

What is needed to file your tax with BEN FRANKLIN TAX SERVICES ® ?

The following is a list of necessary items to file your tax return. The longer it takes for us to receive all your information the more likely hood of delay in processing your return. If you are outside of the USA, i.e., in India, etc., please provide a "care of" USA name and address, if available.

Check List:

- 1 First name, middle name and last name of the taxpayer, spouse and/or dependents
- 2 Original or copies or scan of Social Security or ITIN numbers of all persons on tax return, if available
- 3 Birth dates of all persons on tax return
- 4 Current US address and telephone numbers - land and cell/mobile
- 5 Email address (permanent or long-term)
- 6 If you stayed in more than one state in the USA or just entered the USA, please provide the number of days **AND** the dates stayed in each state for the whole calendar tax year until December 31
- 7 If a state return is needed to be filed, provide the county and/or school district information
- 8 The amount of any job related moving expenses that was not reimbursed by your employer
- 9 The rent paid, address & landlord information only for states for which you have to file a State tax return
- 10 **INCOME:** Original or copies or scan or PDF of W2s, 1099s for Interest income, Stocks, etc
- 11 **EXPENSE:** Original or copies or scan or PDF of 1098s for Mortgage Interest, Tuition, etc
- 12 Bank routing and account number for direct deposit of refunds or direct debit of tax payments (if requested)
- 13 List any other expenses for itemizing. We will review them and add the expenses which are allowed or deductible by the current tax laws or codes
- 14 For stocks & shares fill an Excel file (soft) in the format as in: www.benfranklintax.com/ourservices.htm#Sch_D
If available, **Realized Gain/Loss Sales report** is preferred.
- 15 Bring the above to the office if you are in DFW or send the above information to:

By email (recommended): online@benfranklintax.com / by fax: (+1) 214-224-0820

If you need an Individual Tax Identification Number (ITIN):

If one of your dependents does not have a social security number we can help you with that. We are *Certifying Acceptance Agents* with IRS for the ITIN program. You will need to file an ITIN application. Call us or email us for further instruction.

L1 visa holders are usually eligible to get a social security number for their spouse. Please, contact your nearest Social Security Administration office or visit www.ssa.gov

IMPORTANT:

The following section does **NOT** apply to clients who are:

- 1 Return customers (online or local client who had a **paid tax return** prepared with us the “immediate” prior year)
- 2 Need ITIN number(s)

MINIMUM FEES:

To provide the best and most efficient customer service, **all customers** (with the **exception** of those mentioned above) **MUST** provide a **\$25 non-refundable fee** before we can begin work on the tax return.

If the tax return is completed with us then this fee is waived and credited to the final bill.

Please be aware, Ben Franklin Tax Services cannot be liable for any penalties or interest resulting thereof incorrect or incomplete information provided by the taxpayer. Additional fees might apply for amendments or any additional services rendered when such error(s) occurs.