

# **WHAT YOU NEED TO FILE YOUR TAXES**

- ALL W-2s
- Service member and  
Dependant ID Cards
- Social Security Cards
- Power of Attorney (if spouse is not  
present)
- ALL Tax Documentation  
(1099s, 1098s, etc.)
- NEW Car Contract (not  
Used/formerly owned)
- Direct Deposit information  
(Account and Routing #s)

If you are missing any of the above items that apply to you, please retrieve them and come back later. Your return cannot be filed without them.

## **MCLB ALBANY TAX CENTER**

The MCLB Albany Tax Center offers its services free of charge to all active duty personnel, retirees, and their dependants.

The MCLB Albany Tax Center is located in Building 3500, Room 10, in the Legal Assistance Building. Starting 22 January 2013, we will be ready to assist you with your Federal and State returns. Our hours of operation are: 0800 – 1130 and from 1300- 1600 Monday through Friday.

### **What Taxpayers must have when they come to the Tax Center:**

- Military ID;
- Spouse's social security cards;
- Children's social security cards;
- Date of Birth for self, spouse, and all dependants;
- Social Security Numbers or Employer Identification Numbers for all day care providers, amounts paid, and addresses;
- If service member is overseas and spouse is filling for both of them, spouse must bring the power of attorney authorizing them to file and sign for spouse;
- (Not mandatory) 2011 Tax Return;
- W-2's – All W-2 forms for spouse and self for 2012;
- 1099-INT - All interest received statements for 2012;
- 1099-MISC – Any miscellaneous income received, self-employment, rental property, etc. for 2012;
- 1099-DIV – All dividends and gain from stock and mutual funds for 2012.

**If you want direct deposit of your refund or automatic withdrawal if you owe, you must have:**

- Your bank name and routing number;
- Your bank account number in which you would like your refund deposited:

(The easiest method is to bring a voided check or deposit slip. Bring information on both savings and checking accounts in case you owe.)

**If you are filing Married and Jointly, your spouse does not need to be present, but we will require a power of attorney to properly execute the Tax Return.**

**If you are filing Married and Separately, you must have your spouse's Social Security Number, current name on his/her social security card, and know whether he/she has already filed.**



FREE FREE FREE  
**FREE FREE FREE**



**The MCLB Albany Income Tax Center will help you prepare and e-file your federal and state income taxes for free. This service would ordinarily cost upwards of \$100-\$400! Tax personnel are trained to complete basic returns specifically for active duty military, retired and their family members.**

**THE TAX CENTER CAN GENERALLY GET YOU YOUR INCOME TAX REFUND IN AS LITTLE AS 7-10 DAYS!!**

**DON'T DELAY, GET YOUR REFUND NOW!!!**

**The MCLB Albany Tax Center will be open on 22 JANUARY 2013, ready to assist you with your income tax needs. The TAX CENTER IS LOCATED IN BUILDING 3500, RM 10.**

**HOURS OF OPERATION ARE: 0800 – 1130 and from 1300- 1600 MONDAY THROUGH FRIDAY**

**FOR MORE INFORMATION, PLEASE CALL (229) 639-6186**