

Instructions for Mail-In Tax Returns

1. Fill out the Taxpayer Information Sheet.
 - a. Make sure to put the correct information and all phone numbers where we can reach you for any other information needed.
 - b. Make sure **ALL NAMES** match **EXACTLY** as they appear on the social security cards issued by the Social Security Administration.
 - c. Get your refund faster! Sign up for direct deposit of your refund by including your bank routing number, account number, and specify Checking or Savings. Allow 10-14 days from the date taxes are **FILED** to receive refund.
2. **Attach copies of ALL W-2's, 1099's, any dividend income, Social Security benefits, Longevity and PFD information.**
3. **IF YOU ARE A FISHERMAN**: You will need to complete a **Commercial Fishing Information sheet**. Please enter your expenses on this sheet, and **DO NOT SEND IN YOUR RECEIPTS**. Attach it to a copy of settlement sheets and crew share information.
4. **If you ran a small business**, or received a 1099-MISC for "non-employee compensation" and had expenses you would like to use, you will need to complete a *business owner information* sheet. Please enter expenses on this sheet. **DO NOT SEND IN RECIEPTS FOR YOUR BUSINESS EXPENSES!**
5. Make a copy of your picture ID.
6. Make a copy of Social Security Cards for everyone listed on the Taxpayer Information Sheet.
7. Mail all documents to the following address:

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

The mail-in site does not accept faxed documents for tax preparation.

The mail in process can take up to 3 weeks to complete after we receive your correct paperwork. If you would like to speak to a tax assistant, you may call us Monday - Friday from 11:00 a.m. to 5:00 p.m. at **1 (800) 478-3474** or e-mail at **melanie@abdc.org**