



FREE TAX PREPARATION SERVICES



File your annual income taxes.
This important process can also help you
with possible benefits such as:

RECEIVE a tax REFUND for overpaying federal and state taxes.

OBTAIN non refundable and refundable tax credits such as EITC, CTC, Education.

QUALIFY for public health benefits at little to no cost.

APPLY for financial assistance for your child's education.

ACQUIRE access to public benefits from the city and/or the state.

APPOINTMENT ONLY LOCATIONS

CLUES Minneapolis

720 E. Lake St. Minneapolis, MN 55407
(612) 746-3500

Tuesdays, 5 pm - 8 pm
February 5 - April 16

CLUES St. Paul

797 E. 7th. St. St. Paul, MN 55106
(651) 379-4200

Thursdays, 5 pm - 8 pm
February 7 - April 11

TAX RELATED VOICEMAIL

(612) 746-3525 • taxes@clues.org

WALK-IN ONLY LOCATIONS*

CAPI USA

5930 Brooklyn Blvd., Brooklyn Center, MN 55429

Thursdays, 4 pm - 7 pm
January 31 - April 11

El Centro Latino Sagrado Corazón

3800 Pleasant Ave. S. Minneapolis, MN 55409
(Cafeteria entrance on 38th St.)

Saturdays, 9 am - 12 pm
January 26 - April 13

Our Lady of Guadalupe Church

401 Concord St. West St. Paul, MN 55107

Fridays, 3 pm - 7 pm
February: 8 and 22
March: 8 and 22
April: 5 and 12

*Walk-in locations are subject to a maximum capacity allowed per day of service. Services are provided on a first come, first serve basis.



www.CLUES.org





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What Do I Need To Bring With Me?

Required Documents

IDENTIFICATION*

- Photo ID
- Social Security card or Individual Tax Identification Number (ITIN)
- Birthdates and Social Security cards for everyone listed on the tax form

INCOME / PUBLIC BENEFIT STATEMENTS

- All 2018 Income Statements: **W-2, W-2G, or 1099-R**
- Year-end income for additional benefits (**MFIP, SSI, MSA, GA, etc.**)
- MNsure Health Insurance (**1095-A**)

ADDITIONAL DOCUMENTS

- Last year's Tax Returns
- **Direct deposit** information (voided check or routing & account number)
- Verification of **Health Insurance** for each person listed on the return

Credits and Deductions

EDUCATION CREDITS & ADJUSTMENTS

- Receipts for dependents' **K-12 educational expenses**
- Tuition expenses for higher education (**1098-T**)
- Interest paid on student loans (**1098-E**)

CHILD EXPENSES

Provider name, address, tax ID or Social Security number

ITEMIZED DEDUCTIONS

Receipts and proof for charitable donations, medical expenses, and Mortgage interest statement (**1098**)

PROPERTY TAXES

- **Owner:** 2019 Property Tax Statements and Mortgage Interest Paid
- **Renter:** Certificate of Rent Paid (CRP)

*It is required to provide **ID for every taxpayer** and **Social Security Cards** or **ITINs** for **ALL** dependents. **Alternative documents will not be accepted.**

INCOME LIMITS: \$35,000 individual / \$55,000 family

ARE YOU RECEIVING A REFUND OR OWE ADDITIONAL TAXES?

Ask about our Financial Empowerment programs offered at CLUES.
We can help you achieve your financial goals!



www.CLUES.org



The services offered follow IRS VITA program requirements. Limitation of services may apply.

Service made available through a grant provided by the State of Minnesota.