

You will need:

- Tax Information such as Forms W-2, 1099, 1098, 1095.
- Social Security cards or ITIN letters for all persons on your tax return
- Picture ID (such as valid driver's license) for you and your spouse

- Complete pages 1-5 of this form.
- You are responsible for the information on your return. Provide complete and accurate information.
- If you have questions, ask the IRS-certified volunteer preparer.

Volunteers are trained to provide high quality service and uphold the highest ethical standards. To report unethical behavior to the IRS, email us at ts.voltax@irs.gov

Your first name	M.I.	Last name	Your date of birth	Your job title
Spouse's first name	M.I.	Last name	Spouse's date of birth	Spouse's job title

Mailing address	Apt #	City	State	ZIP code
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Your telephone number	Spouse's telephone number	Email address (optional)	Did you live or work in two or more states in 2025 <input type="checkbox"/> Yes <input type="checkbox"/> No
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Can anyone else claim you or your spouse on their tax return	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Check if you or your spouse were in 2025:

A U.S. citizen	<input type="checkbox"/> You	<input type="checkbox"/> Spouse	<input type="checkbox"/> No	Totally and permanently disabled	<input type="checkbox"/> You	<input type="checkbox"/> Spouse	<input type="checkbox"/> No
In the U.S. on a visa	<input type="checkbox"/> You	<input type="checkbox"/> Spouse	<input type="checkbox"/> No	Issued an identity protection PIN (IPPIN)	<input type="checkbox"/> You	<input type="checkbox"/> Spouse	<input type="checkbox"/> No
A full-time student	<input type="checkbox"/> You	<input type="checkbox"/> Spouse	<input type="checkbox"/> No	Owners or holders of any digital assets	<input type="checkbox"/> You	<input type="checkbox"/> Spouse	<input type="checkbox"/> No

If due a refund , how would you like your refund <input type="checkbox"/> Direct deposit <input type="checkbox"/> Check by mail <input type="checkbox"/> Split refund between accounts <input type="checkbox"/> Other _____		If you have a balance due , how would you like to make your payment <input type="checkbox"/> Bank account <input type="checkbox"/> IRS.gov Direct Pay <input type="checkbox"/> Set up installment agreement <input type="checkbox"/> Mail payment to IRS	
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Would you like to receive written communications from the IRS in a language other than English ☐ You ☐ Spouse ☐ No

What language _____

Would you, or your spouse if married filing jointly, like \$3 to go to the Presidential Election Campaign Fund ☐ You ☐ Spouse ☐ No

As of December 31, 2025, what was your marital status

☐ **Never Married**
☐ **Married** If married, were you married on the last day of the year ☐ Yes ☐ No
 Did you and your spouse live apart all of the last 6 months of the year ☐ Yes ☐ No
☐ **Divorced** Date of final decree ☐ **Legally Separated but not Divorced** Date of separate maintenance decree ☐ **Widowed** Year of spouse's death

[illegible]

Income: Answer the following questions on the left side of this page. Check only the boxes that apply to you and/or your spouse.**Received money from any of the following in 2025:**☐ (B) Wages as a part-time or full-time employee

How many jobs _____

☐ (B/A) Tips☐ (B/A) Retirement account, pension or annuity proceeds☐ (B) Disability benefits (such as payments from insurance and worker's compensation)☐ (B) Social Security or Railroad Retirement Benefits☐ (B) Unemployment benefits☐ (B) Refund of state or local income tax☐ (B) Interest or dividends (bank account, bonds, etc.)☐ (A) Sale of stocks, bonds or real estateDid you report a loss on last year's return ☐ Yes ☐ No☐ (B) Alimony☐ (A/M) Income from renting out your house or a room in your houseIf yes, did you use the dwelling unit as a personal residence and rent it for fewer than 15 days ☐ Yes ☐ No☐ Income from renting personal property such as a vehicle☐ (B) Gambling winnings, including lottery☐ (A) Payments for contract or self-employment workDid you report a loss on last year's return ☐ Yes ☐ No☐ Any other money received during the year? (example: cash payments, jury duty, awards, digital assets, royalties, union strike benefits)**(To be completed by certified volunteer) Income to be included Notes/Comments**☐ (B) W-2s

☐ (B/A) Tips (Basic when reported on W2)☐ (B/A) 1099-R (Basic when taxable amount is reported) # _____☐ (A) Qualified Charitable Distribution From 1099-R \$ _____☐ (B) Disability benefits on 1099-R or W-2

☐ (B) SSA-1099, RRB-1099

☐ (B) 1099-G

☐ (B) Refund

\$ _____

☐ (B) Itemized last year☐ Yes☐ No☐ (B) 1099-INT # _____☐ (B) 1099-DIV

☐ (A) 1099-B (include brokerage statement)

☐ Capital loss carryover☐ Yes☐ No☐ (B) Alimony

\$ _____

Excluded from income

☐ Yes☐ No☐ (A/M) Rental income (Advanced when the dwelling is a personal residence and rented for fewer than 15 days)☐ Rental expense

\$ _____

☐ (B) W-2G or other gambling winnings (list losses below if taxpayer can itemize deductions)

☐ (A) Schedule C☐ 1099-MISC

☐ 1099-NEC

☐ 1099-K

☐ Other income reported elsewhere☐ Schedule C expenses

\$ _____

☐ Other income (see Pub 4012 for guidance on other income, i.e., scope of service chart)

Expenses and Tax Related Events: Answer the questions on the left side of this page. Check only the boxes that apply to you and/or your spouse.**Paid any of the following expenses to itemize in 2025?**

- ☐ (A) Mortgage Interest
- ☐ (A) Taxes: state, local, real estate, sales, etc.
- ☐ (A) Medical, dental, prescription expenses
- ☐ (A) Charitable contributions

(To be completed by certified volunteer) Standard or Itemized Deductions

- ☐ (A) 1098 # _____
- ☐ (B) Standard deduction ☐ (A) Itemized deduction

Notes/Comments**Paid any of these expenses in 2025?**

- ☐ (B) Student loan interest
- ☐ (B) Child and dependent care
- ☐ (B/A) Contributions to a retirement account
- ☐ (B) School supplies by a teacher, teacher's aide or other educator
- ☐ (B) Alimony payments (do not include child support)

(To be completed by certified volunteer) Expenses to report

- ☐ (B) 1098-E
- ☐ (B) Child and dependent care credit
- ☐ (B/A) IRA (Basic if a Roth IRA or 401K)
- ☐ (B) Educator expenses deduction \$ _____
- ☐ (B) Alimony payments with spouse's SSN \$ _____
Adjustment to income ☐ Yes ☐ No

Notes/Comments**Did any of the following happen during 2025?**

- ☐ (B) You or someone in your family took educational classes (technical school, college, job related, etc.)
- ☐ (A) Sell a home
- ☐ (A) Have a health savings account (HSA)
- ☐ (A) Purchase health insurance through the Marketplace (Exchange)
- ☐ (A) Purchase and install energy-efficient home items (example: windows, furnace, insulation, etc.)
- ☐ (A) Other (example: purchased a new vehicle, etc.)
- ☐ (A) Have credit card, mortgage, or other debt cancelled/forgiven by a lender
- ☐ (A) Have a loss related to a declared Federal disaster area
- ☐ (B) Have a tax credit disallowed (example: earned income credit, child tax credit, or American opportunity credit)
- ☐ Receive any letter or bill from the IRS
- ☐ (B) Make estimated tax payments or apply last year's refund to 2025 taxes
- ☐ Brought last year's return

(To be completed by certified volunteer) Information to report

- ☐ (B) Taxable scholarship income
- ☐ (B) 1098-T (itemized statement from school, invoice, etc.)
- ☐ (B) Education credit or tuition and fees deduction
- ☐ (A) Sale of home (1099-S)
- ☐ (A) HSA contributions ☐ (A) HSA distributions
- ☐ (A) 1095-A
- ☐ (A) Energy efficient home improvement credit (Form 5695, Part II only)
- ☐ VIN # _____
- ☐ (A) 1099-C
- ☐ (A) 1099-A
☐ Disaster relief impacts return
- ☐ (B) EITC, CTC, AOTC or HOH disallowed in a previous year
Year disallowed _____ Reason _____
- ☐ Eligible for Low Income Taxpayer Clinic referral
- ☐ (B) Estimated tax payments _____
- ☐ (B) Last year's refund applied to this year _____
- ☐ Last year's return available

Notes/Comments

Optional Information

The following information is for statistical purposes only. Your responses to these questions are not a part of your tax return and are not transmitted to the IRS with your tax return. You are not required to answer these questions.

1. Would you say you can carry on a conversation in English	<input type="checkbox"/> Very well	<input type="checkbox"/> Well	<input type="checkbox"/> Not well	<input type="checkbox"/> Not at all	<input type="checkbox"/> Prefer not to answer
2. Would you say you can read a newspaper in English	<input type="checkbox"/> Very well	<input type="checkbox"/> Well	<input type="checkbox"/> Not well	<input type="checkbox"/> Not at all	<input type="checkbox"/> Prefer not to answer
3. Do you or any member of your household have a disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to answer		
4. Are you or your spouse a Veteran of the U.S. Armed Forces	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to answer		
5. What is your race and/or ethnicity? <u>Select all that apply</u>			6. What is your spouse's race and/or ethnicity? <u>Select all that apply</u>		
<input type="checkbox"/> American Indian or Alaska Native (for example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.)			<input type="checkbox"/> American Indian or Alaska Native (for example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.)		
<input type="checkbox"/> Asian (for example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.)			<input type="checkbox"/> Asian (for example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.)		
<input type="checkbox"/> Black or African American (for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.)			<input type="checkbox"/> Black or African American (for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.)		
<input type="checkbox"/> Hispanic or Latino (for example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.)			<input type="checkbox"/> Hispanic or Latino (for example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.)		
<input type="checkbox"/> Middle Eastern or North African (for example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.)			<input type="checkbox"/> Middle Eastern or North African (for example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.)		
<input type="checkbox"/> Native Hawaiian or Pacific Islander (for example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.)			<input type="checkbox"/> Native Hawaiian or Pacific Islander (for example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.)		
<input type="checkbox"/> White (for example, English, German, Irish, Italian, Polish, Scottish, etc.)			<input type="checkbox"/> White (for example, English, German, Irish, Italian, Polish, Scottish, etc.)		

Privacy Act and Paperwork Reduction Act Notice

We are asking for this information so you may participate in the IRS Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) program which provides IRS-certified volunteer income tax preparers to assist with basic income tax return preparation for qualified individuals. The IRS authority to collect this information is 5 U.S.C. section 301 and 26 U.S.C. section 7801. The information you provide may be disclosed to others who coordinate VITA/TCE staffing, outreach, and other VITA/TCE related activities. The IRS may only disclose your return and return information as provided by 26 U.S.C. section 6103. All other records may be disclosed only for purposes the IRS deems are compatible with the purpose for which IRS collected the records, and consistent with any routine use disclosures described in the System of Record Notice (SORN) Treasury/IRS 24.030, Customer Account Data Engine (CADE) Individual Master File (IMF). You may view Treasury/IRS SORNs on the Treasury SORN website at [Treasury.gov/System of Records Notices \(SORNs\)](https://www.treasury.gov/System-of-Records-Notices). Providing this information is voluntary however, if you do not provide the requested information the IRS volunteers may not be able to assist you with preparing and filing your tax return.

The Paperwork Reduction Act requires that the IRS display an OMB control number on all public information requests. The OMB Control Number for this study is 1545-1964. Also, if you have any comments regarding the time estimates associated with this study or suggestion on making this process simpler, write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:TS:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, Washington, DC 20224.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Optional Questions for AARP Foundation

1. How many people, including you, are part of your household? (Your household includes you and the number of other people financially supported by your annual household income.) (select one)

☐ 1 (yourself)

☐ 2

☐ 3

☐ 4 or more

☐ Prefer not to answer

2. Do you rent or own your home?

☐ Rent

☐ Own

☐ Neither

☐ Prefer not to answer

Opportunity to Save Your Refund

Whether you want to save for an upcoming purchase, unexpected expenses, or things that are important to you, tax time provides a key opportunity to plan for your future financial security.

If you wish to start or continue saving your tax refund this year, let your Tax-Aide Counselor know.

How to Use this Intake Booklet

Welcome to our AARP Foundation Tax-Aide site. This Intake Booklet is one of the primary ways for you to provide information to the volunteer who will prepare your tax return. In addition to any paperwork you brought, this information will help give us a more complete picture of your tax situation and will also allow you to give us permission to take certain actions. Please complete the Booklet in its entirety and take a look at the following information to help you decide if you wish to give your consents and answer certain questions. **Your answers will not affect the preparation of your tax return.**

Demographic Questions: These are questions about you (and your spouse, if filing jointly). The data from these questions are used to meet grant requirements and for statistical and program planning purposes.

Consent to Disclose Tax Return Information to VITA/TCE Tax Preparation Sites. If you had your tax return prepared at this site last year, some of your information (name, address, dependents, payers, etc.) will automatically appear when we prepare your return this time. You can also conveniently have your information available at any other AARP Foundation Tax-Aide or VITA Site. Sign this form if you want your information to be available at any AARP Foundation Tax-Aide or VITA Site you decide to use next year.

Consent to Disclose/Use Information to AARP Foundation. Sign this form if you want to allow information from your tax return, including answers to demographic questions, to be provided by Tax-Aide to the program sponsor – AARP Foundation – to assist in program development and to send you other AARP Foundation program information.

Consent for AARP Foundation to Use Select Tax Return Information. Consent for AARP Foundation to use select tax return information to provide you with additional information about other free AARP Foundation programs or services. In addition to AARP Foundation Tax-Aide, AARP Foundation helps older adults with low income secure the essentials, including relevant benefits, good jobs, and refunds, and to sustain social connections through a variety of programs and services. Some or all of these programs or services may be relevant to you. Sign this form if you agree to allow AARP Foundation—the charitable affiliate of AARP—to send you information about free programs and services. Your data will not be shared with AARP or AARP's licensed service providers for the purposes of membership marketing or paid offers.

Consent to Disclose Tax Return Information to VITA/TCE Tax Preparation Sites

Federal Disclosure:

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot disclose your tax return information to third parties for purposes other than the preparation and filing of your tax return without your consent. If you consent to the disclosure of your tax return information, Federal law may not protect your tax return information from further use or distribution.

You are not required to complete this form to engage our tax return preparation services. If we obtain your signature on this form by conditioning our tax return preparation services on your consent, your consent will not be valid. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature.

Terms:

Global Carry Forward of data allows TaxSlayer LLC, the provider of the VITA/TCE tax software, to make your tax return information available to ANY volunteer site participating in the IRS's VITA/TCE program that you select to prepare a tax return in the next filing season. This means you will be able to visit any volunteer site using TaxSlayer next year and have your tax return populate with your current year data, regardless of where you filed your tax return this year. This consent is valid through November 30, 2027.

The tax return information that will be disclosed includes, but is not limited to, demographic, financial and other personally identifiable information, about you, your tax return and your sources of income, which was input into the tax preparation software for the purpose of preparing your tax return. This information includes your name, address, date of birth, phone number, SSN, filing status, occupation, employer's name and address, and the amounts and sources of income, deductions and credits that were claimed on, or contained within, your tax return. The tax return information that will be disclosed also includes the name, SSN, date of birth, and relationship of any dependents that were claimed on your tax return.

You do not need to provide consent for the VITA/TCE partner preparing your tax return this year. Global Carry Forward will assist you only if you visit a different VITA or TCE partner next year that uses TaxSlayer. You have the right to receive a signed copy of this form.

Limitation on the Duration of Consent: I/we, the taxpayer, do not wish to limit the duration of the consent of the disclosure of tax return information to a date earlier than presented above (November 30, 2027). If I/we wish to limit the duration of the consent of the disclosure to an earlier date, I/we will deny consent.

Limitation on the Scope of Disclosure: I/we, the taxpayer, do not wish to limit the scope of the disclosure of tax return information further than presented above. If I/we wish to limit the scope of the disclosure of tax return information further than presented above, I/we will deny consent.

Consent:

I/we, the taxpayer, have read the above information.

I/we hereby consent to the disclosure of tax return information described in the Global Carry Forward terms above and allow the tax return preparer to enter a PIN in the tax preparation software on my behalf to verify that I/we consent to the terms of this disclosure.

Primary taxpayer printed name and signature

Date

Secondary taxpayer printed name and signature

Date

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484. Report a Crime or IRS Employee Misconduct - U.S. Treasury Inspector General for Tax Administration (TIGTA) (<https://www.tigta.gov/reportcrime-misconduct>).

Consent to Disclose/Use Information to AARP Foundation

Federal Disclosure

Federal law requires this consent form be provided to you ("you" refers to each taxpayer, if more than one). Unless authorized by law, we cannot disclose, without your consent, your tax return information to third parties for purposes other than the preparation and filing of your tax return. If you consent to the disclosure of your tax return information, Federal law may not protect your tax return information from further use or distribution.

You are not required to complete this form to engage our tax return preparation services. If we obtain your signature on this form by conditioning our tax return preparation services on your consent, your consent will not be valid. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature.

Terms:

I/We authorize the AARP Foundation as follows:

3 Years-Disclosure: Tax Preparer will disclose the Personal Information to the Software Developer through Software Developer's tax preparation program. The Software Developer will disclose the Personal Information to AARP Foundation.

3 Years-Purpose of the Disclosure/Use is for the Software Developer to make available the Taxpayer's Personal Information as entered in the tax return to AARP Foundation in order for it to provide reporting, support, administrative assistance, and program and research opportunities to the tax preparer.

Personal Information: The tax return information that will be disclosed includes—but is not limited to—demographic, financial and other personally identifiable information, about you, your tax return, your sources of income, and any other data that was input into the tax preparation software.

Limitation on the Duration of Consent: I/we, the taxpayer, do not wish to limit the duration of the consent of the disclosure/use of tax return information to a date earlier than three years. If I/we wish to limit the duration of the disclosure/use to an earlier date, I will deny consent.

Limitation on the Scope of Disclosure: I/we, the taxpayer, do not wish to limit the scope of the disclosure of tax return information further than presented above. If I/we wish to limit the scope of the disclosure of tax return information further than presented above, I/we will deny consent.

Primary taxpayer printed name and signature	Date
Secondary taxpayer printed name and signature	Date

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by email at complaints@tigta.treas.gov.

Consent for AARP Foundation to Use Select Tax Return Information

Federal Disclosure

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot use your tax return information for purposes other than the preparation and filing of your tax return without your consent.

You are not required to complete this form to engage our tax return preparation services. If we obtain your signature on this form by conditioning our tax return preparation services on your consent, your consent will not be valid. Your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature.

Terms:

The AARP Foundation Tax-Aide program is one of several free programs or services that AARP Foundation provides to help older adults with low income secure the essentials, including good jobs, eligible benefits, refunds, and sustaining social connections. Some of these programs or services may be relevant to you. If you would like us to use your tax return information to help determine whether other free AARP Foundation programs or services might be available to you, to send you details about how to access these programs or services, and/or contact you to see if you are eligible and interested to participate in research-related activities, such as surveys or discussion groups, that inform our programs and services, please sign and date this consent for the use of your tax return information.

I/We authorize AARP Foundation as follows:

3 Years-Purpose: The purpose of the Use is for AARP Foundation to use your tax return information to determine whether to provide you additional information about other free AARP Foundation programs or services.

Personal Information: The tax return information that will be disclosed includes — but is not limited to — demographic, financial and other personally identifiable information, about you, your tax return, your sources of income, and any other data that was input into the tax preparation software.

Limitation on the Duration of Consent: I/we, the taxpayer, do not wish to limit the duration of the consent of the use of tax return information to a date earlier than three years. If I/we wish to limit the duration of the use to an earlier date, I/we will deny consent.

Primary taxpayer printed name and signature	Date
Secondary taxpayer printed name and signature	Date

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by email at complaints@tigta.treas.gov.

Qualified Overtime Deduction Worksheet* (fillable)

Name _____

Check all that apply:

☐ I am exempt under the Fair Labor Standards Act (FLSA). If checked do not complete this worksheet.

I am paid as: ☐ an employee (W-2) ☐ a nonemployee 1099 worker (uncommon for overtime)

I get paid on: ☐ an hourly basis ☐ on a salary or other basis and get overtime premium pay or time off

Source of my overtime information:

☐ Employer document or statement*

☐ Pay stub (must provide the 2025 full-year amount)

☐ Other (specify) _____

My total overtime pay for 2025 for hours worked over standard hours is: \$ _____

My overtime pay is my regular pay times: ☐ 1.5 ☐ 2.0 ☐ 2.5 ☐ other _____

Taxpayers are responsible for retaining documentation to support their overtime deduction.

Different occupations or different employers have varying ways of determining overtime. Only overtime pay required by the FLSA is eligible for this deduction — additional overtime mandated by state law, employment contract, employer policy, etc., is not eligible. Only the FLSA-mandated overtime premium up to 50% over regular pay is eligible for the overtime deduction.

– For Tax-Aide use –

This simplified calculation can be used only if the taxpayer has the amount of total overtime pay for hours worked over 40 in a week (or other FLSA-mandated overtime) and the overtime premium is a constant rate. **It cannot be used if overtime pay includes overtime paid for weekends, holidays, off hours, hours worked in excess of 8 hours in a day, etc.** (these may not be FLSA-mandated and taxpayer needs to get accurate FLSA information).

Simplified qualified overtime pay calculator for the deduction:

Total overtime pay (not just the OT premium)	(a)	\$
Enter the rate of overtime pay multiplied by 2 e.g. for time and a half (1.5x) enter 3; for double time (2x) enter 4	(b)	
Divide (a) by (b)	(c)	\$

Enter the amount from (c) on Sch 1-A *Additional Deductions* > *No Tax on Overtime* screen as W-2 or 1099, as applicable.

*** This worksheet is not needed if your employer gave you the amount of qualified FLSA overtime premium for the overtime deduction, e.g. W-2 box 12 with code TT or box 14 with qualified overtime compensation amount.**

Otherwise, this worksheet is intended for straightforward situations where the taxpayer is able to provide the necessary information. If the taxpayer is not able to provide the information, the return can be filed without the deduction (and amended later when accurate information is provided) or the taxpayer can choose to not use Tax-Aide to file their return.

Qualified Tip Deduction Worksheet (fillable)

For use by employees with Form W-2

Name _____

Use this form if you receive tips in your job, you have a Social Security number valid for employment, and you are not married filing separately. If you have more than one tip job, complete a separate worksheet for each job. Only cash tips (including checks, credit/debit/gift cards, cash transfer apps, etc.) are eligible for the tips deduction. The value of noncash tips (such as goods or services) must be included in taxable income but is not eligible for the tips deduction (see Note 3).

Occupation in which I get tips _____ Code # from page 2 _____

My qualified tips are listed below:		For Tax-Aide Use
(a) W-2 box 7 (see Note 1)	\$	Form W-2 entry screen <ul style="list-style-type: none">• Enter Box 7 from the W-2, even if the value on line (a) is different.• If line (b) is blank, leave Box 8 blank, else use Box 8 from W-2• Enter line (c) as Unreported tips
(b) W-2 box 8 (allocated tips) (see Note 2)	\$	Additional Deductions entry screen, No Tax On Tips <ul style="list-style-type: none">• If multiple Forms W-2, add all lines (a), (b) and (c) together• If Note 1 or Note 3 applies see NTTC 4012
(c) Cash tips not reported to my employer (see Note 3)	\$	<ul style="list-style-type: none">• 1st field: Enter line (a)• 2nd field: Add lines (a)+(b)+(c)• TaxSlayer will choose the larger of the two figures and apply the limit of \$25,000 per return

Taxpayers must retain the documentation to support their tips deduction.

Note 1: If you have an employer statement or an amount in W-2 box 14 listing your qualified tips for the "No Tax on Tips" deduction, enter that instead. Do not include any service charges or automatic gratuities listed on an employer statement. If you earned more than \$176,100 and the total of tips you reported to your employer on Forms 4070 or the equivalent is more than box 7, you may use that total instead.

Note 2: If you can prove that your unreported tips are other than the amount in box 8, leave line (b) blank and enter the correct amount on line (c). Otherwise, just enter the amount from box 8 on line (b).

Note 3: If any tips were not reported because you received less than \$20 in a month; or while working as a government employee not subject to Social Security tax; or you received noncash tips, such as goods, event tickets, meals, services, etc.; then provide those amounts to the Counselor separately.

Beverage & Food Service	
101	Bartenders
102	Wait Staff
103	Food Servers, Nonrestaurant
104	Dining Room and Cafeteria Attendants and Bartender Helpers
105	Chefs and Cooks
106	Food Preparation Workers
107	Fast Food and Counter Workers
108	Dishwashers
109	Host Staff, Restaurant, Lounge, and Coffee Shop
110	Bakers
Entertainment & Events	
201	Gambling Dealers
202	Gambling Change Persons and Booth Cashiers
203	Gambling Cage Workers
204	Gambling and Sports Book Writers and Runners
205	Dancers
206	Musicians and Singers
207	Disc Jockeys, Except Radio
208	Entertainers and Performers
209	Digital Content Creators
210	Ushers, Lobby Attendants, and Ticket Takers
211	Locker Room, Coatroom, and Dressing Room Attendants
Hospitality & Guest Services	
301	Baggage Porters and Bellhops
302	Concierges
303	Hotel, Motel, and Resort Desk Clerks
304	Maids and Housekeeping Cleaners
Home Services	
401	Home Maintenance and Repair Workers
402	Home Landscaping and Groundskeeping Workers
403	Home Electricians
404	Home Plumbers
405	Home Heating and Air Conditioning Mechanics and Installers
406	Home Appliance Installers and Repairers
407	Home Cleaning Service Workers
408	Locksmiths
409	Roadside Assistance Workers

Personal Services	
501	Personal Care and Service Workers
502	Private Event Planners
503	Private Event and Portrait Photographers
504	Private Event Videographers
505	Event Officiants
506	Pet Caretakers
507	Tutors
508	Nannies and Babysitters
Personal Appearance & Wellness	
601	Skincare Specialists
602	Massage Therapists
603	Barbers, Hairdressers, Hairstylists, and Cosmetologists
604	Shampooers
605	Manicurists and Pedicurists
606	Makeup Artists
607	Exercise Trainers and Group Fitness Instructors
608	Tattoo Artists and Piercers
609	Tailors
610	Shoe and Leather Workers and Repairers
611	Eyebrow Threading and Waxing Technicians
Recreation & Instruction	
701	Golf Caddies
702	Self-Enrichment Teachers
703	Sports and Recreation Instructors
704	Tour Guides
705	Travel Guides
706	Recreational and Tour Pilots
Transportation & Delivery	
801	Parking and Valet Attendants
802	Taxi and Rideshare Drivers and Chauffeurs
803	Shuttle Drivers
804	Goods Delivery People
805	Personal Vehicle and Equipment Cleaners
806	Private and Charter Bus Drivers
807	Water Taxi Operators and Charter Boat Workers
808	Rickshaw, Pedicab, and Carriage Drivers
809	Home Movers

For additional qualified occupation information: [IRS.gov/TippedOccupations](https://www.irs.gov/TippedOccupations)

2025 Itemized Deductions (Sch A) Worksheet (fillable)

☐ I donated a vehicle worth more than \$500 ☐ I made more than \$5,000 of noncash donations
☐ I paid interest on borrowings for investments ☐ I repaid income (taxed in prior year) over \$3,000

If you checked any of the above, please stop here and speak with one of our Counselors.

If none is checked: enter your totals below for each expense – we do not need the details. Please ask if you are unsure or have any questions.

Your name: _____

MEDICAL EXPENSES you paid for yourself or your dependent that were not reimbursed	
Insurance* (specify)	\$
	\$
	\$
	\$
* For health, dental, vision, long-term care. Not paid pre-tax from paycheck. Provide Form 1095-A from Marketplace if received.	
Doctors, dentist, etc.	\$
Hospital, medically needed care facility, etc.	\$
Prescriptions (even if filled with over-the-counter meds)	\$
Medical aids (canes, glasses, etc.)	\$
COVID protective items	\$
Other (specify):	\$
	\$
Parking	\$
Bus or car service	\$
Medical miles using own car	mi.
CHARITY (you need to keep evidence of each; if \$250 or more, must be in writing from charity)	
Cash contributions (total)	\$
Other than cash, specify name of charity (provide thrift store value) (no appreciated items)	
	\$
	\$
	\$
Charitable miles using own car	mi.

STATE/LOCAL TAXES	
State/local income tax paid (other than through withholding)	\$
Sales tax on car or home improvement purchases	\$
Real estate taxes (not service fees like garbage or sewer)	\$
Personal property (e.g. tax portion of car registration)	\$
Other taxes paid (specify):	\$
	\$
INTEREST **	
Home mortgage interest - on main home	\$
- on second loan or home	\$
Loan balance owed at Jan 1 or date acquired (Form 1098):	\$
Amount of loan used to buy, build, or improve home, if less than the full amount	\$
Mortgage insurance required by lender (for state tax only)	\$
Year loan originated	Yr:
Other (specify):	\$
OTHER:	
Gambling losses/expenses	\$
Investment expenses (for state)	\$
Other (specify):	\$
	\$

We'll use your 2025 federal standard deduction shown below if more than your itemized deductions above (if blind, add \$2,000 or \$1,600 if married):

Single	\$15,750	Married (filing joint)	\$31,500	HOH	\$23,625
Single (65+)	\$17,750	Married (one 65+)	\$33,100	HOH (65+)	\$25,625
		Married (both 65+)	\$34,700		

** If you financed the purchase of a new car, complete the [Qualified Vehicle Loan Interest deduction worksheet](#).

Note for 2026: keep your cash charitable contribution receipts!

Qualified Passenger Vehicle Loan Interest Deduction Worksheet (fillable)

(Complete a separate worksheet for each vehicle.)

Borrower name: _____

If you answer no to any question, stop.

If you have any questions, please ask one of our Counselors.

Vehicle and Loan Information	Yes	No	Unsure
Did you bring a document showing the 17-digit Vehicle Identification Number (VIN), such as the loan document, registration, insurance card, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the vehicle purchased new? Note: used vehicles and lease buyouts do not qualify.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the vehicle a car, minivan, van, SUV, pickup truck, or motorcycle manufactured primarily for use on public streets, roads, and highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the original loan taken out after December 31, 2024? If yes, what was the date: _____. Check here if original loan was refinanced: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the loan taken out by you and were the proceeds of this loan used to purchase this vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the loan secured by a first lien on the vehicle? Leases do not qualify.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the gross vehicle weight rating (GVWR) less than 14,000 pounds? *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the vehicle undergo final assembly in the United States? *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* The NHTSA [VIN Decoder \(vpic.nhtsa.dot.gov/decoder\)](https://vpic.nhtsa.dot.gov/decoder) can be used to determine the GVWR and final assembly location.

Interest Paid	
Amount of interest paid on above loan during the tax year (as reported by the lender; e.g. on a statement, online, etc.):	\$
Check this box if you have a business and use this vehicle in your business:	<input type="checkbox"/>

Self-Employed (Sch C) Worksheet (type-in fillable)

(Complete a separate worksheet for each business)

Business owner's name: _____

- | | |
|--|---|
| <input type="checkbox"/> I paid employees or other individuals
<input type="checkbox"/> I had more than \$50,000 in business expenses
<input type="checkbox"/> I keep an inventory for my business
<input type="checkbox"/> I have assets to depreciate (any > \$2,500) | <input type="checkbox"/> I want to deduct a home office
<input type="checkbox"/> I received Form 1095-A for health coverage
<input type="checkbox"/> I need to report a business loss
<input type="checkbox"/> I have an LLC or other entity |
|--|---|

If you checked any of the above, please stop here and speak with one of our Counselors.

If you checked none of the above, please continue by completing the worksheet below for each business.

Income	
Forms 1099 (-NEC, -MISC, -K)	\$
Cash, checks, etc. (incl tips)	\$
<i>Use the tips worksheet if in a qualified occupation</i>	
Business expenses	
Advertising	\$
Commissions and fees	\$
Business insurance	\$
Interest on business loans	\$
Office expense/supplies	\$
Repairs	\$
Supplies	\$
Licenses or fees	\$
Business part of phone	\$
Training for this business	\$
Tools, etc. under \$2,500 each	\$
Travel away from home	\$
Business meals	\$
Rent (not home office)	\$
Other (specify)	\$
	\$
	\$
	\$
	\$
	\$
	\$

Business use of car or truck	
Total mileage for the year	mi.
Business miles	mi.
Commuting miles	mi.
Other miles	mi.
Do you have another car (Y/N)	
Vehicle description:	
Date placed in service:	
Car or truck expenses	
Car loan interest	\$
Parking, tolls	\$
Other (specify)	\$
	\$
	\$
	\$

To be completed by the volunteer preparer:	
SEHI? Y / N _____ (see <i>NTTC 4012 Tab D</i>)	
Eligible for subsidized health coverage? Y / N _____	
Health insurance premiums	\$
Eligible for subsidized LTC coverage? Y / N _____	
LTC premiums (limited by age)	\$
Include after-tax health or long-term care insurance premiums for the business owner, spouse (if filing jointly), dependents, and child under age 27 (even if not a dependent) paid by owner (or spouse if filing jointly), include Medicare or Medigap.	

Drivers – be sure you have with you today:

- All Forms 1099 **AND** the detail provided by the company (Door Dash, Lyft, Postmates, Uber, etc.) – you need to download and print the detail from each company's web site.
- Your trip miles **AND** your between-trip miles (do not include from home to first stop nor from last stop to home).

Qualified Tip Deduction Worksheet (fillable)

For use by independent workers (Schedule C)

Taxpayer Name _____ Business name if different _____

Use this form if you receive tips in your business, you have a Social Security number that is valid for employment, and you are not married filing separately. If you have more than one business with tips, complete a separate worksheet for each business.

Occupation in which I get tips _____ Code # from page 2 _____

To claim the deduction, the tip must be included on a Form 1099 that you received. If a tip is not included in the amount reported on a 1099, it cannot be used for the tip deduction.

The tip must have been paid voluntarily and not required. List only those tips for which you have evidence, such as receipts, point-of-sale system reports, daily tip logs, third party settlement organization records, or other documentation of the voluntary tip.

Taxpayers must retain the documentation to support their tip deduction.

List your 2025 qualified tips based on the tax form on which they are reported:

Voluntary tips included on	
Form 1099-NEC	\$
Form 1099-MISC	\$
Form 1099-K	\$
Total Tips	\$

For Tax-Aide Use

The tips deduction is limited to the business profit shown on Schedule C and must be computed and entered manually. QBI must then be reduced manually for the tips deduction amount. After making the calculations on this worksheet, enter the allowable tips deduction on Sch 1-A and enter a negative QBI adjustment on the Sch C screen as described below.

If multiple Schedule C, complete this section for each business separately

Sch C line 31 for the business on this worksheet	(a)	\$
Total Tips from 1099 forms above	(b)	\$
Lesser of (a) or (b): Qualified Tips Deduction	(c)	\$

- Add line (c) amounts for all businesses on the return.
- Enter that total at *Additional Deductions* entry screen, *No Tax On Tips*, third field. TaxSlayer will apply the limit of \$25,000 per return.
- For each Schedule C make the following entry separately: Enter each line (c) as a negative amount at *Sch C > Qualified Business Income Deduction > Qualified Business Income Adjustment Amount*

Beverage & Food Service	
101	Bartenders
102	Wait Staff
103	Food Servers, Nonrestaurant
104	Dining Room and Cafeteria Attendants and Bartender Helpers
105	Chefs and Cooks
106	Food Preparation Workers
107	Fast Food and Counter Workers
108	Dishwashers
109	Host Staff, Restaurant, Lounge, and Coffee Shop
110	Bakers
Entertainment & Events	
201	Gambling Dealers
202	Gambling Change Persons and Booth Cashiers
203	Gambling Cage Workers
204	Gambling and Sports Book Writers and Runners
205	Dancers
206	Musicians and Singers
207	Disc Jockeys, Except Radio
208	Entertainers and Performers
209	Digital Content Creators
210	Ushers, Lobby Attendants, and Ticket Takers
211	Locker Room, Coatroom, and Dressing Room Attendants
Hospitality & Guest Services	
301	Baggage Porters and Bellhops
302	Concierges
303	Hotel, Motel, and Resort Desk Clerks
304	Maids and Housekeeping Cleaners
Home Services	
401	Home Maintenance and Repair Workers
402	Home Landscaping and Groundskeeping Workers
403	Home Electricians
404	Home Plumbers
405	Home Heating and Air Conditioning Mechanics and Installers
406	Home Appliance Installers and Repairers
407	Home Cleaning Service Workers
408	Locksmiths
409	Roadside Assistance Workers

Personal Services	
501	Personal Care and Service Workers
502	Private Event Planners
503	Private Event and Portrait Photographers
504	Private Event Videographers
505	Event Officiants
506	Pet Caretakers
507	Tutors
508	Nannies and Babysitters
Personal Appearance & Wellness	
601	Skincare Specialists
602	Massage Therapists
603	Barbers, Hairdressers, Hairstylists, and Cosmetologists
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605	Manicurists and Pedicurists
606	Makeup Artists
607	Exercise Trainers and Group Fitness Instructors
608	Tattoo Artists and Piercers
609	Tailors
610	Shoe and Leather Workers and Repairers
611	Eyebrow Threading and Waxing Technicians
Recreation & Instruction	
701	Golf Caddies
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703	Sports and Recreation Instructors
704	Tour Guides
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Transportation & Delivery	
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For additional qualified occupation information: [IRS.gov/TippedOccupations](https://www.irs.gov/TippedOccupations)

Education Credits Worksheet (fillable)

Taxpayer name _____

Please complete one worksheet for each student. Name of student: _____

There are two education credits: the American Opportunity Credit and the Lifetime Learning Credit. Your eligibility depends on many things, which are addressed by each question below. Our Counselors will rely upon your answers to determine your eligibility for either education credit. It is important that you accurately respond to all of the following items that apply to your situation.

If you have any questions, please ask one of our Counselors.

Student Information	
Dependent student's filing status: Single (S); Married Filing Joint (MFJ) (or filing just to get a refund of withholding); Married Filing Separate (MFJ); Qualifying Surviving Spouse (QSS); Head of Household (HH)	
Was student's earned income less than one-half of their support? (Yes / No)	
Was at least one parent alive at the end of the tax year? (Yes / No)	
Is student enrolled in a degree or other credential program? (Yes / No)	
Is student enrolled full-time (FT), half-time (HT), or less than half-time (Less)	
Had student completed the first four years of postsecondary education at the beginning of the tax year? (Yes / No)	
Has the American Opportunity Credit been used for this student for four tax years? (Yes / No)	
Was the student ever convicted of a drug felony? (Yes / No)	

Funding Sources (list amount received from each source, use separate sheet as needed)	
Unrestricted grants or scholarships eligible for living expenses	\$
Other scholarships or fellowships	\$
Was a W-2 issued for any of this income? (Yes / No)	
Amount <u>required</u> to be spent on tuition, fees, books or equipment	\$
Distributions from Coverdell Education Savings Account (ESA)	\$
Distributions from Qualified Tuition Plans (529 Plans)	\$
Early distributions from IRAs	\$
U.S. Savings bonds used for tuition and required enrollment fees	\$
Excludible emergency financial aid grants (CARES) (do not reduce educ expenses)	\$
Student loans or savings	\$

Education Credits Worksheet (fillable)

Each of the education credits covers some education expenses, none of them covers all expenses. Tuition and other expenses that are necessary for enrollment are generally covered. Non-essential fees, such as transportation costs, room and board, sports fees, and student health fees may not be covered.

Institutions issue a Form 1098-T to their students. Please provide all Forms 1098-T with your other tax documents. If you do not have Form 1098-T or have lost it, check the student's on-line school account or contact the educational institution to obtain them before submitting to Tax-Aide.

The student's financial account statement, available to download or from the educational institution's Finance Office, contains information that is important in determining qualifying expenses. Please include a copy of each student's financial account statement with your other tax documents.

Expenses <i>(Not all expenses qualify for both Education Credits)</i>	
Tuition	\$
Student activity fees, if required for enrollment	\$
Required books that <u>must</u> be purchased from the institution	\$
Required books purchased from a bookstore or otherwise	\$
Required supplies and equipment fees which must be purchased from the institution	\$
Other required supplies and equipment	\$
Living expenses, even if living at home	\$
Required insurance or student health fees	\$
Expenses for special needs services	\$
Other (specify):	\$
	\$
	\$
	\$