



ALASKA BUSINESS DEVELOPMENT CENTER, INC

840 K Street, Suite 202 • Anchorage, Alaska 99501

(907) 562-0335 • www.abdc.org



VTLP Proudly Serving Rural Taxpayers for More Than 20 Years

Instructions for Mail-In Tax Returns

1. Complete the *Intake/Interview & Quality Review Sheet*, the *Supplemental Information Sheet* and the *Form 14446*. List dependents on the *Supplemental Information Sheet*. You may leave Part II Section 2 on the *Intake/Interview & Quality Review Sheet* blank. Sign the Form 14446.
 - a. Make sure to put the correct information and all phone numbers where you may be reached for any additional information needed.
 - 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 21 days from the date taxes are E-filed with the IRS to receive refunds.
2. Include copies of **ALL** Forms W-2, Forms 1099, any dividend income, Social Security benefits and PFD information. All income must be reported even if you did not receive a form.
3. **If you are a fisherman:** You will need to complete a *Commercial Fishing Information Sheet*, either the Captain Form or Crewmember Form. Enter your expenses on this Form. Attach a copy of your settlement sheets and/or crew share information and send them in with your other tax information. **DO NOT SEND IN RECEIPTS FOR YOUR COMMERCIAL FISHING EXPENSES!**
4. **If you owned a small business, or received a Form 1099-MISC for “Non-Employee Compensation”** and had expenses you would like to deduct, you will need to complete a *Small Business Owner Information Sheet*. Please enter expenses on this sheet. **DO NOT SEND IN RECEIPTS FOR YOUR BUSINESS EXPENSES!**
5. Make a copy of your picture ID.
6. Make a copy of Social Security cards for everyone listed on the Intake and Supplemental Information Sheets.
7. Mail all documents to the following address:

Alaska Business Development Center
Attn: ABDC VITA SITE
840 K Street, Suite 202
Anchorage, AK 99501

Or fax to: 866-747-5801.

Wait 20 minutes then call 907-562-0335 to verify that your fax has been received.

If you would like to speak to a tax assistant, e-mail taxassistant@abdc.org or call (907) 562-0335 Monday - Friday from 9:00 AM to 4:00 PM.

Additional forms are available at www.abdc.org.