



FORT WAINWRIGHT TAX ASSISTANCE CENTER



INFORMATION FOR THE 2013 TAX YEAR

Who is Eligible for Our FREE Tax Service?

Active duty, mobilized Reserve Component members, retirees and the dependents of these sponsors who have **simple, non-complex tax returns** are eligible for tax assistance service. You may file returns electronically whether you are getting a refund or you owe taxes. However, only tax returns prepared by a Fort Wainwright Tax Assistance Center staff member can be electronically filed at the Fort Wainwright Tax Assistance Center. For questions or an appointment, please call (907) 353-2613. Due to the government shut-down in October, e-Filing with the IRS will not be possible, as early as it usually has been offered. For Wainwright's Tax Center will open on January 27, 2014.

WHAT WE WILL NEED TO PREPARE YOUR 2013 TAX RETURN

Our goal is to provide all eligible patrons with prompt and accurate tax service. This means you need to bring all of the proper paperwork with you. While the Tax Center has all of the necessary IRS forms, we do not have copies of your W-2 or the taxpayer identification code of your childcare provider. While you may have committed all of these numbers and statistics to memory, and can recite them error-free, the calculation of taxes is best completed when the preparer has essential data at his or her fingertips. Please review the following categories of information to learn what you will need to bring to the Tax Center.

Power of Attorney: If your spouse will not be present for the preparation of your taxes, you must have a Power of Attorney (POA). Either a special POA or a general POA is acceptable so long as it specifies "taxes". Bring the original and a copy of the POA to your appointment. Your taxes will not be started without the POA.

Social Security Numbers: You must have Social Security Numbers (SSN) for all family members. PLEASE BRING THE SOCIAL SECURITY CARDS!

If you have a U.S. nonresident spouse and are filing a joint return, you will also need an ITIN card or photocopy. **NOTE:** *Children or parents who are dependents must have a Social Security Number to be claimed on your tax return. (ITIN NUMBERS DO NOT QUALIFY.)*

Bank Routing and Account Numbers: If you want to have your return electronically filed and anticipate a refund, we must have the name of your bank, your account number and the bank routing number. PLEASE BRING IN A COPY OF A CHECK FROM YOUR ACCOUNT.

Other Documentation: *The following list is a guide and does not necessarily include all information that may be required to properly complete your tax return:*

1. **Forms W-2 and 1099:** Bring these forms from all employers and financial institutions.
2. **Child Care Credit:** For each provider you must have the name, address, social security number and the total amount paid for the year. Child Development Center provides a receipt.

3. **IRA**: Amount(s) contributed on or before April 15, 2014. If applicable, amount(s) of any prior year's nondeductible contributions. (Bring previous year's Form 8606.)
4. **Rental Property**: Bring a copy of your 2008 tax return, plus the amount of 2013 rental income received and expenses paid. If 2013 was the first year you rented the property, please call the Fort Wainwright Tax Assistance Center for further information on what you need to provide us.
5. **Child Care Providers**: Bring all documentation to support income you received, and expenses you incurred for the business. All information must be in order and the amounts totaled by category. Do not show up with a "shoe box" full of unorganized receipts.
6. **Amounts of Other Income**: An example would be the Alaska Permanent Fund dividend.
7. **Sale of Residence**: Bring original purchase documents for the home sold, sales contract, and receipts for improvements to the property. If a home was previously rented, you must bring the most recent tax return on which a home appears as rental property. The HUD or RESPA statement would be helpful.
8. **Sale of Stocks/Mutual Funds**: Bring documents to identify purchase price, number purchased, sales price and number of shares sold. In most cases your broker will provide the required information.
9. **Amounts of Charitable Contributions** (if you intend to itemize your deductions). We need documentation.
10. **Form 1098**: Mortgage interest and property taxes paid.
11. **Prior year's tax return.**

HOW TO FIND US (See the Attached Map)
WE ARE CONVENIENTLY LOCATED IN BUILDING 1051, Unit 9
near the Law Center on the North Side of Post

The Fort Wainwright Tax Assistance Center is located in Building 1051 on Gaffney Road. Building 1051 is near the flag pole and cannon that are in front of the 1/25th SBCT Headquarters on the North side of the post. Parking is available in front of the building or in the parking lot in back.

HOURS OF OPERATION

27 January 2014 through 15 April 2014

9 a.m. – noon and 1 – 5 p.m.

(Mondays through Wednesdays)

1 – 7 p.m. on Thursdays

9 a.m. – 4 p.m. Fridays

**Both Appointments and Walk-In Service are available but
customers having an appointment take precedence.**

To schedule an appointment to have your taxes prepared

Phone: 353-2613.