



820 Jordan Street, Suite 370, Shreveport, LA 71101

318.677.2504, www.unitedwaynwla.org

FREE TAX PREPARATION

What do I need to bring to a VITA Site or to file my taxes?

1. Proof of identification (photo ID)
2. Social Security cards for you, your spouse and dependents
3. An Individual Taxpayer Identification Number (ITIN) assignment letter may be substituted for you, your spouse and your dependents if you do not have a Social Security number
4. Proof of foreign status, if applying for an ITIN
5. Birth dates for you, your spouse and dependents on the tax return
6. Wage and earning statements (Form W-2, W-2G, 1099-R, 1099-Misc) from all employers
7. Interest and dividend statements from banks (Forms 1099)
8. Health Insurance Exemption Certificate, if received
9. A copy of last year's federal and state returns, if available
10. Proof of bank account routing and account numbers for direct deposit such as a blank check
11. To file taxes electronically on a married-filing-joint tax return, both spouses must be present to sign the required forms
12. Total paid for daycare provider and the daycare provider's tax identifying number such as their Social Security number or business Employer Identification Number
13. Forms 1095-A, B and C, Health Coverage Statements
14. Copies of income transcripts from IRS and state, if applicable

####

About United Way of Northwest Louisiana

For nearly 100 years, United Way of Northwest Louisiana has improved lives of individuals in our community. The organization fights for the education, health, and financial stability for everyone, while helping those in crisis. United Way of Northwest Louisiana serves agencies throughout a ten parish region, and operates eight human service programs of their own. Each United Way organization operates independently of each other and makes decisions by local leaders.