

Individual Income Tax Return
Required Documents – For Year of 2023

(Mark “X” next to the item)

1. ____ A copy of photo ID(s) (Driver License, state ID with picture, passport)
2. ____ A Copy of social security card(s) (taxpayers and dependents if applicable)
3. ____ A Copy of birth certificate for qualifying child if available
4. ____ A Copy of qualifying child’s school records or medical bills that shows their living address is same as taxpayer’s
5. ____ A copy of form 1095-C, 1095-B if health insurance provided by the employer.
6. ____ A copy of 1095-A if health insurance purchased in marketplace.
7. ____ A copy of a void check
8. ____ A copy of Information about property tax paid for homeowner (s)
9. ____ A copy of statement of annual rent paid if renting a place by yourself (not sharing rent payment with other people) – official lease is required for records. Public Housing Assistance is not applicable.

❖ To avoid \$20 administrative charge, you MUST:

In person – documents should be submitted on A4 standard paper.

Email – documents should be converted & submitted in ONE PDF.

Signature (s): _____

Date: _____