

COMMUNITY ACTION DULUTH

FREE TAX SITE

GROUP HOME RESIDENT TAX ORGANIZER

2017 Tax Filing Season (tax year 2016)

Thank you for choosing Community Action Duluth (CAD) to prepare your tax return. Our trained and certified volunteers and staff are committed to providing you with the highest quality of tax preparation. To help us meet this goal, please carefully read and complete this tax organizer.

- Group home or adult foster care staff may schedule appointments for one to three individuals from **May 2-June 28, 2017** (see contact information below). House managers or agency staff may also contact us about scheduling an on-site tax clinic for six or more residents.
- A resident must have taxable and non-taxable support for the tax year to cover the rent declared on the Certificate(s) of Rent Paid.
- A staff member or house manager should confirm each resident's appointment, provide needed transportation and supervision for the appointment, and gather all necessary documents.
- The **2016** renter's rebate is claimed by filing **Form M1PR. It is due on August 15, 2017.**
- To claim the **2015** renter's rebate, you must provide all **2015** income documents and the **2015** Certificate(s) of Rent Paid. **We must electronically file Form M1PR 2015 by June 30, 2017.** Taxpayers may file on their own until the **2015** renter's rebate expires on **August 15, 2017.**

What to expect at a tax preparation appointment: (Process may take 60-90 minutes)

- The taxpayer presents a picture ID and verification of Social Security number by a document issued by the Social Security Administration
- The taxpayer fills out an intake form
- A tax preparer will complete the tax return and a reviewer will review the tax return
- The taxpayer signs the Form 8879 e-filing authorization and receives copies of the return(s).

For appointments, please call (218) 726-1665, ext. 225 / or email julia@communityactionduluth.org

We strongly recommend summer appointments over regular season walk-in clinics for clients who don't file income tax returns. Minnesota sends out renter's rebates no earlier than **July 15, 2017.**

Due to limited capacity and high demand we may not be able to serve you until the following tax season, if you cancel or miss appointments twice. Please provide for your client's comfort during appointments with snacks or coffee if needed. Community Action Duluth is a fragrance and smoke-free environment.

Community Action Duluth 2017 Tax Site Schedule

2424 W. 5th St., Suite 102, Duluth, MN 55806

Walk-in tax clinics, no appointment necessary. Current year (2016) returns only.

- Monday and Tuesday, doors open at 4:30 pm, January 30 – April 17
- Saturday, doors open at 8:45 am, January 28 – April 15

We take 24-48 customers per clinic, depending on the number of volunteers available to prepare tax returns. Customers may line up 1-2 hours before doors open to get a spot. For real-time updates on the length of the line, please visit <https://www.facebook.com/CommunityActionDuluth>.

Appointment only clinics:

- Thursday, 12 – 4 pm, February 2 – April 13. Prior year and amended returns, current year return only as follow-up.
- Tuesday and Wednesday, 12 – 4 pm, May 2 – June 28. All returns within scope of service.

Community Action Duluth’s Free Tax Site requires that if an employer issues a **1099-MISC form with Box 3 income** to a taxpayer, the employer must document that the taxpayer is in a rehabilitation training program. We treat sheltered workshop income according to Prepare+Prosper 2016 Volunteer Manual guidelines. If the employer issues a **1099-MISC form with Box 7 income**, the taxpayer is considered an independent contractor like “individuals working at home”. We will report the income on Schedule CEZ. The taxpayer must pay self-employment tax on income above \$400.

LINE 21: Other income (sheltered workshop)			
Form 13614-C, Part III. Income			
<p>1. <i>Individuals in training</i> A rehabilitation training program is designed to prepare individuals for placement in private industry. These individuals are not employees of the workshop for federal employment tax purposes.</p>			
<p>2. <i>Regular workshop employees</i> Individuals who complete the training, but continue to work in the sheltered workshop because they are unable to compete in regular industry <u>are</u> considered employees for Federal employment tax purposes. They <u>are</u> eligible for the Earned Income Tax Credit or the Working Family credit.</p>			
<p>3. <i>Individuals working at home</i> Individuals who are incapable of working in the workshop, but produce salable articles to sell wherever they want are not considered employees.</p>			
	<i>Form Documenting Income</i>	<i>Where to Report Income</i>	<i>Eligible for Earned Income Tax Credit</i>
1. Individuals in training	1099-MISC, box 3	Form 1040, line 21	No
2. Regular workshop employees	W-2	Form 1040, line 7	Yes
3. Individuals working at home	1099-MISC, box 7	Schedule C-EZ	Yes

GROUP HOME RESIDENT TAX ORGANIZER DOCUMENT CHECKLIST


CLIENT NAME: _____

Part I: MAIN INFORMATION FOR ALL CLIENTS	
<input type="checkbox"/> Government-issued photo identification	
<input type="checkbox"/> Certificate of Rent Paid for 2016 complete with	
<input type="checkbox"/> Property ID number or parcel number <input type="checkbox"/> Owner or agent name, address, signature and business phone <input type="checkbox"/> Amount of rent paid	
<input type="checkbox"/> Voided check for clients who want to receive their refund by direct deposit	

PART II: FORMS DOCUMENTING INCOME SOURCES	
A resident must have taxable and non-taxable support for the tax year sufficient to cover the rent declared on the Certificate of Rent Paid. Please ensure the client has all applicable 2016 documents. Adult foster care residents who have ONLY SSI are INELIGIBLE for a renter's rebate.	
Employment *See page 2, Line 21: Other Income	<input type="checkbox"/> W2 from each employer <input type="checkbox"/> 1099-MISC* form(s)
Social Security Social Security Disability Social Security Retirement, Survivors and Disability Insurance (RSDI) See Figure 1 sample	<input type="checkbox"/> Form SSA-1099 (tear off perforated edges and unfold into a long form with pink boxes) OR <input type="checkbox"/> Substitute Form SSA-1099 printed out by local Social Security Administration office
Supplemental Security Income (SSI) See Figure 2 sample	<input type="checkbox"/> Social Security Administration letter "Information About Supplemental Security Income Payments"
General Assistance (GA) Minnesota Supplemental Aid (MSA) MN Family Investment Program (MFIP) Emergency Assistance (EA), etc.	<input type="checkbox"/> St. Louis County letter stating total cash benefits received for 2016 .
Group Residential Housing Payments	<input type="checkbox"/> St. Louis County letter (see above) <input type="checkbox"/> Certificate of Rent Paid
Railroad Retirement survivor's benefits	<input type="checkbox"/> Form RRB-1099
Other (family assistance or individual savings, for example) or any other documents with: This is an important tax document. Save for your records.	<input type="checkbox"/> Other _____ <input type="checkbox"/> 1099-INT (interest) <input type="checkbox"/> 1099-DIV (dividends) <input type="checkbox"/> 1098-T (scholarship) <input type="checkbox"/> Workers compensation <input type="checkbox"/> Veterans benefits

FORM SSA-1099 – SOCIAL SECURITY BENEFIT STATEMENT		
2016 PART OF YOUR SOCIAL SECURITY BENEFITS SHOWN IN BOX 5 MAY BE TAXABLE INCOME. SEE THE REVERSE FOR MORE INFORMATION.		
Box 1. Name	Box 2. Beneficiary's Social Security Number	
Box 3. Benefits Paid in 2016	Box 4. Benefits Repaid to SSA in 2016	Box 5. Net Benefits for 2016 (Box 3 minus Box 4)
DESCRIPTION OF AMOUNT IN BOX 3	DESCRIPTION OF AMOUNT IN BOX 4	
<p style="font-size: 48px; opacity: 0.3; transform: rotate(-30deg); position: absolute; top: 50%; left: 50%;">SAMPLE</p>	Box 6. Voluntary Federal Income Tax Withheld	
	Box 7. Address	
	Box 8. Claim Number (Use this number if you need to contact SSA.)	
Form SSA-1099-SM (1-2016) DO NOT RETURN THIS FORM TO SSA OR IRS		

← Figure 1: This is the recommended documentation of total annual Social Security benefits

<p>Social Security Administration DULUTH MN</p>	
	<p>Date: March 1, 2017 Claim Number: MM Name:</p>
<p>You asked us for information from your record. The information that you requested is shown below. If you want anyone else to have this information, you may send them this letter.</p>	
<p>Information About Supplemental Security Income Payments</p>	
<p>For the period 01/2016 to 12/2016 you received a total of \$8650 in Supplemental Security Income benefits.</p>	
<p>If You Have Any Questions</p>	
<p>If you have any questions, you may call us at 1-800-772-1213, or call your local Social Security office at 855-863-3569. We can answer most questions over the phone. You can also write or visit any Social Security office. Your closest office is located at:</p>	
<p>SOCIAL SECURITY 110 W SUPERIOR ST STE 400 US BANK BLDG DULUTH MN 55802</p>	
<p>If you do call or visit an office, please have this letter with you. It will help us answer your questions.</p>	
<p><i>Social Security Administration</i></p>	

← Figure 2: This is the recommended documentation of total annual Supplemental Security Income benefits.