



# FREE TAX PREPARATION

*2020 was tough, but your taxes don't have to be*

Due to COVID-19, ABDC will not be traveling to your community this year. The Anchorage office is here to help!

Use the instructions below to have your tax return prepared for free.

## Instructions for Remote Tax Returns

### **STEP ONE:** Complete the included forms

1. *Intake/Interview & Quality Review Sheet (3 pages)*
2. *Supplemental Information Sheet (1 page)*
3. *Form 14446 (1 page)*

- A. You (and your spouse) **MUST COMPLETE AND SIGN FORM 14446.**
- B. Indicate on the Supplemental Sheet if you and anyone else received the PFD.
- C. Provide a phone number you can be reached at.
- D. **ALL NAMES** must be **EXACTLY** as they appear on the Social Security card.
- E. Include bank information if requesting direct deposit.

### ⇒ If you are a commercial fisher:

DO NOT SEND IN RECEIPTS! Call ABDC to request a *Commercial Fishing Information Sheet*.

### ⇒ If you own a small business or received

a 1099-NEC and had deductible expenses, DO NOT SEND IN RECEIPTS! Call ABDC to request a *Small Business Information Sheet*.

**Additional forms are available at [www.abdc.org](http://www.abdc.org)**

### **STEP TWO:** Collect Copies of All Forms

Forms W-2 and Forms 1099 e.g. dividends, interest, self-employment, unemployment, Social Security benefits. All non-excluded income must be reported even if you did not receive a form. Distributions from an Alaska Native Settlement Trust are not taxable and don't get reported. Include forms received for yourself, your spouse and dependents. **Keep a copy of all documents submitted.**

**Do not send in an incomplete package. Wait until all income documents have been received. If you file a return with missing income the IRS may not issue a refund.**

**STEP THREE:** Make a copy of your picture ID and the Social Security cards for everyone listed on the Intake and Supplemental Sheets. (Do not send originals)

### **STEP FOUR:** Send above documents to ABDC

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

**Fax:** (866) 747-5801

**Text/Email:** [frontdesk@abdc.org](mailto:frontdesk@abdc.org)

**STEP FIVE:** ABDC will call you within two business days after receiving your documents.

ABDC Contact: [frontdesk@abdc.org](mailto:frontdesk@abdc.org) or (907) 562-0335  
Monday - Friday, 9:00 AM to 4:00 PM

*Tax Tips: [www.facebook.com/volunteertaxandloanprogram](https://www.facebook.com/volunteertaxandloanprogram)*

VTLP Partners: First National Bank Alaska, GCI, IRS Volunteer Income Tax Assistance, Wells Fargo