

TAX-AIDE AT RIVER PARK COMMUNITY CENTER
301 11TH ST N, NAPLES, FL 34102

Taxpayer information sheet

River Park Tax-Aide operates on Wednesdays & Thursdays from Feb 1st through April 15th, **by appointment only**. The site is closed the week of 3/9 for spring break.

The site offers the in person and contactless service models. We generally only do Federal returns - we do not do state returns unless we can get assistance from Tax-Aide in the other state and that process usually requires two visits. **A government issued photo ID is required for both taxpayer & spouse. SS/ITIN cards are required for everyone listed on the return (SS statements or other government issued documents are a substitute for a SS card if they show the full SSN).**

IN PERSON MODEL APPOINTMENTS: Visit the site to make appointments and pick up the intake paperwork. If you have downloaded the intake paperwork from www.taxaidecollier.org, you can make an appointment without visiting the River Park site by reviewing the available appointments and emailing taxaide.collier@gmail.com or texting 305-600-1750 to request an appointment. **Provide the taxpayer names as they will be entered on the tax return, your phone number (cell preferred) and the day you want an appointment. Note that we always book appointments for the first available slot on a given day.** Bring all tax documents and last year's tax return to your appointment. Bring a check or copy of a check if you want direct deposit or direct debit. We can not use deposit slips for direct deposit or direct debit because those routing numbers are frequently wrong for ACH transactions.. **Remove all tax documents from envelopes and flatten them before you arrive at the site - group all like documents together.**

CONTACTLESS MODEL: Email taxaide.collier@gmail.com to get started.

Provide the taxpayer names as they will be entered on the tax return.. Make sure you have all your tax documents in hand before emailing us.

Click the link for descriptions of the in person model & contactless model: [LINK](#)

The TAX-AIDE INTAKE PAPERWORK must be completed before your appointment time.

The online forms you download from the website have fillable fields that you can type onto before printing (or you can print them & handwrite the information). Required paperwork includes the following:

- Intake Booklet (required for everyone)
- Schedule C worksheet (required for returns with self employment income)
- Education worksheet (required for returns claiming education credits)
- Itemized deductions worksheet (required for returns claiming itemized deductions)