

Starting Saturday, February 9, 2019, the AARP Tax-Aide Program will begin preparing income tax returns for tax year 2018 at the Lewes Public Library. Returns are done by appointment only between the hours of 9:30AM & 2:00PM, when the Library closes.

This year, thanks to the Library Staff, returns will be done in the computer training room within the Library rather than in the small meeting room. Taxpayers with 9:30AM appointments are requested to patiently wait at the Library door for a volunteer or staff member to escort them to the computer training room.

Once again this year, appointments can **only** be made by calling **302-703-7198** or emailing [taxaidesussex@gmail.com](mailto:taxaidesussex@gmail.com) after February 1, 2019. Leave your name and phone number and a volunteer will call you back typically within 48 hours. Please **do not** call the Library to make your appointment and **do not** make multiple appointments at other Tax-Aide sites. This deprives other taxpayers of appointments. If you cannot make your appointment, please call **302-703-7198** or email [taxaidesussex@gmail.com](mailto:taxaidesussex@gmail.com) as soon as possible so another appointment can be scheduled in your place.

Returns are also prepared by Tax-Aide volunteers on different days at other locations in Sussex County. Information regarding other sites can be obtained at [secure.aarp.org/applications/VMISLocator/searchTaxAideLocations.action](https://secure.aarp.org/applications/VMISLocator/searchTaxAideLocations.action) or [irs.treasury.gov/freetaxprep/](https://irs.treasury.gov/freetaxprep/)

Tax-Aide, a free service, is intended for taxpayers who **“can’t afford paid tax preparation.”** Returns that fall within the guidelines of Tax-Aide usually take 45 minutes to complete. If your return takes more than the allotted time to complete, you may be asked to schedule another appointment to complete your return.

Some returns are outside of the scope of the Tax-Aide program & cannot be done. Completed federal and state returns are electronically filed. Joint returns require the signature of **BOTH** spouses. Although preparers are certified by the IRS, each taxpayer is responsible for the completeness & accuracy of their return.

The IRS, AARP's partner in the Tax-Aide program, requires that Form 13614-C, intake/interview sheet, be completed by each taxpayer, before their return can be prepared. Taxpayers are encouraged to have the form completed in advance of their appointment. You can get the form at <https://www.irs.gov/pub/irs-pdf/f13614c.pdf>. If not, you will be given the form to complete when you arrive.

In order to bring the proper documents to your appointment, please visit [irs.gov/individuals/checklist-for-free-tax-return-preparation](https://www.irs.gov/individuals/checklist-for-free-tax-return-preparation) or [aarp.org/money/taxes/info-01-2011/important-tax-documents.html](https://www.aarp.org/money/taxes/info-01-2011/important-tax-documents.html)