

**COALITION OF COMMUNITY ASSISTANCE VOLUNTEERS, INC.**  
**3212 AVENUE Q                      LUBBOCK, TEXAS 79411**  
**806-765-0725 (phone)              806-765-5828 (fax)**  
**ccav.lubbock@gmail.com**

## Here's how to have FreeTax prepare your tax return for **FREE!**

### STEP 1

Please:

- **provide** the following:
  - income documents (W-2s, retirement, self-employment, etc.)
  - Form 1095-A if you had Obamacare insurance
  - Voided check or Bank Account Authorization for direct deposit of refunds
- **complete and return** the following forms (enclosed or attached) as well:
  - Intake Sheet
  - Bank Account Authorization
  - Miscellaneous Forms

### STEP 2

Provide forms and documents to us **one** of the following ways:

- **email** it to **ccav.lubbock@gmail.com** (Be sure you use a secure connection to avoid the possibility of identity theft.); *or*
- **fax** it to 806-765-5828; *or*
- **mail** it to CCAV, 3212 Avenue Q, Lubbock, Texas 79411; *or*
- **drop it off by placing it through the mail slot in the front door** at 3212 Avenue Q (This is our administrative office. The sign in front of the office reads Lubbock Housing Finance Corporation.)

### STEP 3

Our volunteers will contact you:

- with any questions they may have as they are preparing your return, and
- when your return is complete and ready for you to review and sign. (***within 10 business days***)

### STEP 4              **MONDAY thru FRIDAY \* 9 a.m. – 4 p.m. \* June 1 – July 10**

All taxpayers listed on your tax return **MUST** come to 3212 Avenue Q review and sign the completed tax return **BEFORE** it can be sent to the IRS. To be able to sign your return, please:

- bring copies of Social Security cards and drivers licenses (state-issued ID) for all *taxpayers*,
- bring copies of Social Security cards for any *dependents* you are claiming,
- bring a pen to sign your tax return, **and**
- wear a mask when you enter the building.

***Please call us at 806-765-0725 before you arrive at our office so we can locate your tax return and have it ready for you to sign as quickly as possible. Thank you!***

## FREE Tax Preparation Reminders

Please initial under each statement...

- I understand that my income must be less than the amounts below (based on family size) to receive FREE tax preparation:

Family Size	Annual Income
1	\$31,225
2	\$41,094
3	\$46,884
4	\$52,493
5	\$55,592

X \_\_\_\_\_  
Initial

- I understand that if I choose to send personal documents by **email** that I am responsible for using a secure email connection to protect my personal identifying information.

X \_\_\_\_\_  
Initial

- I understand that the office at 3212 Ave Q will **ONLY** be available to prepare tax returns until July 10, 2020. I will return to the tax site at 5601 S. Ave Q next year.

X \_\_\_\_\_  
Initial

\*\*We will **NOT** accept original Social Security Cards or state-issued IDs. If you cannot provide copies to us, please list below the information **EXACTLY as it appears on your Social Security** cards for all taxpayers and dependents:

Name	Social Security Number	Birthdate