

Sample article for organizations to use to reach customers

Customize and provide the following article in your communication vehicles with tax advice to single parents or first-time filers.

Tax information for single parents or first-time filers

It's hard enough facing all the challenges that come with becoming a single parent. Filing your taxes does not have to be one of them.

Whatever your situation, you may now find yourself filing taxes for the first time or filing under a different status. You may not know what questions to ask or what is important for filing your tax return correctly.

Here are some simple steps to help point you in the right direction:

Step 1: Gather up last year's tax records. They can be a wonderful guide for finding what information is the same and what has changed. To request free transcripts, call **1-800-908-9946** toll free and follow the prompts in the recorded message. You can also make an online request at www.irs.gov searching on keywords "Order a Transcript". In either case, you should receive your transcript in one to two weeks. Lastly, you may complete an [IRS Form 4506T](#), *Request for Transcript of Tax Return*, and mail it to the address listed in the instructions. Most requests are processed within 30 days, when requested by mail. You can get a copy of Form 4506T by visiting IRS.gov.

Step 2: Organize important documents that will be needed for this year's taxes. This can include:

- Proof of identification;
- Social Security cards for you, your spouse and dependents or a Social Security number verification letter issued by the Social Security Administration, or Individual Taxpayer Identification Number (ITIN) issued by the IRS;
- Birth dates for you, your spouse and dependents on the tax return;
- Current year's tax package, available online or at your IRS office;
- Income statements such as, Form W-2, W-2G, 1099-R, 1099-MISC from all employers;
- Interest and dividend statements from banks, credit unions, or brokerage company (Forms 1099);
- A copy of last year's federal and state returns, if available;
- Bank routing and account numbers for direct deposit;
- Total amount paid for a daycare provider and the daycare provider's tax identifying number (the provider's Social Security number or the provider's business Employer Identification Number); and
- Divorce, trust or estate documents, if applicable.

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Step 3: Either choose a [local preparer](#) to help you file or go online and file [yourself](#). Most online filing software is easy to use and asks you all the right questions, including questions about life changes. All you have to do is supply the answers.

Step 4: If you have any questions or need assistance with your personal tax questions, go to IRS.gov, call 800-829-1040 or visit an [IRS office](#) for **free** tax help.

Also, the IRS Volunteer Income Tax Assistance (VITA) and the Tax Counseling for the Elderly (TCE) Programs offer free tax help for people who qualify. Most locations also offer free electronic filing. Trained and certified volunteer tax preparers help people of low-to-middle income. **To locate the nearest VITA site, call 1-800-906-9887** or check [VITA site list](#) online. This list does not include every VITA site and will be updated in January 2011.

As part of the IRS-sponsored TCE Program, AARP offers the Tax-Aide counseling program at more than 7,000 sites nationwide during the tax filing season. **For more information on TCE, call 1-800-906-9887.** To locate the nearest AARP Tax-Aide site, call 1-888-227-7669 or visit [AARP's website](#).

NOTE TO EDITOR: Below are helpful resources on IRS.gov you can include:



The fast, easy and free way to prepare and e-file your federal taxes online



Your electronic alternatives to filing a paper tax returns