# Examples of What To Bring

DSDHH - VITA Volunteer Income Tax Assistance

# Personal Information Examples

**Driver License** 

Social Security Card





# Personal Information Examples

#### Voided Check or Bank Account Information

#### Prior Year Tax Return

Ms Jane Doe 123 Main St Boulder, CO 80301		Date
Pay to the Order Of		\$
		Dollars 🙃
Memo		Signature
1 123456789 1 Routing	0987654321 <b>-</b> Account	1001

Filing status:	Department of the Treasury—Internal Reve	-	ed filing s		ately   H	lead of household		fving widow(e		ite or staple in this space.
Your first name and			ast name					,,,		cial security number
Your standard ded	luction: Someone can claim y	ou as a dep	pendent		You were	born before Januar	y 2, 1954	You	are blind	
If joint return, spou	se's first name and initial	L	ast name	•					Spouse's	social security numb
Spouse standard de:						ouse was born befo	ore January	2, 1954		ear health care covera empt (see inst.)
Home address (nu	mber and street). If you have a P.O. b	box, see in:	structions	s.				Apt. no.	President (see inst.)	ial Election Campaign You Spou
City, town or post	office, state, and ZIP code. If you have	ve a foreign	address	s, atta	ch Schedule	e 6.				han four dependents, and ✓ here ►
Dependents (se (1) First name	e instructions):		(2) Soc	ial sec	urity number	(3) Relationship	to you	(4 Child tax		for (see inst.): Credit for other dependent
oigii	der penalties of perjury, I declare that I have rect, and complete. Declaration of prepare								nowledge and	belief, they are true,
Here  Joint return? See instructions.	Your signature				,	Your occupation			If the IRS ser PIN, enter it here (see inst	nt you an Identity Protect
Keep a copy for your records.	Spouse's signature. If a joint return	n, <b>both</b> mu	st sign.	Date	•	Spouse's occupati	tion			nt you an Identity Protect
Paid	Preparer's name	Preparer	r's signat	ture			PTIN	F	irm's EIN	Check if:  3rd Party Designe
Preparer Use Only	Firm's name	•					Phone n	0		Self-employed
ode Offiny	Firm's address ▶									

# Personal Information Examples

#### Birth Date Document or Documentation



Form <b>13614-C</b> (November 2024)	Department of the Treasury - Internal Revenue Service Intake/Interview and Quality Review Sheet								OMB No 1545-1					
You will need:  Tax Information such as Forms W-2, 1 Social Security cards or ITIN letters for Picture ID (such as valid driver's licens	all persons on e) for you and	your tax retu your spouse			• You inf	u are respo ormation. rou have qu	es 1-6 of this nsible for the estions, ask	inform	S-certified	volunteer p	reparer.			
Volunteers are trained to provide h				ighest et	hical star						, email us	at ts.volt	ax@irs.gov	
Your first name (pronouns, optional)	M.I.	Last name					e of birth		ur job title					
Jane		Doe	10		-	11/1/198			cket Scier					
Spouse's first name <i>(pronouns, optio.</i> John	nal) M.I.	Last name	8			01/15/19	date of bir		ouse's jo	b title ket Scienti	ot.			
Mailing address		1300	Α	pt#	City	01/15/19/	×0	AI	iotner Koc	State	St	ZIP ∞	de	
Your telephone number	Spouse's tele	phone numb	oer E	mail add	ress (opti	ional)				or work in	two or m	ore states	in 2024	
Check if you or your spouse were	in 2024:		-		Legally	blind				You	∏ Sp	ouse	□ No	
A U.S. citizen	☐ You	□ Sp	ouse [	No			nently disa	bled	i	You	□ Sp		□ No	
In the U.S. on a visa	☐ You	□ Sp	ouse [	No	Issued	an identity	protection	PIN (IF	PPIN) I	You	☐ Sp	ouse	□ No	
A full-time student	☐ You	□ Sp	ouse [	No	Owners	or holders	of any dig	ital as:	sets [	You	□ Sp	ouse	□ No	
If due a refund, how would you like y Direct deposit Split refund between accounts	☐ Chee	k by mail			☐ Ban	k account	ance due, l		,	like to ma ☐ IRS.go ☐ Mail pa	v Direct F	ay		
Would you like to receive written com	☐ Othe munications		in a langua	age other			ent agreen	ient		You	lyment to □ So		П №	
What language				•		********								
Would you like information on how to	vote and/or h	ow to regist	er to vote							Yes	□ No			
Would you, or your spouse if married	filing jointly,	ike \$3 to go	to the Pres	idential E	lection C	ampaign F	und			You	☐ Sp	ouse	☐ No	
As of December 31, 2024, what was ☐ Never Married	☐ Marı					ried for all o		4 202		□ Yes	□ No			
□ Divorced		illy Separat				or the last s	ax monus c	202		_ res □ Widow				
Date of final decree		of separate									f spouse's	death		
To be completed by certified volum		V - C - F C - V - C	AND			their town	oturo.			7 Yes	□ No	_		
List the names below of everyone who spouse) AND anyone you supported	o lived with y	ou last year	(except you	-		er Yes or f				oe comple		ertified v	olunteer	
(mm/dd/yy) (d	elationship to you hild, parent, none, c.)	Number of months lived in your home in 2024	Single or Marrias of 12/31/202 (S/M)		Resident of U.S., Canador Mexico		Totally and permanently disabled	Is sued IPPIN	Qualifying child or relative of any other person	This person provided more than 50% of their own support	This person had less than \$5,050 of income	Taxpayer(s) provided more than 50% of support for this person	Tax payor(s) paid more the half the cost maintaining a home for this person	
Johnny Doe 05/30/2020 S	on													
Janey Doe 09/21/2022 D	aughter													
				_										

# Income Examples

Signature:

#### Wages

Copy B-To Be Filed With Employee's FEDERAL Tax Return.

This information is being furnished to the Internal Revenue Service.

#### a Employee's social security number Safe, accurate, Visit the IRS website at OMB No. 1545-0008 FAST! Use www.irs.gov/efile. b Employer identification number (EIN) 1 Wages, tips, other compensation c Employer's name, address, and ZIP code 4 Social security tax withheld 3 Social security wages 5 Medicare wages and tips 6 Medicare tax withheld 8 Allocated tips 7 Social security tips 10 Dependent care benefits d Control number e Employee's first name and initial Suff. 11 Nonqualified plans 12a See instructions for box 12 12d f Employee's address and ZIP code 15 State Employer's state ID number 16 State wages, tips, etc. 17 State income tax 18 Local wages, tips, etc. 19 Local income tax 20 Locality name 2024 **Wage and Tax Statement** Department of the Treasury-Internal Revenue Service

# Gambling

OMB No. 1545-0238	2 Date won	vinnings	1.0	or town, state or province, country,	PAYER'S name street address of
Form W-2G	L Date worl	viillings	' ''	i town, state or province, country,	and ZIP or foreign postal code
Certain			\$		
Gambling	4 Federal income tax withheld	er	3 T		
Winnings	\$				
(Rev. December 2023)	6 Race		5 T		
For calendar year					
20	8 Cashier	identical wagers	7 V		
			\$	PAYER'S telephone no.	PAYER'S TIN
	10 Window	TIN	9 V		
For Privacy Act and Paperwork					
Reduction Act					
Notice, see the current General	12 Second identification no.	cation no.	11 F		WINNER'S name
Instructions for					
Certain Information Returns.	14 State winnings	ate identification no.	13 8		Street address (including apt. no.)
	\$				
File with Form 1096	16 Local winnings	e tax withheld	15 8	ry, and ZIP or foreign postal code	City or town, state or province, co
Invantage and to make the same of	\$		\$		
Copy A	18 Name of locality	e tax withheld	17 L		
For Internal Revenue Service Center			\$		

Form W-2G (Rev. 12-2023) Cat. No. 10138V www.irs.gov/FormW2G Department of the Treasury - Internal Revenue Service

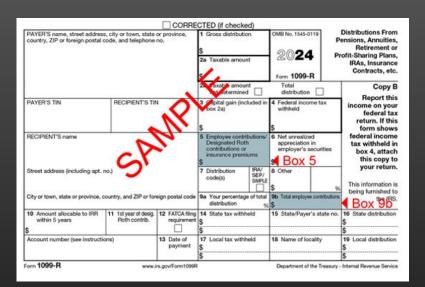
Date:

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

# Income Examples

#### Retirement

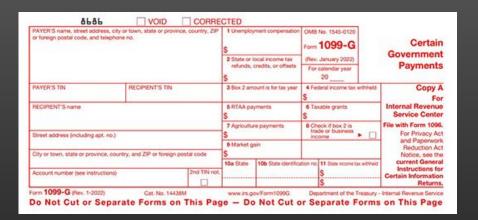
#### Social Security Benefits



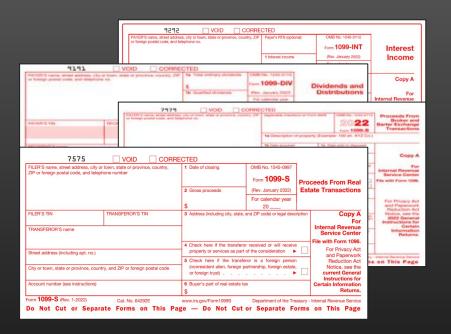
# FORM SSA-1099 — SOCIAL SECURITY BENEFIT STATEMENT 2023 • PART OF YOUR SOCIAL SECURITY BENEFITS SHOWN IN BOX 5 MAY BE TAXABLE INCOME. Box 1. Name Box 2. Beneficiary's Social Security Number Box 3. Benefits Paid in 2023 Box 4. Benefits Repaid to SSA in 2023 Box 5. Net Benefits for 2023 (Box 3 minus Box 4) DESCRIPTION OF AMOUNT IN BOX 3 Box 6. Voluntary Federal Income Tax Withheld

# Income Examples

#### State Refund/Unemployment



#### Investment Income



# Self-Employment Examples

# Self-Employment Income

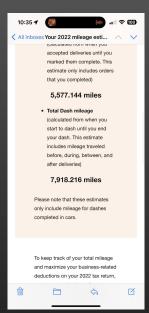
#### Miscellaneous Income

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.			OMB No. 1545-0116 Form <b>1099-NEC</b> (Rev. January 2024)	Nonemployee Compensation
			For calendar year	
PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compe	nsation	Copy B
	11	\$		For Recipient
RECIPIENT'S name		2 Payer made direct s consumer products	This is important tax information and is being furnished to the IRS. If you are	
		3		required to file a return, a negligence penalty or other
Street address (including a	apt. no.)			sanction may be imposed on
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax	withheld	you if this income is taxable and the IRS determines that it has not been reported.
only or town, state or pro-	oc, county, and an oriong, postal cour	5 State tax withheld	6 State/Payer's state no.	7 State income
Account number (see instr	uctions)	\$		\$
		\$	†	

PAYER'S name, street add or foreign postal code, and	ress, city or town, state or province telephone no.	e, country, ZIP	1 Rents	OMB No. 1545-0115	
			\$	Form 1099-MISC	Miscellaneous
			2 Royalties	(Rev. January 2022)	Information
			\$	For calendar year 20	
			3 Other income	4 Federal income tax wit	thheld Copy 1
			\$	\$	For State Tax
PAYER'S TIN	N RECIPIENT'S TIN		5 Fishing boat proceeds	6 Medical and health ca payments	Department
			\$	\$	
RECIPIENT'S name			7 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale	8 Substitute payments in of dividends or interest	
Street address (including a	pt. no.)		9 Crop insurance proceeds	10 Gross proceeds paid attorney	to an
			\$	s	
City or town, state or proving	nce, country, and ZIP or foreign po	stal code	11 Fish purchased for resale	12 Section 409A deferral	s
			\$	\$	
		13 FATCA filing requirement	14 Excess golden parachute payments	15 Nonqualified deferred compensation	
			\$	\$	
Account number (see instru	uctions)		16 State tax withheld	17 State/Payer's state no	o. 18 State income
			\$		\$
			\$		\$

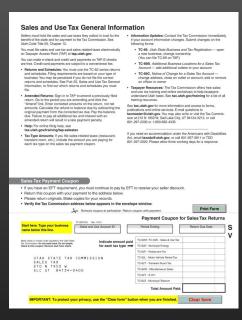
# Self-Employment Examples

#### Mileages



# Mileage Tracker Total Reason Location Start Ston Miles Location

#### Taxes Paid



#### College Tuition

#### Student Loan



	volD CORR ne, street address, city or town, state or ign postal code, and telephone number	ECTED	OMB No. 1545-1576	0
			2023	Student Loan Interest Statement
			Form 1098-E	
CIPIENT'S TIN	BORROWER'S TIN	1 Student loan interest received	d by lender	Copy A
		\$		For
ORROWER'S name				Internal Revenue Service Center
				File with Form 1096.
reet address (including apt	no.)			For Privacy Act and Paperwork Reduction
y or town, state or province	e, country, and ZIP or foreign postal code			Act Notice, see the 2023 General Instructions for
count number (see instruc	tions)	Check if box 1 does not incluand/or capitalized interest, ar before September 1, 2004		Certain Information Returns.

# Marketplace Insurance

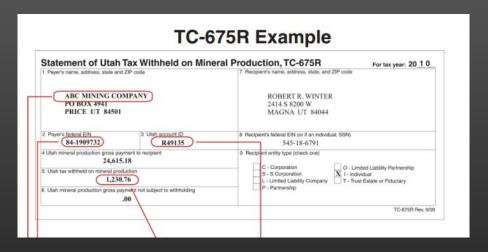
Daycare

Form 1095-A	Health	nsurar	ce Marketplac	e Statement	VOI	D	OMB No. 1545-2232	
Department of the Treasury Internal Revenue Service				ur tax return. Keep for your records. CORRE				
Part I Recipien	t Information				101			
1 Marketplace identifier		2 Marketpi	ace-assigned policy number	3 Policy issuer's na	me			
4 Recipient's name				5 Recipient's SSN		6 Recipient's date of birth		
7 Recipient's spouse's name				8 Recipient's spous	e's SSN	9 Recipient's spouse's date of		
10 Policy start date 11 Policy te		rmination date	12 Street address (in					
13 City or town		14 State or	province	15 Country and ZIP of		l code		
Part II Covered	Individuals							
A. Cove	red individual name		B. Covered individual SSN	C. Covered individual date of birth	D. Coverage start d		E. Coverage termination de	
16								
16 17								
17		,						

A4.A5 & Us Letter / Instant Download

	PROVIDER INFO
Provider's Name: ——	
Provider's Address: —	
Provider's Email:	
Provider's EIN or Social	Security Number:
	FAMILY INFO
Parent's Name/s:	
Parent's Address:	
Parent,s Email: ———	
	CHILD INFO
Children's Name: ——	

My 529 Charity





#### Medical

#### Patient Name - Billing Summary **Total Expenses** AB Medical Center ER, Radiology \$6,874.90 AB Medical Clinics LLC Office Visit \$441.75 AB Pain Centers - Bellevue Chiropractic treatment, massage therapy \$8,463.01 \$15,779.66 Total AB Medical Center 11/15/YYYY ER \$2,339.00 11/15/YYYY \$365.20 11/15/YYYY CT of cervical spine \$1,716.00 11/15/YYYY CT of cervical spine \$166.80 11/15/YYYY CT of humbar spine \$2,132.00 11/15/YYYY \$155.90 CT of lumbar spine Total \$6,874.90

#### Mortgage and Real Estate

RECIPIENT'S/LENDER'S name, street province, country, ZIP or foreign post.		*Caution: The amount shown may not be fully deductible by you. Limits based on the loan amount and the cost and value of the secured properly may apply. Also, you may only deduct interest to the extent it was incurred by you, actually paid by you, and not reimbursed by another person.  1 Mortgage interest received fit	OMB No. 1545-1380 Form <b>1098</b> (Rev. January 2022) For calendar year 20 om payer(s)/borrower(s)	)*	Mortgage Interest Statement
		\$			For Payer
RECIPIENT'S/LENDER'S TIN	PAYER'S/BORROWER'S TIN	Outstanding mortgage principal	3 Mortgage origination	n date	Borrower The information in boxes 1 through 9 and 11 is
		4 Refund of overpaid interest	5 Mortgage insurance premiums		important tax information and is being furnished to
PAYER'S/BORROWER'S name		\$	\$		the IRS. If you are required to file a return, a negligence
		6 Points paid on purchase of p	rincipal residence		penalty or other sanction
		\$		may be imposed on you if the IRS determines	
Street address (including apt. no.)		7  If address of property se as PAYER'S/BORROWER'S ac the address or description is er		that an underpayment of tax results because you overstated a deduction for this mortgage interest or for	
City or town, state or province, country, and ZIP or foreign postal code		8 Address or description of pro	operty securing mortgag	ge	these points, reported in boxes 1 and 6; or because you didn't report the refund
9 Number of properties securing the mortgage	10 Other				of interest (box 4); or because you claimed a nondeductible item.
					11 Mortgage
Account number (see instructions)					acquisition date
Form <b>1098</b> (Rev. 1-2022)	(Keep for your records)	www.irs.gov/Form1098	Department of the T	reasury -	- Internal Revenue Service

### Classroom Expenses

(Only for K-12 Teachers)

TEACH	IER & I	EDUCAT	ION PROFESSIONALS				
Professional Fees & Dues			Travel - Out of Town				
Alumni Dues	\$	3,621.00	Airfare				
Association Dues	\$	2,365.00	Car Rental				
Credentials			Parking	\$	500.00		
Parent Teacher Groups			Taxi and Train				
School and Union Dues			Bus & Subway	\$	471.00		
Other:			Lodging (do not combine with meals)				
			Meals (do not combine with lodging)				
Continuing Education			Porter, Bell Captain				
Correspondence Course Fees			Laundry				
Course Registration			Bridge & Highway Tolls				
Lab Fees			Telephone Calls (including home)				
Materials & Supplies			Other:				
Photocopy Expense							
Reference Material			Classroom Supplies				
Research Expenses			Arts & Crafts Materials				
Seminar Fees			Audio Visual Rentals				
Textbooks			Audio Visual Supplies				
Transcripts			Books and Music				
Tuition			Classroom Decorations				
Other:			Computer Software				

# Other Documents

Contact us if you have other documents you feel will impact your tax returns



# Contact

Email: DSDHHVITA@utah.gov

We'll see you soon!

Happy Tax Season!