

# Small Business Tax Preparation

## Get Your Taxes Done for Free

The Center has free tax sites in over 30 communities throughout Illinois. Each year, we help more than 30,000 people electronically file their federal and state tax returns to claim all their tax benefits and quickly receive refunds they're owed. Our free tax sites are more than a place to get your taxes done. At most sites, you'll be able to open a bank account and learn ways to save and better manage your money.

## Who do we help?

We provide free tax help to:

- families with income less than \$50,000 and individuals with income less than \$25,000
- individual returns reporting income from a small business. Limitations include:
  - Sole proprietors only (no partnerships or corporations)
  - No payroll or employment tax returns
  - No businesses with inventory
  - No sale of business property
  - Limited depreciation (no accelerated or other complex depreciation)

## Where are our tax sites?

Tax sites are open from January thru April 15, 2010. Click [here](#) to find the nearest tax site.

The tax sites are operated on a first-come, first-served basis. Exception: The tax site at the North Side Credit Union (1011 W Lawrence Ave) provides tax preparation by appointment for schedule C filers. To schedule an appointment, please call: 773-769-5800 x 226 or email: [k.cox@northsidecommunityfcu.org](mailto:k.cox@northsidecommunityfcu.org).

## What should you bring with you to our tax site?

To get our free tax services, you MUST bring with you to the site:

- Income records: all W-2s, 1099s, information about cash payments for the tax year
- Social security cards or [Individual Taxpayer Identification Number \(ITIN letters\)](#) for anyone who will be reported on the tax return
- Expenses: a summarized listing of all expenses by category (not a box full of receipts)
- Valid photo ID for the person filing the return
- A copy of previous year's tax return
- Bank account number and routing number if you choose to direct deposit your tax refund
- Property tax bill
- All amount spent on college expenses