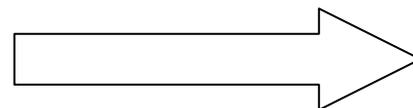


FORT DETRICK TAX CENTER
1540 Porter Street
Fort Detrick, MD 21702

PLEASE READ CAREFULLY BEFORE YOU ELECTRONICALLY FILE YOUR FEDERAL INCOME TAX RETURN

1. Your tax return has been or will be prepared electronically. It will be transmitted electronically to the Internal Revenue Service (IRS) if you request. The IRS accepts returns electronically from filers who are due a refund and from filers who owe additional tax.
2. This office will make two attempts to send your tax return electronically to the IRS. If, for any reason, the IRS does not accept your return electronically, then this office will mail your return to you by certified mail, return receipt requested to the mailing address on the tax form with a letter that the IRS did not accept your return electronically. You must then mail your income tax return to the IRS - - **This office will not mail "rejected" tax returns to the IRS.**
3. Last year numerous tax returns were not accepted electronically by the IRS because names and social security numbers were not the same as those on file with the Social Security Administration (SSA). Please be absolutely certain that if a married woman is filing, she is filing with the same name as the social security number that is on file at the SSA. If not please do not use this electronic filing service until you have visited the local Social Security Administration Office, located at 10 N. Jefferson Street, Suite 204 (West Park Bldg), Frederick, MD 21701. The hours of operation are 9:00 to 4:00 pm, Monday-Friday, (301) 682-6765 . The personnel electronically filing your return cannot assist you with this issue.
4. Please be absolutely certain that all children, even new born, have a social security number and that you use the correct name, including middle names and last names for children. If these are not the same as those on file with the SSA, the IRS will not accept your tax return electronically.
5. **Sign a copy of your Electronic Tax Return and the IRS Form 8453 before you leave this office.** The 8453 is your authorization for this office to file your tax return electronically. If you are filing a joint tax return, both spouses must sign the 8453 or one spouse must give us a power of attorney from the absent spouse to (1) prepare the tax return and (2) file electronically. If you do not have a power of attorney from the absent spouse you cannot use this service unless your spouse is with you to sign the 8453.
6. If you want your tax **refund** deposited directly to your bank account we must have your account number and the 9 digit Routing Transit Number (RTN). Any mistakes in these numbers will delay your refund. **You can check on the status of your electronically filed 2003 refund three weeks after filing by calling 1-800-829-4477.** Be sure to have a copy of your 2003 tax return available because you will need to know the **exact** whole-dollar amount of your refund and your filing status.
7. If you want to file electronically and **owe additional tax**, we must have your account number and the 9 digit RTN. Any mistakes in these numbers will cause a delay and possible penalties.
8. Most returns electronically filed from our office are processed within two weeks of filing. Contact us only if you do not have your refund within twenty-one (21) days at (301) 619-6267/8359.
9. **KEEP A COPY OF YOUR TAX RETURN.**

PLEASE COMPLETE TAX INTAKE FORM ON REVERSE SIDE



January 2004

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, Section 3013. PRINCIPAL PURPOSE: To provide necessary data pertaining to legal assistance and tax assistance, the information is protected from routine disclosure under the Privacy Act. ROUTINE USES: To assist in electronic tax filing and statistical reports maintained in the Army Legal Assistance Program. DISCLOSURE: Voluntary, however, nondisclosure may preclude assistance

TAX INTAKE FORM

Appt Date _____ Tax Center Phone# (301)619-6267/8359 Fax #(301)619-_____

NAME OF UTA: _____ UNIT: _____ EXT: _____

Please print all information legibly.

Branch of service (Circle one): Army/Dep Navy/Dep Air Force/Dep Marines/Dep Retiree/Dep Unit: _____

Tax Form Filed (Circle one): 1040EZ 1040A 1040 State Form (name State) _____

1) Did you file with us last year? _____

2) Taxpayer's full name: _____ Rank _____

Home Address: _____		State: _____	Zip: _____
			Home# _____
Social Security # _____	Birth Date _____	Work# _____	

3) Spouse's full name: _____

Maiden name: _____ Have you reported your new name to Social Security? _____

Home Address: _____		State: _____	Zip: _____
			Home# _____
Social Security # _____	Birth Date _____	Work# _____	

4) Exemption Information:

Dependent(s) Full Name First/Last	Dependent's Social Security #	Date of Birth Month/Day/Year	Months in Home	Paid Child Care /College

5) State of Domicile (Legal Residence for tax purposes): _____

6) Did you or your spouse work in California? _____

7) Do you or your spouse have a Roth IRA? _____ Date you contributed to Roth: _____

8) Did you attend college? _____ If so, how much did you contribute? _____

9) Did you do a dity move? _____

10) Did you serve in a combat zone? _____

FOR ELECTRONIC FILING: Bank information: Routing #: _____

Please Circle one: Savings Checking Account #: _____

THE FOLLOWING FORMS ARE ATTACHED: All W2(s): _____ Photocopies of ALL Social Security Cards: _____ All 1099(s): _____ All 1098(s): _____ All IRA information: _____ Interest on College Loans: _____ Power of Attorney: _____ Copy of 2002 tax return: _____ Completed and signed 2003 tax return: _____