



# FORT WAINWRIGHT TAX ASSISTANCE CENTER



## INFORMATION FOR THE 2010 TAX YEAR

### Who is Eligible for Our FREE Tax Service?

Active duty, mobilized Reserve Component members, retirees and the dependents of these sponsors 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. We will open on January 19, 2011.

### WHAT WE WILL NEED TO PREPARE YOUR 2010 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 expect a refund, we must have the name of your bank, your account number and the bank routing number. PLEASE BRING IN A COPY 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 Care Development provides a receipt.

3. **IRA:** Amount(s) contributed on or before April 15, 2011. If applicable, amount(s) of any prior year's nondeductible contributions. (Bring previous year F8606.)

4. **Rental Property:** Bring a copy of your 2006 tax return, plus the amount of 2010 rental income received and expenses paid. If 2010 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. **Prior year's tax return.**

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 a rental property. The HUD or RESPA statement is helpful.

8. **Sale of Stocks/Mutual Funds:** Bring documents to identify purchase price, number of purchased, sales price and number of shares sold. In most cases your broker will provide the required information.

9. **Amounts of Other Income:** An example would be the Alaska Permanent Fund dividend.

10. **Amounts of Charitable Contributions** (if you intend to itemize your deductions). We need documentation.

11. **Form 1098:** Mortgage interest and property taxes paid.



## HOW TO FIND US

**WE ARE CONVENIENTLY LOCATED IN BUILDING 1049, UNIT 2  
NORTH POST (NEAR THE FLAGPOLE ON**

The Fort Wainwright Tax Assistance Center is located in Building 1049 just off Gaffney Road, across from the flagpole, facing the Garrison Headquarters on North Post, on the corner of Chena Road and Freeman Road. Please enter at the front door on Chena. Signs will direct you to the Tax Center.



## HOURS OF OPERATION

**19 January 2011 through 18 April 2011**

**0900 – 1700 (Mondays through Wednesdays and on Fridays)**

**1200 – 1900 on Thursdays**

**Tuesdays are Walk-in's, all others by appointment**

**To schedule an appointment to have your taxes prepared  
telephone 353-2613 (Appointments taken starting January 18).**