

Note: **EVERY** Taxpayer (You **MUST** Provide)

1. **Valid Government Issued Photo ID** –
(Make photo-copy)
2. **SS Card** – 1st Time/New Client
(Copy for Self and **ALL NEW** dependents)
3. **EIC** – Forms Completed with Signatures
4. **Head of Household** – Verify
(Is lease/home in Taxpayer's Name?)
5. **Dependents** – If, Other Relationships,
For EIC additional forms **MUST** be completed
6. **1st time Individual** – \$20 Deposit (If/Ask Fees are being withheld)
1st time Business - \$50 Deposit
7. **Self Employed** –
***Proof of Income & Expenses,**
*Complete **ALL** Required Forms
9. **New Clients** – Must have copy of previous year tax return
Required