easter breaks:

Sat, Mar 5	Sat, Mar 12
Mon, Mar 7	Sat, Mar 26
Wed, Mar 9	Mon, Mar 28

WHAT TO BRING

- **Social security cards for each person listed on the return (includes taxpayer, spouse, and all dependents). THIS IS REQUIRED!** The only alternative would be a letter from the social security administration indicating the number; or if you e-filed with us last year, your last year's return containing form 8453 (signature document) and no problems with the social security numbers.
- All documentation on income such as W-2s and 1099s.
- Last year's returns. This is necessary if the taxpayer itemized last year and now has a state refund to be added back to income.
- Voided check if the taxpayer wishes direct deposit of the refund. If the direct deposit is to a savings account, a document that indicates the number. This is also a must. The account must be in the taxpayer's name!
- All information related to deductions such as medical, real estate taxes, mortgage interest, and charitable expenditures if the taxpayer wishes to itemize.
- Social security number or tax identification number of all daycare providers if the dependent care credit is desired.
- Tax-free childcare benefits provided through an employer.
- Divorced couples: If the noncustodial parent is taking the dependent exemption, need form 8332 signed by the custodial parent or copy of applicable page of divorce agreement (these must be filed with the return, whether e-filed or not).

- Information on contributions to Individual Retirement Accounts (IRAs).
- For stock transactions: need purchase date and cost basis as well as sale date and sale price **(note that VITA will not prepare a complex Schedule D).**

Other items taxpayers need to know or be aware of when they come to the VITA site:

- **Both spouses must be present if they are going to e-file a joint return.**
- Are you being claimed as a dependent on someone else's return?
- Who is claiming the Earned Income Tax Credit (EITC) for a child if parents are not filing jointly?

VITA WILL NOT

Prepare or e-file a return for a small business (Schedules C and F). However, we can do a Schedule C-EZ for nonemployee income.

Prepare or e-file a return for rental property (Schedule E).

Prepare or e-file a complex Schedule D (capital gains/losses).

Prepare or e-file a form 8606 (nondeductible IRAs)

Prepare or e-file a form 8615 (minor's investment income)

For questions regarding this service, you may call Professor Peterson at 309-457-2365.