

What to Bring for Your Free AARP Tax Preparation

1. IDENTIFICATION

- **Government issued photo ID** for taxpayer (and spouse if joint return)
- **Social Security cards** for taxpayer, spouse and dependents or SSN verification letter from Social Security Administration (SSA-1099); or Individual Tax Identification Number (“ITIN”) letter; or proof of foreign status if applying for ITIN)

2. PLEASE NOTE

AARP Tax-Aide volunteers **cannot prepare** returns that include rental property, military income, alternative minimum tax, certain stock transactions or in other situations where volunteers have not been trained. We cannot prepare your return if you sold crypto currency or digital assets during the year, OR if you were not a full time resident of New York State for the entire year.

3. DOCUMENTS

The **COMPLETED** 8-page *Intake/Interview & Quality Review Packet* (Form 13614).

A copy of last year’s federal and state returns. If you do not bring your last returns, we will not know if you have given us all of the information for items of income, deductions and credits, carryovers of capital losses, contributions, credits and other items. The risk is that something will not be included on your 2025 return.

Any notices you received from the IRS or NYS Taxation, including any notice of return changes or identity fraud, including an **IRS letter with Identity Protection PIN if received**.

4. INCOME (As Applicable)

- Wage and other earning statements (Form W-2, W-2G, 1099-R, 1099-Misc. etc.) from all sources.
- Form 1099-G if you collected unemployment benefits. Also need 1099-G if you had a state income tax refund AND itemized deductions last year. You may need to go online to obtain these.
- Form SSA-1099 Social Security Benefit Statement.
- If you receive any 1095-A document – Health Insurance from the Marketplace.
- Interest and dividend statements from banks and brokerage firms (Form 1099 int or div) and any other year-end brokerage tax statements. Your bank may not issue this to you if your interest or dividend is under \$10, but you are still required to report any interest or dividends received. Brokerage firms are not required to send you these forms until the end of February.
- Form W-2G if you had gambling winnings/losses. Please note, if taxes were withheld OUTSIDE OF NY STATE we won’t be able to complete the forms required to have the amount refunded or credited.
- Any Forgiveness of Debt document, unless for qualified student loans.
- Information on Alimony received or paid, NOT child support.

5. SELF EMPLOYMENT

If you are self-employed, bring an itemized list of self-employment income and related expenses along with any 1099-NEC, 1099-MISC or 1099-K statements you received. **Please ask for the Self-Employed Worksheet when you arrive for your tax preparation**

6. DEDUCTIONS / CREDITS (As Applicable)

Child / Dependent Care: Even if you're not itemizing, you may qualify for a credit. Please provide the Total paid for the daycare provider and the daycare provider's name, address, and tax identifying number, such as their Social Security number or business Employer Identification Number.

Itemized Deductions: You may be able to save on income taxes if you have substantial real estate taxes, mortgage interest, unreimbursed medical expenses, gambling losses, or other deductible items. You must provide documentation for Itemized Deductions if you want us to see if Itemizing is better for you than the Standard Deduction. The Federal Standard Deduction ranges from \$15,750 for singles and up to \$34,700 for a married couple, both over 65. The corresponding figures for NY State are \$8,000 and \$16,050; **you can take the Standard Deduction for Federal and itemize for NY**. The IRS caps State and Local Taxes at \$40,000, but NY does not have any cap. For homeowners, we need to know 1) how much real estate tax you actually paid, 2) the amount of STAR credit check received, if any, and 3) bring your 2024-2025 and 2025-2026 tax bills/receipts as well as any mortgage documents. If you want to itemize, you **MUST** complete the **2025 Itemized Deduction Worksheet**, page 3. We cannot accept bunches of receipts or a number from an earlier tax return as an estimate.

Education Expenses / Student Loan Interest: Please bring the Form 1098-T received and a list of course-required expenses, such as books and equipment. You may qualify for a credit or deduction even if you're not itemizing. Bring Form 1098-E to report student loan interest. **Ask for the Education Worksheet when you check in for your tax preparation to make sure we get all your expenses.**

If you are entitled to an energy credit, bring all documentation and separate installation costs. We cannot prepare returns for "Residential Clean Energy Credits" including solar panels and solar water heaters.

Information on alimony received or paid, NOT child support.

Documentation for IRA contributions not included on W-2 statements. Information on Estimated Federal and/or NY tax payments made in 2025.

New for 2025 returns: There will be WORKSHEETS for entering education expenses, self-employed income and expenses, overtime earnings, qualified tips, and qualified **new** car loan interest (VIN required.) For itemized deductions, see page 3. The *NY Inflation Refund* check you received may be taxed by the IRS – bring the amount and let us know if you itemized.

7. DIRECT DEPOSIT OR PAYMENT

A blank check if you want your refund to be direct deposited or payment to be automatically withdrawn from your account - IRS and NY strongly discourage physical checks. Volunteer tax preparers will not keep this check or any of your other papers.

8. SIGNING YOUR RETURN

For a married filing jointly tax return, **both spouses must be present to sign the required forms.**

Tax Year 2025 Itemized Deductions Worksheet *(Complete this worksheet prior to your tax appointment)*

Guidance: We do not need your details. Just enter your totals for each expense line. We will determine if it is to your advantage to itemize.

Unreimbursed Medical and Dental Expenses	
<i>Medical expenses above 7.5% (10% for NY) Adjusted Gross Income (AGI) are deductible. Only enter expenses paid for yourself or dependents that were not reimbursed.</i>	
Medical and dental insurance premiums paid to insurer (exclude Medicare reported on social security statements and amounts paid pre-tax from paycheck)	\$
	\$
	\$
Long term care insurance premiums	\$
Taxpayer	\$
Spouse	\$
Payments to doctors, dentists, etc.	\$
X-rays, Lab work, etc.	\$
Payments for prescription medications (even if filled with over-the-counter meds)	\$
Medical equipment and aids (wheelchairs, crutches, etc.) plus COVID protective items	\$
Payments to hospitals and care facilities	\$
Eyeglasses, contact lens and hearing aids	\$
Parking/transportation costs for treatment	\$
Medical miles driven for care	mi.
Nursing care (excluding housework payments) <i>Note: Bring in all nursing home billing statements</i>	\$
Other medical expenses (specify)	\$
Mortgage Interest	
<i>Interest is deductible for primary and one secondary residence or for that portion of a home equity loan used to buy, build or improve residence</i>	
Home mortgage interest on forms 1098 (Enter total on main & second home)	\$
Home mortgage interest not on form 1098 (Enter total on main & second home)	\$

Gifts to Charity	
Total cash gifts to charity (including check, credit/debit card). <i>You need to keep evidence of all donations, and for each \$250 or more, must be in writing from charity</i>	\$
Total value of non-cash gifts with receipts <i>Use Thrift Store values. If total is more than \$500, you must provide for each item: name & address of charity, date of donation, how you got the item (e.g., purchase, gift, inheritance, exchange), approx. date of acquisition, original cost or basis. (No appreciated items)</i>	\$
Total of taxpayer and spouse miles driven for charity	mi.
Taxes You Paid	
Sales tax on major purchases (car, boat, motorhome, home purchase or substantial addition to home)	\$
2025 Property Taxes paid <i>(please bring all property tax bills)</i>	\$
STAR property tax credit received by check or direct deposit	\$
Other (specify)	\$
Miscellaneous Deductions	
Gambling losses / expenses	\$
Employee business expenses*	\$
Union Dues*	\$
Investment fees*	\$
Other (specify)	\$
* can be itemized on NY but not Federal return	

2025 Standard Deductions (+ amount for each person over 65 or blind) NY only: \$1,000 exemption per dependent
Federal -> Single: \$15,750 (+\$2,000), **Married Filing Separately:** \$15,750 (+\$1,600)
Single & can be claimed as a dependent: greater of \$1,350 or \$450 plus earned income (may not exceed \$15,750)
Married Filing Jointly and Qualifying Surviving Spouse: \$31,500 (+\$1,600), **Head of Household:** \$23,625 (+\$2,000)
New York -> Single/MFS: \$8,000, **MFJ/QSS:** \$16,050, **HoH:** \$11,200, **Single & can be claimed as a dependent:** \$3,100