

**FREE TAX PREPARATION  
CAMBRIDGE LOCATION  
11 INMAN STREET (CENTRAL SQ)**

1. Please fill out the yellow (green for Spanish) Intake Form and sign the white Consent Form.
2. Please put the Intake Form and Consent Form with ALL of your tax documents for prep in an envelope. (W2, 1099, proof of healthcare, deposit info, etc.)
3. If you have a particular preparer you are seeking to prepare your taxes, it's not promised but please address your envelope to their attention.
4. Drop off your envelope with our front desk person, in our door slot or in our secured Drop Box on the steps located at 11 Inman Street.
5. Please make sure you leave a contact number so we can reach you directly.
6. Your preparer will stay in contact with you throughout the process and will inform you if any further information is needed.
7. Your preparer will work out a pickup date and time so that you can sign the necessary forms to release your taxes for processing.

Any questions?

Please call (617) 868-2900 or visit our website [www.ceoccambridge.org](http://www.ceoccambridge.org)

**Please return this form to CEOC with your documents to help us prepare your 2024 tax return.**

Total amount of rent (if any) you paid in 2024?

Total amount of T-Pass (MBTA Charlie card) (if any) paid in 2024?

Total amount paid for EZ Pass (if any) in 2024?

Any donations and/or contributions made in 2024?