

YOUR 2023 TAX PREP GUIDE

STEP ONE: Call 2-1-1 to schedule an appointment for **FREE TAX PREP SERVICES** 888-696-9211.

Primary Services

FREE Tax Preparation Assistance

Description

Provides **free in-person tax preparation for income eligible taxpayers.**

PROGRAM IS VOLUNTEER OPERATED. **Your patience and kindness are appreciated.**

***** No multi-year tax returns will be prepared until after March 1st, 2023.**

****If a client is more than 5 minutes late to their appointment, they must forfeit the appointment.**

NEW TAX PREPARATION LOCATION: The BFNC's VITA headquarters have moved from 45 Jewett Avenue to the **BFNC Westminster Community House at 419 Monroe Street, Buffalo, NY 14212**

CALL - Call 2-1-1 to schedule an appointment.

888-696-9211

BFNC staff and volunteers will be available to assist VITA clients.

Hours

Appointments available February 1st – April 18, 2023

TIMES: Tuesday-Thursday, 4:30pm-7:30pm

Saturday, 9am-1pm.

WHO WE SERVE: Eligibility

Individuals with household income of **\$58,000 or less.**

Service Area: Erie County.

Intake Process

Call 211 to schedule an appointment.

WHAT TO BRING? The following documents must be brought to the appointment:

- Proof of identification (photo ID)

- **CURRENT TELEPHONE NUMBERS**

- **Original Social Security Cards (not copies) for you, your spouse, and dependents or a Social Security Number verification letter issued by the Social**

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Security;

NO SOCIAL SECURITY NUMBER? 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)
- **All Forms 1095**, Health Insurance Statements; Health Insurance Exemption Certificate, if received
- Total paid for daycare provider and the daycare provider's tax identifying number such as their Social Security number or business Employer Identification Number
- 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

PLEASE NOTE: PLEASE BE ON TIME: If a client is more than 5 minutes late, they must forfeit their appointment. Only the tax client can come inside, unless they have an interpreter or are filing a joint return, in which case the couple would need to present their identification together. To file taxes electronically on a married-filing-joint tax return, both spouses must be present to sign the required forms.

Program Fees

FREE TAX PREPARATION SERVICE

ABOUT Buffalo Federation of Neighborhood Services (BFNC): BFNC assists community members with overcoming life obstacles. BFNC has over 125 years of serving the Buffalo community and providing a safety-net of services to individuals including services to those living with mental illness and substance abuse, affordable housing, financial education, tax assistance, seniors Aging Well services and quality youth programming that provides guidance to youth as they create their paths to success. Learn more at www.bfnc.org. Follow our stories on Facebook: @buffalobfnc on Instagram, TIK TOK and LinkedIn.