

Earn Keep Save **MORE**

Tax Time Is Here!!

Don't miss out on your tax savings this year!!

Don't pay someone to prepare your taxes. Find a Volunteer Income Tax Assistance (VITA) site near you to **get your taxes done for free.** If you earn less than \$48,000, a VITA site can save you money! If you are used to doing your taxes yourself, you can use the **free** on-line tax preparation service at I-CAN! E-FILE. Go to www.PHInational.org/taxes for more information, or pick up an **Earn, Keep, Save MORE** brochure at your workplace.

Do yourself a favor! When you use one of these free services, you'll save money and get your refund fast—usually in 7–10 days using direct-deposit. If you don't have a bank account, many VITA sites can help you sign up for one so you can get your money safely and quickly.

Don't get caught in the "quick money" trap. Why pay someone to get your tax refund? When you get a refund anticipation loan, you pay outrageous interest, sometimes up to 200%. When you go to a VITA site or use I-CAN E-FILE, you keep **all** of your money at tax time.

Take the next step!

Starting in mid-January, find a VITA site near you by calling the IRS at **800-906-9887**.

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Tax preparation checklist

Items you need to bring to the VITA site to have your tax returns prepared. Please bring these items for **all** the individuals—your spouse and dependents—who will be on your tax return.

- Proof of identification.
- Social Security Cards for you, your spouse and dependents and/or a Social Security Number verification letter issued by the Social Security Administration.
- Birth dates to be listed on the tax return.
- If you are married and filing a joint tax return, to file taxes electronically both spouses must be present to sign the required forms.
- Wage and earnings statement(s) Form 2-3, W-2G, 1099-R from all employers for all jobs during the past year.
- Proof of Social Security or Social Security Disability Income.
- Interest and dividend statements from banks (Forms 1099).
- A copy of last year's Federal and State returns if available.
- Bank Routing Number and Account Number for direct deposit of your tax return. These numbers can be found on your checks.
- Total paid for day care provider and the day care provider's tax identifying number (the provider's Social Security Number or the provider's business Employer Identification Number).
- Rent receipts with name, address, and zip code of landlord, or proof of taxable value of home and amount of property taxes paid the previous year.

 **PHI** Quality Care THROUGH Quality Jobs

The **Earn, Keep, Save MORE** program is sponsored by PHI

(www.PHInational.org). For more information, contact Tameshia Bridges at 517.372.8310 or tbridges@PHInational.org.

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