



# MIAMI TAX PROS

*Professional. Local. Free.*

## EXPERT TAX PREP. IT'S FREE!

Do you dread filing your taxes? You're not alone, and Miami Tax Pros is here to help! File your taxes in person or virtually FOR FREE with a professional, IRS-certified tax preparer and keep more of your money. Claim what's yours!

### Why pay to file your taxes when you can file for free with an IRS-certified tax preparer?

You may be eligible to get your taxes prepared with the help of a VITA partner for free if one or more of the following are true:

- You speak limited or no English
- You are a person with a disability
- You are age 60 or older
- You are above the income threshold but have experienced a financial hardship

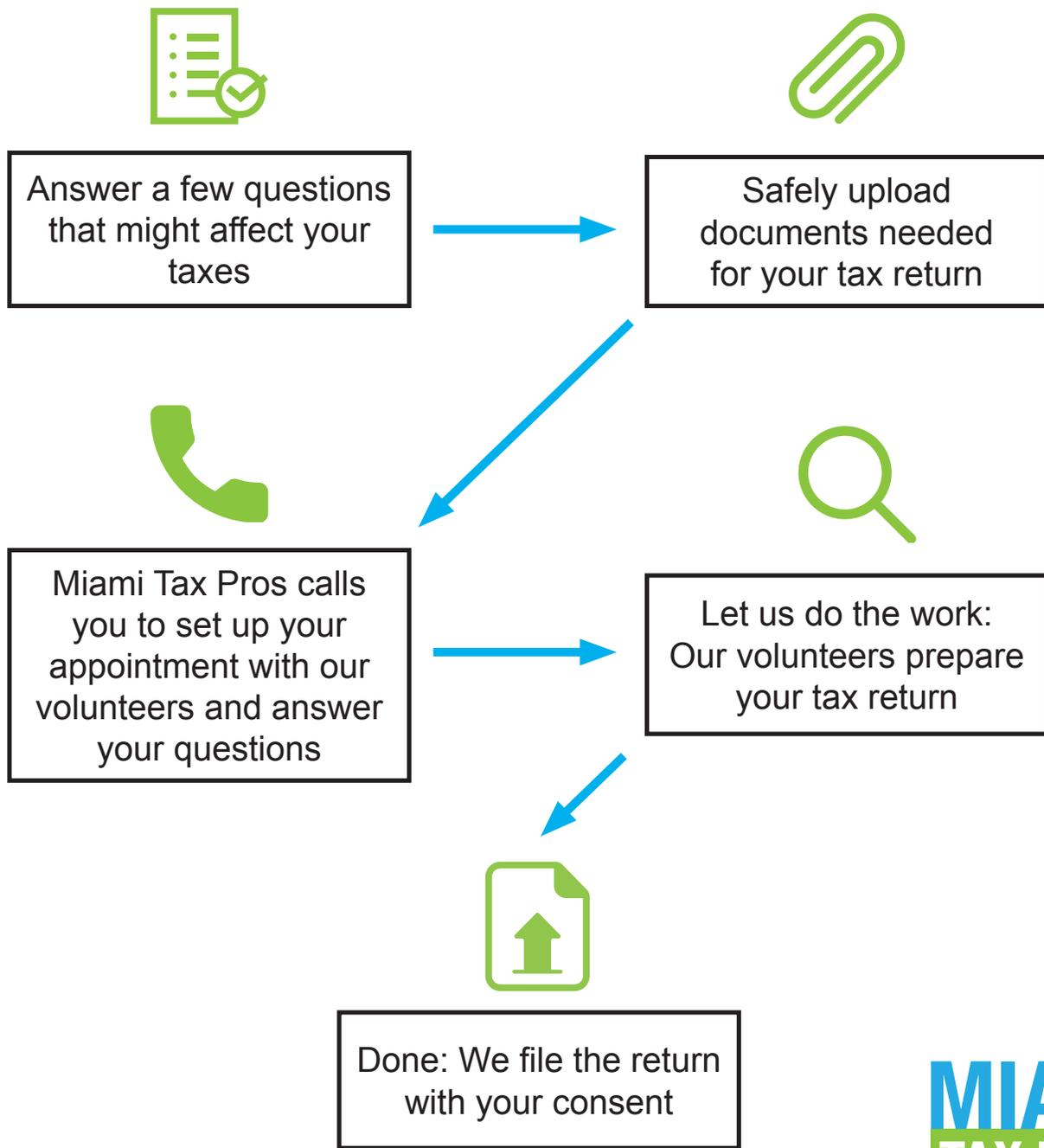
**CALL 211 OR VISIT MIAMITAXPROS.COM  
TO FIND A LOCATION NEAR YOU!**

SCAN TO VISIT  
MIAMITAXPROS.COM





## VIRTUAL TAX PREPARATION PROCESS:



**MIAMI**  
**TAX PROS**

Professional. Local. Free.



## What documents do I need for my tax preparation appointment?

### TO BRING ON THE DAY OF THE APPOINTMENT:

- To file taxes electronically on a married-filing-joint tax return, both spouses must sign the required forms.
- Scanned original of Social Security Cards for taxpayer, spouse if married, and any dependents being claimed
- ITIN applications and renewals are free when you file a federal tax return.
- Picture ID for taxpayer and spouse (must be a Driver's License, state-issued ID card, or other official document)
- All W-2's for all places worked in the previous year
- Voided check or savings account number on a bank document for direct deposit
- If you received a Premium Tax Credit in the previous year through the Affordable Care Act marketplace, form 1095-A.
- Total amount of Economic Impact (Stimulus) Payment received

### IF APPLICABLE:

- Copies of any 1099's issued
- Bank account interest year-end statements
- Student loan interest statement
- Proof of child care expenses paid (statement from provider with EIN# or Social Security number)
- Statement of post-secondary education tuition expenses paid
- Social Security year-end statements
- Any other documents related to taxes
- Copy of last year's taxes

### IF ITEMIZING:

- Copies of last year's mortgage interest statements
- Real estate taxes statement
- Proof of charitable donations
- Statement of work-related expenses
- Auto registration and taxes paid in the previous year



Professional. Local. Free.



## VIRTUAL TAX PREPARATION PROCESS:

### How to scan documents with Google Drive Android

Scan documents like receipts, letters, and billing statements to save them as searchable PDFs on your Google Drive.

#### Scan a document

1. Open the Google Drive app 
2. In the bottom right, tap Add 
3. Tap Scan 
4. Take a photo of the document you'd like to scan
  - Adjust scan area: Tap Crop 
  - Take photo again: Tap Re-scan current page 
  - Scan another page: Tap Add 
5. To save the finished document, tap Done 

#### Add a scanning shortcut to your Home screen

To set up a shortcut to scan documents:

1. Open your Android phone or tablet's widgets
2. Find the "Drive scan" widget
3. Touch and hold the widget
4. Drag it onto your Home screen. You may be asked to select an account.
5. Choose the folder you'll save documents inside. If you want to create a folder, tap New Folder 
6. Tap Select. You'll see the folder name in the widget.

**MIAMI**  
**TAX PROS**

Professional. Local. Free.



## VIRTUAL TAX PREPARATION PROCESS:

### How to scan documents on your iPhone, iPad, or iPod touch

You can use the Notes app to scan documents and add signatures on your iPhone, iPad, or iPod touch.

#### Scan a document

1. Open Notes and select a note or create a new one.
2. Tap the Camera button , then tap Scan Documents .
3. Place your document in view of the camera.
4. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button  or one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap Keep Scan.
5. Tap Save or add additional scans to the document.

#### Sign a document

1. Open Notes, then tap the document in the note.
2. Tap the Share button , then tap Markup .
3. Tap the Add button , then tap Signature  and add a saved signature or create a new signature. Then you can adjust the size of the signature box and place it wherever you want on the document.
4. Tap Done.

To manually sign your document, follow steps 1-2, then select a tool to use and sign the document with your finger or an Apple Pencil with a compatible iPad.



Professional. Local. Free.