

FREE TAX PREPARATION

Electronically prepare your 2013 to 2016 taxes

AT

El Programa Hispano Católico

January 25th - April 18th, 2017*

Wednesdays: 3:30pm-7:30pm
Thursdays: 3:30pm-7:30pm
Saturdays: 8:00am-1:00pm
Sundays: 8:00am-1:00pm

*We will be open Tax Day April 18th 3:30-7:30pm

**WE WILL HAND OUT NUMBERS FIFTEEN
MINUTES BEFORE THE INDICATED START TIME**



THE STEPS OF OUR TAX PREPARATION SERVICE ARE:

1. We provide numbers **15 minutes before start time** in order of arrival to the number of clients we are able to serve that day. If you do not receive a number we would be happy to help you another day.
2. After you receive a number you will receive help with your intake forms if needed.
3. When it is your turn your tax return will be prepared by one of our volunteer Tax Preparers.
4. Lastly, you will receive a last review of your tax return by one of our volunteer Quality Reviewers.

PLEASE KEEP IN MIND BEFORE YOUR VISIT:

1. We serve a large number of low-income taxpayers and are working very hard to provide you quality service. Wait times will vary and can be long so please come prepared, including with food, drinks, etc.
2. We do not provide child care. If you bring your children they should stay with you at all times.

****PLEASE SEE OTHER SIDE OF FLYER FOR THE LIST OF REQUIRED DOCUMENTS TO BRING
AND FOR INFORMATION IF YOU NEED TO APPLY FOR OR RENEW AN ITIN NUMBER****



El Programa Hispano Católico (503) 669-8350
138 NE 3rd St. Suite 140 Gresham, OR. 97030 (between Roberts and Hood Ave.)
- This institution is an Equal Opportunity provider -

Required documents to bring to receive services:

(those documents that apply to you)

- ◆ Photo ID (**required for all taxpayers, including if you've previously received services here**)
- ◆ **Original** Social Security and/or ITIN cards for you, your spouse and all dependents (**required for all taxpayers, including if you've previously received services here**)
- ◆ Copy of last year's tax return
- ◆ Form W-2 and/or 1099-MISC for every job held in 2016
- ◆ Information regarding healthcare coverage in 2016 for you, your spouse and all dependents if you had coverage (you may receive Forms 1095-A, 1095-B or 1095-C)
- ◆ Record and documentation of all income received and expenses paid in 2016 if self-employed
- ◆ Information regarding the amount of money you were paid in cash or personal check in 2016
- ◆ Form 1099-INT and/or 1099-DIV (to report interest)
- ◆ Form 1098 (home mortgage interest and property taxes paid), list of unreimbursed medical expenses and proof of your charitable contributions (in the case you itemize your deductions)
- ◆ Information (name, address, SSN or ITIN number) of the person who provides care to your child and/or dependent, how much you paid in 2016, and copies of receipts
- ◆ Form 1098-T and any other record showing higher education expenses paid and scholarships received in 2016 for you, your spouse and dependents
- ◆ Proof and/or the amount of money you sent to your dependents in Mexico in 2016
- ◆ For a Direct Deposit of your refund you must bring a check or other record from your bank that includes your account number (does not include ATM card)

Do you need to apply for or renew an ITIN number?

If you need to apply for a new ITIN or renew a current ITIN for you, your spouse or your dependent that lives in the US, Mexico or Canada El Programa Hispano Católico can help!

Before arriving for ITIN services please call for more information and to register:

To **renew your current** ITIN number: (503) 489-6845

To **apply for a new** ITIN number: (503) 489-6814