



WESTMINSTER PRO BONO TAX CLINIC

What Information Does the Clinic Need to Prepare your Return?

- Complete Form 13614-C (or 13416-NR for foreign persons)(Pink Form). This form can be found at the main site, all drop-off sites and online at www.westminstertaxclinic.com. Please circle anything you are unsure about on the 13614-C or 13614-NR. We will contact you by phone to answer any questions.
- Photo identification for you and your spouse (e.g. driver's license, passport, state issued identification, and/or identification issued by for a foreign municipality).
- Social security card and/or ITIN (for you, your spouse, and/or your dependents).
- All W-2 & 1099 Forms (i.e. 1099-Misc, 1099-G, 1099-DIV, 1099-INT).
- Proof of insurance – Form 1095-A, B, and/or C for you and your dependents. (If the members of your family have different sources of minimum essential coverage, you may have multiple 1095s.)
- Information about any other income and expenses you might have (e.g. charitable contributions, medical expenses, and self-employment income – like bank statements and receipts for your business. If you have online accounts, the Clinic can help you gather and print your information if you are having your return prepared on-site.
- A copy of last year's tax return.
- Provide the name, address, tax identification number (e.g. SSN or EIN), and amount paid to your daycare provider.
- All other tax forms you received (e.g. 1098-T, 1098-G, 1099-C, 1099-SSA, 1099-E, 1099-A, and 1098-Mortgage Interest Statement).
- Account and routing number for your bank account (e.g. voided check), if you want your refund(s) to be directly deposited.
- If you are using the Clinic's drop-off service, then you must also complete Form 14446 (Consent Form). This form can be found at the main site, all drop-off sites and online at www.westminstertaxclinic.com.

If you have questions, please call **801-210-TAX1**. We look forward to serving you.