

# FREE TAX PREPARATION



## JBSA FORT SAM HOUSTON TAX CENTER

FEBRUARY 1 - APRIL 16 2021

DAYS	TIME
Monday-Friday	8:00 A.M. - 5:00 PM
Excluding Federal Holidays	Excluding Army North Holidays

### COVID-19 PRECAUTIONS

- Drop off taxes or 100% online only.
- Must wear face-mask
- May be subjected to temp check
- See [fortsamtax.setmore.com](https://fortsamtax.setmore.com) "About Us" section for details

### PROGRAM DESCRIPTION

The military **Volunteer Income Tax Assistance (VITA)** program offers free basic tax help to active duty military, retirees and dependents of active duty/retiree service members. IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals.

### LOCATION

2450 Dragon Valley Rd., Bldg 133  
JBSA-FT SAM HOUSTON, TX 78234

### 100% VIRTUAL APPOINTMENT REQUIREMENTS

- File upload via DOD Safe (instructions included in appointment confirmation email)
  - All applicable documents uploaded (including SSN Cards and Military ID Cards)
- Zoom capability
- Print capability

### WHAT TO BRING or UPLOAD

- W-2, 1099-MISC, etc.
- Military ID Card
- 1099-R, 1099 SSA, etc
- All other applicable tax forms
- Total paid for daycare, provider's EIN
- **Social Security cards for everyone on tax return (must have or we cannot start your return)**
- Donation documentation
- Property taxes paid
- 1095, Health Insurance Statements
- Bank routing and account numbers
- Both spouses' for Married Filing Joint
- IRS Form 13614-C (web search "Vita Intake Sheet")

### LIMITATIONS

- No more than 2 rental properties
- No business income with net loss
- Must not be out of scope for VITA

### Appointment Information

Phone and Website will be available beginning 25 January.  
[fortsamtax.setmore.com](https://fortsamtax.setmore.com)

**Information Line: (210) 295-1040**