



FREE Income Tax Preparation

*Save your money and the headache of
tax preparation this tax season.*

**Individuals who earn \$53,000 or less may qualify for the
Volunteer Income Tax Assistance (VITA) Program.**

*Please bring these items to the VITA site when you have
your tax return prepared:*

- Proof of identification (photo ID)
- Social Security Cards for you, your spouse, and dependents, or a Social Security Number verification letter issued by the Social Security Administration
- Birth dates for you, your spouse, and dependents claimed on the tax return
- Wage and earning statements (Form W-2, W-2G, 1099-R) from all employers
- Interest and dividend statements (Form 1099)
- A copy of last year's federal and state returns, if available
- Proof of bank account routing numbers and account numbers for Direct Deposit, such as a blank check (deposit slip is NOT recommended)
- Total paid for daycare and the daycare provider's tax identification number the provider's Social Security Number or the provider's business Employer Identification Number)
- Tuition Statements (1099-T) and Student Loan Interest Statements (1098-E)
- Form 1095 A, Affordable Health Care Statement (If you purchased health insurance from the Marketplace) or 1095 B or C Health Care Statement from your employer

To file a married, joint tax return electronically, both individuals on the return

Date of appointment: _____

Time of appointment: _____

_____ 105 Grace Way, Punxsutawney, PA 15767

_____ 22631 Route 68, Clarion, PA 16214 (Clarion Mall)

Feeling the
pain of
completing
your 2017
Income
Taxes?

Did you know
Community
Action, Inc. offers

FREE

income tax
preparation?

**Call to
schedule an
appointment!**

**Are you
eligible for
the
Earned
Income Tax
Credit?**

Community Action, Inc.

**105 Grace Way
Punxsutawney, PA 15767
1-800-648-3381, ext. 236**

**30A South Sheridan
Clarion, PA 16214**

www.iccap.org



FREE INCOME TAX PREPARATION!

****Tax Preparation begins in February!****

We Will Prepare

- Wages, salaries, etc. (Form W-2)
- Interest Income (Form 1099-INT)
- Dividends Received (Form 1099-DIV)
- State Tax Refunds (Form 1099-G)
- Unemployment Benefits (Form 1099-G)
- IRA Distributions (Form 1099-R)
- Pension Income (Form 1099-R, RRB-1099, CSA-1099)
- Social Security Benefits (SSA-1099)
- Simple Capital Gain/Loss (Form 1099-B)
- Self-employment Income (Form 1099-MISC) *limited*
- Gambling Winnings (Form W-2G)
- Cancellation of Debt (Form 1099-C) *limited*
- Health Savings Accounts (Form 1099-SA) *limited*
- Itemized Deductions *limited*
- Education Credits (Form 1098-T)
- Child Tax Credit
- Earned Income Credit
- Affordable Health Care Statements (Forms 1095-A, B, or C)

We Will Not Prepare

- Schedule C with losses
- Complicated & Advanced Schedule D (capital gains and losses)
- Form SS-5 (request for Social Security Number)
- Form 8606 (non-deductible IRA)
- Form 8615 (minor's investment income)
- Form SS-8 (determination of worker status or purposes of federal employment taxes and income tax withholding)

**Please see a
professional preparer
for assistance with
complicated returns.**

CALL TODAY

BY APPOINTMENT ONLY!

**For an appointment in Punxsutawney:
814-938-3302, ext. 236**

**For an appointment in Clarion:
814-938-3302, ext. 236**

**Please leave a clear, detailed message.
Your call will be returned in the order it
was received.**

Please only leave one message!

TUESDAYS

Community Action, Inc.
105 Grace Way

Punxsutawney, PA 15767

9:00 a.m. - 4:00 p.m.

Some evening appointments available

MONDAYS

Clarion Mall (Old MedFast Location)

22631 Route 68

Clarion, PA 16214

9:00 a.m. - 2:00 p.m.

WEDNESDAYS

Clarion Mall (Old MedFast Location)

22631 Route 68

Clarion, PA 16214

9:00 a.m. - 7:00 p.m.

IRS VITA/TCE return preparation sites are operated by certified volunteers. Site operating hours and services offered may be limited. In addition, by law, some sites provide priority services to seniors. Please be advised that you may not be immediately served. Your patience and understanding is appreciated.