

Niagara University
VITA Checklist for Clients
Tax Year 2014

Taxpayer's Documents for Return Preparation

Forms

- W-2's, W-2 G's
- 1099's (all forms 1099 received – 1099 INT, DIV,G, R, S, B, MISC)
- 1098, 1098-T
- SSA-1099
- CSA-1099-R, CSF-1099-R
- RRB-1099-R
- Any other documents received indicating the documents are important tax documents
- Affordable Health Care Statements 1095-A, B or C

Please note that we do the short form only. We do not prepare returns with stock sales, itemized deductions or business expenses.

IF YOU ARE FILING A JOINT RETURN, BOTH YOU AND YOUR SPOUSE MUST COME TO THE VITA SITE FOR THE RETURN PREPARATION AND FILING.

Other Information

- **Social Security cards and/or ITIN letters for yourself or anyone else on your tax return (REQUIRED BY IRS)**
- **Proof of identity (REQUIRED BY IRS)**
- **Blank check if direct deposit of your refund will be requested**
- Childcare statements from the provider of the child care which includes the provider's tax identification number
- Prior year's tax returns (if available)
- Any correspondence received during the year from the Internal Revenue Service or New York State Department of Taxation and Finance

Parking at Niagara University

Handicap "Accessible" parking is available to any vehicle properly displaying a current State Handicap License Plate or locally issued handicapped Hang Tag.

A cluster of designated "Accessible" spaces are available in the Gallagher Parking Lot, near St. Vincent's Hall.

A similar cluster of "Accessible" spaces are also available in the Northwest Corner of the Dwyer Lot. Directly across from the Campus Safety Office.

Any client wishing escort assistance can do so by contacting the Campus Safety office upon arrival at 286-8111.

General parking for visitors is available in any Yellow space on campus, although we encourage Visitors to contact the Campus Safety office for instructions and temporary parking permits. The Campus Safety Office is open 24 hrs./day, every day of the week-including Holidays.

Campus Safety is required to to enforce regulations related to parking/standing in Fire Zones and Roadways, so vehicles improperly parked will be ticketed.