



2022 VITA In-Person & Drop-Off Locations

IN-PERSON TAX PREPARATION

VITA Volunteers will be available for select in-person tax preparation services. Please see locations, dates, and times before for more information.
No appointments are necessary.

MASKS ARE REQUIRED FOR IN-PERSON VISITS

[Gato Building](#) (First Floor Conference Room) - 1100 Simonton Street, Key West, FL 33040

Date	Time
February 2 nd , 2022	10:00am – 2:00pm
February 16 th , 2022	10:00am – 2:00pm
March 2 nd , 2022	10:00am – 2:00pm
March 16 th , 2022	10:00am – 2:00pm
March 30 th , 2022	10:00am – 2:00pm
April 13 th , 2022	10:00am – 2:00pm

[Bernstein Park](#) - 3 p.m. to 7 p.m.

Date	Time
February 23 rd , 2022	3:00pm – 7:00pm
March 23 rd , 2022	3:00pm – 7:00pm

SECURE DROP OFF

To drop off your completed 2021 Income Tax Paperwork, you may visit our secure location at:

Marathon Drop Off:

[UPS Store](#)

5409 Overseas Highway (next to Publix)

P. O. Box 356

Call 305-563-1470 for details on Drop-Off



United Way of
Collier and the Keys

TIPS AND CHECKLIST FOR FILING YOUR 2021 INCOME TAX RETURN

PLAN AHEAD!

It's never too early to get ready for the tax-filing season ahead.
For more tips and resources, check out the [Get Ready](#) page on IRS.gov.

FOR YOUR 2021 INCOME TAX FILING, YOU MAY NEED TO BRING ANY/ALL OF THE FOLLOWING:

- Any correspondence received from the IRS in 2021
- Proof of identification (photo ID)
- Social Security cards for you, your spouse, and dependents
- An Individual Taxpayer Identification Number (ITIN) assignment letter may be substituted for you, your spouse, and your dependents if you do not have a Social Security number
- Proof of foreign status, if applying for an ITIN
- Birth dates for you, your spouse, and dependents on the tax return
- Wage and earning statements (**Form W-2, W-2G, 1099-R, 1099-Misc**) from all employers
- Interest and dividend statements from banks (**Forms 1099**)
- Health Insurance Exemption Certificate, if received
- A copy of last year's federal and state returns, if available
- Proof of bank account routing and account numbers for direct deposit such as a blank check
- To file taxes electronically on a married-filing-joint tax return, both spouses must be present to sign the required forms
- Total paid for daycare provider and the daycare provider's tax identifying number such as their Social Security number or business Employer Identification Number
- Forms 1095-A, B and C, Health Coverage Statements
- Copies of income transcripts from IRS and state, if applicable
- Filing electronically with direct deposit and avoiding a paper tax return is more important than ever this year.
- If you received an **Economic Impact Payment** or an advance **Child Tax Credit** last year, make sure to report the correct amount on your tax return
- Watch for IRS letters about
 - Advance Child Tax Credit payment
 - Third Economic Impact payments - providing this information when preparing a tax return electronically can reduce errors and avoid delays in processing.