

Earn It! Keep It! Save It! Bay Area Taxpayer Intake & Interview Form

CLIENT STATEMENT: I understand that this is a free service provided by volunteers. I will be patient and treat the volunteers with courtesy and respect. I agree to provide all the information necessary to complete an accurate return. I will review the information contained in this document and ensure it is complete and correct.



DO ANY OF THE FOLLOWING APPLY TO YOU?

- Received rental income
- Owned a small business or was self-employed (Check with site coordinator)
- Worked in another country part of the calendar year

NO Proceed to next question.

YES WE CANNOT PREPARE YOUR TAXES HERE.

Referred to CA Society of Enrolled Agents 800-TAXPRO5

1. Taxpayer Information

1. Do you have a Social Security or ITIN card for you and your dependents (if any) with you?

YES Proceed to next question.

NO Do you have the information on a printed document with you? Do you have a valid picture I.D.?

YES Proceed to next question.

NO

- If client has a legitimate SSN or ITIN, but does not have the required documents available today; reschedule.
- If client does not have a legitimate ITIN, but may be eligible for one (e.g. has a tax purpose for obtaining an ITIN); proceed to next question.

Note: Inform clients who may be eligible for an ITIN: We will complete their return and print it without an identification number. They should send the paper return with a completed form W-7 and required documents to the IRS Philadelphia Service Center. These returns cannot be filed electronically.

2. Do you need tax services in a language other than English? If yes, what language? _____

2. Eligibility for Tax Assistance

3. Was your household income under \$38,000 for the year?

YES Proceed to next question.

NO Does not qualify.

Referred to AARP 888-227-7669 *Referred to CA Society of Enrolled Agents 800-TAXPRO5*

3. Income Received by the Taxpayer

4. What other types of income did you or your spouse receive last year?

Wages W-2 - Wage and Income Statement(s) Number of W-2 statements: _____

Unemployment Compensation 1099 G – Certain Government Payments (state income tax refund)

Bank interest or dividends 1099 INT or DIV – Interest or dividend income statements

Non-employee Compensation 1099 MISC – If checked, ask the site coordinator for guidelines.

Pensions or IRA Distributions 1099 R - If fully taxable check "Yes" box; otherwise check "No."

YES Proceed to the next item.

NO Refer to another tax preparation service (AARP/Tax Aide or paid preparer)

Social Security benefits SSA 1099 – Social Security Benefits

Do you have the information documents(s) for the income you checked above with you?

YES Proceed to next question.

NO Reschedule

Other sources of income not reported above: \$ _____ (gambling winnings, jury duty, alimony)

Nontaxable assistance: CalWorks/TANF (welfare), food stamps, housing allowance, etc. \$ _____

4. Expenses

5. Did you pay someone to care for your child/dependent in order to work or look for work?

NO Proceed to next question.

YES Did you bring the following information about the child/dependent care provider(s)?

*Name, *address, *SSN/EIN, *telephone number and *amount paid

YES Proceed to next question.

NO Reschedule.

7. Direct Deposit Information

16. Do you want your refund directly deposited in your checking or savings account? YES NO
 If YES, you must have a voided check or savings account passbook. (Not a deposit slip.)

Routing Number: _____ (9 digits) Account Number: _____

9. Earned Income Credit Validation

17. Have you ever had the Earned Income Credit disallowed by the IRS? YES NO

TO BE COMPLETED BY CERTIFIED VITA VOLUNTEER

11. Filing Status

| Unmarried | Married |
|---|--|
| <p><input type="checkbox"/> Single: Never married Divorced (Final on 12/31) Legally Separated (Final by 12/31 & living apart)</p> <p><input type="checkbox"/> Head of Household: Paid more than 50% of household expenses for self and qualifying person (Circle at least one) Child Grandchild Stepchild Foster Child</p> <p>Mother or Father Other Relative _____ (not cousins or distant relatives)</p> | <p><input type="checkbox"/> Married Filing Jointly Both spouses must be present to prepare electronic return; if not prepare paper return</p> <p><input type="checkbox"/> Married Filing Separately: Cannot prepare return here. (Refer to paid preparer)</p> <p><input type="checkbox"/> Qualifying Widow/Widower List dependent child _____ Year of spouse's death _____</p> <p><input type="checkbox"/> Considered Unmarried Head of Household Qualifying person must be your child.</p> |

Note: If government assistance (CalWorks/TANF, food stamps, public housing) covered more than 50% of household expenses, the taxpayer may not claim head of household filing status but may still qualify for EITC.

Interview Notes: **Volunteer Use Only**

- Be sure to note anything that changed on this Intake sheet because of your interview. Coordinator and IRS Site Reviewer will use this information to verify accuracy of return.

Be sure to have the taxpayer sign the authorization section on the back page.

12. Authorization

1. May we keep this Intake Form to help with the processing of your tax return? [] YES [] NO
2. May we keep your tax return and answers to the survey questions below for program evaluation purposes only? [] YES [] NO

Service Statement: You will not be denied service if you answered no to the questions above and/or choose not to answer the following survey questions. Your information will be shared only with the independent evaluator and will not be sold, given away, or used for commercial purposes. Your name and social security number will be deleted from your tax return by the evaluator. You will only be contacted for other services if you answer yes to question 7. This information will be properly disposed of when no longer needed. I have read this service statement and understand.

Signature

Date

SURVEY QUESTIONS

Please **CIRCLE** the most appropriate number or letter for your answer. Please circle only one selection for each question.

(Note to Tax Preparer: If the tax filer said NO to question two above, do NOT input the following survey questions into TaxWise.)

1. What is your ethnicity?

- AA African-American
- CA Caucasian
- CH Chinese
- LA Latino/Hispanic
- NA Native American
- VI Vietnamese
- OA Other Asian
- OT Other
- DE Decline to answer

2. Do you have a bank account?

- 1 Yes, Checking
- 2 Yes, Savings
- 3 Both, Checking and Savings
- 4 No, but would like one
- 5 No, and not interested
- 6 No, don't qualify
- 99 Decline to answer

3. Do you currently have health insurance coverage for your family?

- 1 No, but I'm interested in receiving information
- 2 Not for all members and I'm interested in receiving information
- 3 No, and I am not interested
- 4 Yes, my children have Healthy Families
- 5 Yes, I have MediCal for myself and/or my children
- 6 Yes, for myself and/or my children through my employer
- 7 Yes, I purchase private insurance for myself and/or my children
- 99 Decline to answer

4. How did you have your taxes done last year?

- 1 Did not file taxes last year
- 2 Here
- 3 Went to another free place like this
- 4 Did my own
- 5 Family or friend did them for free
- 6 Went to a commercial preparer like H&R Block or Jackson Hewitt and got an instant refund
- 7 Went to a commercial preparer like H&R Block or Jackson Hewitt but did not get the instant refund
- 8 Paid someone else and got an instant refund
- 9 Paid someone else but did not get the instant refund
- 99 Decline to answer

5. How did you hear about this place?

- 1 Flyer or poster
- 2 I came here last year
- 3 I heard it on the radio
- 4 I saw it on TV
- 5 I saw it in the newspaper
- 6 I walked by
- 7 Friend or family member told me
- 8 Someone else told me
- 9 Not sure
- 99 Decline to answer

6. Did you receive public benefits in 2004 (like Food Stamps, CalWORKS, MediCal, or Healthy Families)?

- 1 Yes
- 2 Don't recall
- 3 No, but would like to apply
- 4 No, and not interested
- 5 No, not eligible
- 99 Decline to Answer

7. Can we keep your contact information to send you notices about our services in the future?

- 1 Yes
- 2 No
- 99 Decline to answer