



Trusted,  
Professional  
Filing

## Are you self-employed?

File your taxes safely and for free at a special one-day event hosted by the NYC Departments of Consumer Affairs and Small Business Services, the National LGBT Chamber of Commerce, and Community Tax Aid. At this free pop-up tax site run by Community Tax Aid, a volunteer preparer with experience preparing taxes for self-employed filers and freelance workers will help you complete your quarterly estimated tax form.

To qualify for this free service, your 2019 gross income must be:

- \$55,000 or less if you will file married filing jointly or have children OR
- \$25,000 or less if you will file as single and do not have children

**TIME:** 2:00 p.m.–6:00 p.m. *Last client accepted at 5:00 p.m.*

**DATE:** Thursday, June 6, 2019

**PLACE:** Department of Consumer Affairs  
42 Broadway, 5th Floor  
New York, NY 10004

» SEE BACK for a checklist of tax documents to bring to the site.

### To schedule an appointment:

Register online at [bit.ly/2LT5aPx](https://bit.ly/2LT5aPx). Please include your name, email, and phone number. Due to limited appointments at this location, email today!

### For more information:

Visit [nyc.gov/taxprep](https://nyc.gov/taxprep)

### Follow us on Twitter:

@NYCDCA | [#FreeTaxPrep](https://twitter.com/FreeTaxPrep)



Bill de Blasio  
Mayor

Consumer  
Affairs

Lorelei Salas  
Commissioner

Small Business  
Services

Gregg Bishop  
Commissioner



# NYC FREE TAX PREP

## Trusted, Professional Filing

### WHAT YOU NEED TO FILE



#### Identification

- Government-issued photo ID (includes IDNYC)
- Social Security or Individual Taxpayer Identification Numbers (ITIN) and birth dates for you, your spouse, and your dependents



#### Proof of Income

- Forms W-2, 1098, 1099, or income and expense records if you are self-employed

Forms may include:

- Form W-2 (wages from each job)
- Form 1099-INT (interest)
- Form 1099-DIV (dividends)
- Form 1099-R (retirement plans)
- Form W-2G (gambling winnings)
- Form 1099-G (unemployment)
- Form SSA-1099 (Social Security benefits)
- Form 1099-MISC (miscellaneous income)
- Form 1099-K (deposits and earnings)
- Form 1099-B (sale of stock)
- Form 1098-T (scholarships and grants)
- Form 1099-C (cancellation of debt)
- Form 1098-T (tuition payments to attend a university or technical college)
- Form 1098-E (interest paid on student loans)

Other income documentation if you are self-employed may include:

- Log books showing income received and clients served
- **Raw estimates are not acceptable.**
- Copies of bank statements

**If you are filing a joint return, both spouses must be present.**



#### Other

- Documentation of business expenses if you are self-employed, including:

- Paid invoices
- Remitted checks
- Credit card charges
- Information about any home office

**Raw estimates are not acceptable.**

- Filed Forms 1040-ES (federal) and IT-2105 (New York State) showing estimated tax payments for 2019 if you are self-employed
- Copy of 2018 federal and State tax returns (if available)

*To file online: You must have your 2018 Adjusted Gross Income (AGI) or Self-Select PIN Number.*

*If you cannot find this information on the return or do not have your 2018 tax return, call the Internal Revenue Service (IRS) at 1-800-908-9946 or visit [irs.gov](http://irs.gov) and search "Get Transcript" to request a Tax Return Transcript.*

- Proof of health insurance coverage (Forms 1095-A, 1095-B, or 1095-C) or Health Insurance Exemption Certificate (if applicable) for you, your spouse, and your dependents
- Payment records for child care, including the provider's name, address, and Employer Identification Number, Taxpayer Identification Number, or Social Security number
- Records of cash and non-cash charitable contributions



#### Banking Information

- Bank account and routing numbers for direct deposit of your refund

*Need to open a bank account?*

*Visit [nyc.gov/safestart](http://nyc.gov/safestart) to find out how you can open an NYC SafeStart Account. The NYC SafeStart Account has no overdraft fees and no monthly fees if you maintain a minimum balance of \$25 or even less depending on the financial institution.*

- NY 529 account, routing, and plan numbers to directly deposit all or part of your state refund into a college savings account

*Did you know you now can split your NYS refund and directly deposit all or part of it into a 529 College Savings account? There's no minimum balance needed to open an account. Visit [nysaves.org](http://nysaves.org) or call 1-877-NYSAVES (1-877-697-2837) to learn more and to create an account.*