

VITA PROGRAM

What do I bring to my 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

[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.