

FREE INCOME TAX PREPARATION SERVICES

Are available by **Appointment Only** to ***Income Qualifying*** taxpayers by
Bloomington-Normal VITA Foundation IRS Certified volunteers
February 3, 2025 to April 5, 2025

***TO QUALIFY FOR FREE SERVICES, you must meet one of the following income limits:**

Married Filing Jointly
Combined Income less than
\$67,000

Single Taxpayer with
dependents
Total income less than
\$67,000

Single Taxpayer with NO
dependents
Total income less than \$45,000

Tax preparation services are available by APPOINTMENT ONLY

- Appointment scheduling for all sites begins **January 20th** – See how to schedule your drop off appointment below
- Clients will drop off their tax documents at their scheduled appointment and then pick up their returns the following week
- If you are unable to make your appointment, please **reschedule or cancel at least 24 hours in advance** (instructions below)
- For joint returns, taxpayer and spouse need to attend BOTH drop-off and pick-up appointments for signing purposes

Tax Preparation Sites and Hours of Operations

<p>*New Location* <u>Bloomington Public Library (BPL)</u> 205 E Olive St, Bloomington 2nd Floor Community Rooms 1 & 2 Mondays 5:00 pm - 8:00 pm or Saturdays 9:30 am – 12:30 pm</p>	<p>Heartland Community College (HCC) Instructional Commons North Building 1st Floor Lobby Tuesdays 5:00 pm - 8:00 pm or Thursdays 5:00 pm - 8:00 pm</p>	<p>Normal Activity Center (ARC) 600 E Willow, Normal 2nd Floor Community Room (Use north entrance on the west side of the building and follow the signs) Thursdays 9:00 am - 3:00 pm</p>
<p><u>Appointments for BPL or HCC may be made online or by phone</u></p> <ul style="list-style-type: none">• You may schedule online anytime at www.bnfreetaxservices.org• By phone by calling 309-830-4832 Monday - Friday 9:00 am to 3:30 pm• To reschedule or cancel an appointment, use the link in your appointment confirmation email		<p><u>To schedule or cancel appointments for ARC call 309-888-9099 Option 2</u></p> <p>Monday - Thursday 9:00 am to 5:30 pm Friday and Saturday 9:00 to Noon</p>

*****Nonresident tax returns (1040NR) are only prepared at the HCC Site*****

Bring the following PRINTED documents with you to your drop-off appointment:

- Social Security Cards or Individual Taxpayer Identification Numbers for all individuals on the tax return
- Valid Photo ID for taxpayer and spouse
- All W-2s and 1099s to document your income (**Printed copies only please**)
- Form 1095A if you had marketplace insurance
- Form 1098T for any college students claimed as dependents on your return
- Copy of last year's tax return
- Bank account number and routing number for direct deposit of your refund
- Any other documents necessary to prepare the return

Visit www.bnfreetaxservices.org for more information and **WEATHER CLOSINGS**
Questions should be emailed to: info@bnfreetaxservices.org