



## VITA 2019 Program

### Ponce Branch

The VITA program offers tax filing help for low- and middle-income federal employees and retirees (annual income under \$ 54,000). In addition, under the VITA program assists persons in the community who qualify for the federal child tax. This program is sponsored by Caribe Federal and the “Pontificia Universidad Católica de Puerto Rico”

The service will be available by appointment only from 9:00 a.m. to 1:00 p.m. on Wednesdays and Fridays. Beginning February 13 through April 12, 2019. For appointments please call 787-474-5151.

Required documents to prepare tax filing:

#### Federal Employees

- Forms W-2 (any other form of income: interest, dividends, etc.)
- Identification with photo (taxpayer and spouse)
- Social Security Cards (of all those listed on the form)
- Copy of local Tax Return (to calculate the Foreign Tax Credit)
- Federal Tax Return from the previous year
- Routing Number of the account for direct deposit or to pay outstanding balance

#### Pensioner

- Form 1099 (R): Pension Income
- Form SSA 1099: Social Security Benefits (if applicable)
- Social Security Cards
- Identification with photo
- Federal Form of the previous year

#### Federal Tax Child Credit (Residents of Puerto Rico)

- Form W-2 PR
- Social Security cards (of all those listed in the form)
- Identification with photo

#### Self-employed

- Copy of the tax return
- Information (Income and Expenses list)
- Identification with photo
- Social Security Cards