

Instructions for Mail-In Tax Returns

1. Complete the ***Taxpayer Information Sheet***.
 - a. Make sure to put the correct information and all phone numbers where we can reach you for any other needed information.
 - b. Make sure ALL NAMES match EXACTLY as they appear on the social security cards issued by the Social Security Administration.
 - c. Get your refund faster! Sign up for direct deposit of your refund by including your bank routing number, account number, and specify *Checking* or *Savings*. Allow 10-14 days from the date taxes are FILED to receive refund.
2. Attach **copies** of ALL W-2's, 1099's, any dividend income, Social Security benefits, Longevity, PFD information, etc.
3. **If you are a fisherman**, either captain or crewmember, you will need to complete a ***Commercial Fishing Information sheet***. Attach it to a copy of settlement sheets and crew share information.
4. **If you ran a small business**, or received a 1099MISC for "non-employee compensation" and had expenses you would like to deduct, you will need to complete a ***Business Owner Information Sheet***.
5. Make a copy of your picture ID.
6. Mail all documents to the following address:

Alaska Business Development Center
Attn: ABDC VTLP
3335 Arctic Blvd, Suite 203
Anchorage, AK 99503

The mail-in process usually takes 3-4 weeks to complete after we receive your complete paperwork. If you would like to speak to a certified tax assistant, call Monday - Friday from 9:30 am to 5:00 pm at 1(800)478-3474 or e-mail at melanie@abdc.org.