

# Earn Keep Save **MORE**

See [www.PHInational.org/taxes](http://www.PHInational.org/taxes)  
for more information

## **Tax Time Is Here!! Don't miss out on your tax savings this year!!**

**Don't** pay someone to prepare your taxes.

**Do** consider the free tax preparation services available to you. If you earn between \$13,440 and \$48,279, (depending on your family size) you can get your taxes done for free at a Volunteer Income Tax Assistance (VITA) site. Also, regardless of your income, free on-line preparation is available through I-CAN! E-FILE. Go to [www.PHInational.org/taxes](http://www.PHInational.org/taxes) for more information or pick up an **Earn, Keep, Save MORE** brochure at your workplace.

**Do** yourself a favor! When you use these free services, you'll keep more of your money and have it fast too—usually in 10 to 14 days! And, if you don't have a bank account, many VITA sites can get you signed up for one so you can get your money back safely and quickly.

**Don't** get caught in the "quick money" trap of refund anticipation loans where you pay outrageous interest, sometimes up to 200%, on your own money.

### **Take the next step.**

To find the VITA site nearest you  
contact the United Way of  
Western Michigan at **2-1-1** or  
**616-459-2255**.

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## Tax preparation checklist

Items you need to bring to the VITA site to have your tax returns prepared:

- Proof of identification.
- Social Security Cards for you, your spouse and dependents and/or a Social Security Number verification letter issued by the Social Security Administration.
- Birth dates for you, your spouse, and dependents to be listed on the tax return.
- If you are married and filing a joint tax return, to file taxes electronically both spouses must be present to sign the required forms.
- Wage and earning statement(s) Form W-2, W-2G, 1099-R, from all employers.
- Interest and dividend statements from banks (Forms 1099).
- A copy of last year's Federal and State returns if available.
- Bank Routing Number and Account Number for direct deposit of your tax return. These numbers can be found on your checks.
- Total paid for day care provider and the day care provider's tax identifying number (the provider's Social Security Number or the provider's business Employer Identification Number).
- Rent receipts with name, address, and zip code of landlord, or proof of taxable value of home and amount of property taxes paid the previous year.

 The **Earn, Keep, Save MORE** program is sponsored by PHI Michigan, a regional program of PHI ([www.PHInational.org](http://www.PHInational.org)). PHI Michigan works to improve the lives of people who need home and residential care—and the lives of the workers who provide that care.

**PHI Michigan** 1325 S. Washington Avenue  
Lansing, MI 48910 • Tel: 517.372.8310

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