

## WHAT DO I BRING TO MY TAX APPOINTMENT?

**IMPORTANT:** For your tax appointment, you must bring:

- Proof of identification (photo ID)
- Social Security cards for you, your spouse and dependents
- 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
- Proof of foreign status, if applying for an ITIN
- Birth dates for you, your spouse and dependents on the tax return
- Wage and earning statements (Form W-2, W-2G, 1099-R, 1099-Misc) from all employers
- Interest and dividend statements from banks (Forms 1099)
- Health Insurance Exemption Certificate, if received
- A copy of last year's federal and state returns, if available
- Proof of bank account routing and account numbers for direct deposit such as a blank check
- To file taxes electronically on a married-filing-joint tax return, both spouses must be present to sign the required forms
- Total paid for daycare provider and the daycare provider's tax identifying number such as their Social Security number or business Employer Identification Number
- Forms 1095-A, B and C, Health Coverage Statements
- Copies of income transcripts from IRS and state, if applicable

## POR TAX PREPARACION?

- Prueba de identidad (identificación con fotografía)
- La tarjeta de Seguro Social de usted, de su cónyuge y de sus dependientes
- La carta en donde se le asigna un número de identificación personal del contribuyente (ITIN, por sus siglas en inglés) puede utilizarse como sustituto para usted, su cónyuge y sus dependientes, si no tiene número de Seguro Social
- Prueba de condición de extranjero, si solicita un ITIN
- Fecha de nacimiento de usted, de su cónyuge y de los dependientes que figuran en la declaración de impuestos
- Comprobantes de salarios e ingresos (Formularios W-2, W-2G, 1099-R, 1099-MISC) de todos sus empleadores o pagadores
- Estados bancarios de intereses y dividendos (Formularios 1099)
- Certificado de Exención de Cobertura Médica, si lo recibió
- Copia de la declaración federal y estatal del año anterior, si las tiene disponibles
- Comprobante de número de tránsito y número de cuenta bancario para depósito directo, tal como un cheque en blanco
- Para presentar la declaración de impuestos conjunta electrónicamente, ambos cónyuges deben estar presentes para firmar los formularios necesarios
- Monto total pagado a proveedores de cuidados en guarderías y el número de identificación tributaria del proveedor, tal como el número de Seguro Social del proveedor o el número de identificación del empleador del negocio
- Formularios 1095-A, B o C, Estados de cobertura de salud
- Copias de transcripciones de ingreso de parte del IRS y el estado, si corresponde



United Way  
of Frederick County

[This tax preparation checklist](#) will help you ensure you have all required documents in advance of your appointment.

For important information on Individual Tax Payer Identification Numbers (ITIN), including how to renew yours if you haven't used it at least once on a federal tax return in the last three years or if your ITIN is expiring and needs renewed, [click here](#).

## WHERE IS MY APPOINTMENT?

629 N Market St Frederick, MD 21701 (Bernard Brown Community Room)

## WHAT IF I NEED TO RESCHEDULE?

To reschedule, please call 866-411-6803.

## WHO CAN I CONTACT FOR QUESTIONS?

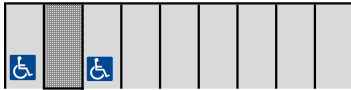
For questions, please contact VITA Program Manager, John Romani, at [jromani@uwfrederick.org](mailto:jromani@uwfrederick.org).



# Bernard W Brown Community Center - PARKING MAP



**Care Net Pregnancy Center of Frederick**  
707 N Market St, Frederick, MD 21701



Shaded parking spaces available  
**AFTER BUSINESS HOURS.**

**Care Net Business Hours:**

Sunday: CLOSED  
Monday: 10:00am – 2:00pm  
Tuesday: 11:00am – 5:00pm  
Wednesday: 10:00am – 2:00pm  
Thursday: 1:00pm – 8:30pm  
Friday: 10:00am – 2:00pm  
Saturday: CLOSED



| Entrance |            |
|----------|------------|
| 11       | NO Parking |
| 12       | NO Parking |
| 13       | NO Parking |
| 14       | NO Parking |
| 15       | NO Parking |
| 16       | NO Parking |
| 17       | NO Parking |
| 18       | NO Parking |
| 19       | NO Parking |

**Towing Enforced**

FREE PARKING - **Market Street** - FREE PARKING

## Welcome to the Bernard W Brown Community Center

When visiting, please enjoy the free parking along

**Market Street**  
**7th Street**  
**Lord Nickens Street**

If more parking is needed, our good neighbors at Whitesell Home Medical and Care Net Frederick have generously made some of their parking available **AFTER BUSINESS HOURS.**  
The available parking spaces are shaded on the map.  
Please **DO NOT PARK** in these areas **DURING BUSINESS HOURS.**

FREE PARKING - **7th Street**

FREE PARKING - **7th Street**



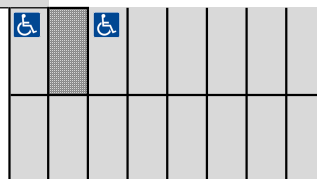
**Bernard Brown Community Center**  
629 N Market St Frederick, MD 21702

FREE PARKING - **Lord Nickens Street**

**Whitesell Home Medical**  
622 N Market St, Frederick, MD 21701



Entrance



Shaded parking spaces available  
**AFTER BUSINESS HOURS.**

**Whitesell Business Hours:**  
Sunday: CLOSED  
Monday: 8:30am – 5:00pm  
Tuesday: 8:30am – 5:00pm  
Wednesday: 8:30am – 5:00pm  
Thursday: 8:30am – 5:00pm  
Friday: 8:30am – 5:00pm  
Saturday: 8:30am – 2:00pm

|            |
|------------|
| NO Parking |
| NO Parking |
| NO Parking |
| NO Parking |
| NO Parking |

Entrance

|            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
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| NO Parking | NO Parking | NO Parking | NO Parking | NO Parking | NO Parking | NO Parking | NO Parking | NO Parking | NO Parking | NO Parking | NO Parking | NO Parking | NO Parking | NO Parking |
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**Towing Enforced**

FREE PARKING - **Market Street** - FREE PARKING