



# FREE TAX PREPARATION

**VTLP** Proudly serving rural taxpayers since 1995

## INSTRUCTIONS FOR MAIL-IN TAX RETURNS

### STEP ONE: COMPLETE FORMS

- Intake/Interview & Quality Review Sheet (3 pages)
- Supplemental Information Sheet (1 page)
- Form 14446 (1 page)

*If you are a commercial fisher: DON'T SEND RECEIPTS!*

- Commercial Fishing Sheet (1 page)

*If you own a small business or received a 1099-NEC or 1099-MISC for business income: DON'T SEND RECEIPTS!*

- Small Business Information Sheet (1 page)

### Important:

- You (and your spouse) **MUST COMPLETE AND SIGN FORM 14446.**
- Provide a phone number where you can be reached.
- **ALL NAMES** must be **EXACTLY** as they appear on the Social Security card.
- Include bank information if requesting direct deposit.

Additional forms available at [www.abdc.org](http://www.abdc.org)

### STEP TWO: COLLECT ALL TAX FORMS

- Forms W-2 and Forms 1099 (*dividends, interest, self-employment, unemployment, Social Security-SSA*)

### Important:

- Include forms received for yourself, your spouse and dependents.
- SSI does not get reported.
- Alaska Native Settlement Trust Distributions do not get reported.
- All non-excluded income must be reported even if no forms are received.

### STEP THREE: MAKE COPIES

- Make a copy of your picture ID and the Social Security cards for everyone listed on the Intake and Supplemental Sheets. (Do not send originals)
- Keep a copy of all tax documents submitted

**Do not send an incomplete package. Wait until all income documents have been received. If you file a return with missing income the IRS may not issue a refund.**

### STEP FOUR: SEND COPIES OF ALL DOCUMENTS TO ABDC

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

**Fax:** (866) 747-5801  
(Fax only—DO NOT leave message)

**Text/Email:** [frontdesk@abdc.org](mailto:frontdesk@abdc.org)

### STEP FIVE: ABDC will call you to verify your information and prepare your tax return.

ABDC Contact: [frontdesk@abdc.org](mailto:frontdesk@abdc.org) or (907) 562-0335

Monday - Friday, 9:00 AM to 4:00 PM

*For tax tips visit our Facebook page: Volunteer Tax and Loan Program*