

Filing your taxes
is complicated.

LET THE LIBRARY AND OUR VOLUNTEERS HELP!



Tax Documentation available at all Greene County Public Libraries

As a community service, all Greene County Public Libraries are distribution points for Ohio State Tax instructions and Federal Tax 1040 instructions and forms. State tax packets and other Federal forms may be requested and mailed to your home through tax.ohio.gov/individual/get-a-form and [IRS.gov](https://irs.gov) respectively. **Your library can print forms for you for \$.15 a page.**



Volunteer Income Tax Assistance at the Xenia Community Library

The Volunteer Income Tax Assistance (VITA) staff will be offering **in-person tax APPOINTMENTS at the Xenia Community Library** (76 E. Market Street) from January 27 through April 14, 2026. Please call 937-352-4000 (option 3) or visit our Main Service Desk to schedule your in-person tax appointment with our VITA staff. *The tax return appointment is limited to no more than two people per return.*

Appointments are available:

- Mondays from 10am to 3pm
- Tuesdays from 10am to 3pm
- Fridays from 10am to 3pm



*The VITA staff does their best to stay on schedule for tax return appointments. However, please plan a **two-hour window** on the day of your appointment in case return preparation is running longer than planned.

NOTES: If you **received** digital assets as a reward, award, or payment for property or services **OR sold, exchanged, or otherwise disposed** of a digital asset (e.g., virtual currency, Bitcoin, cryptocurrency) in 2025, **VITA cannot prepare your tax return.** Please consult a paid preparer. If you are unsure, ask before making an appointment.

Also, if you would like to have VITA assist you at the Xenia Community Library, you **must bring the documentation listed on the back of this card to your appointment.**

Greene County
Public Library

greenelibrary.info
(937) 352-4000



Please bring these documents to your VITA appointment:

- ☐ Social security cards for everyone in the family: **no exceptions.** If you receive social security benefits, your SSA-1099 statement will substitute for your SSA card. *One of these documents **MUST** be presented at your appointment.
- ☐ Photo ID for the Taxpayer and Spouse. A current Ohio Driver's License is preferred but employer ID cards with a photo, military ID, state ID card, and passport are also acceptable.
- ☐ **If you filed last year's return and were required to supply an IP PIN:** Log on to your IRS account and obtain your IP PIN for filing season 2026 prior to your appointment. If your identity was actually stolen, bring the letter you normally receive in December with your IP PIN.
- ☐ All W-2 forms from **all** of the jobs you worked from the beginning of 2025 through the end of the year.
- ☐ If you received any 1099-K forms for tax year 2025 – it is important to bring them to the tax appointment.
- ☐ Unemployment received in 2025 (1099-G). Please log into your online account and print your statement **PRIOR** to your appointment.
- ☐ Social Security statements (1099-SSA).
- ☐ All 1099-NEC (non-employee compensation) income forms if self-employed, and any other source of cash income. If you receive tips and you work in a qualified occupation, you **may** be able to deduct your tip income. Document your tips separately from your regular income.
- ☐ If self-employed, have your business expenses documented, totaled, and available at your appointment.
- ☐ If you have a health savings account (HSA), you must have your 1099-SA form if you took money out of the account last year.
- ☐ If you have insurance through the Marketplace (ACA/Obamacare), you must bring your 1095-A form even if you did not use the insurance or had it all year. This form is mailed in January (the envelope may not state that it is a tax document) and the return cannot be completed without this document if you had Marketplace insurance.
- ☐ Bring documentation related to your out-of-pocket health expenses. This includes your year-end pharmacy statement, co-pays for medical expenses, dental expenses, eye expenses, hearing aids, and medical health insurance (including dental and eye) and long term care (LTC) premiums. These expenses may be deductible for Ohio and School District tax returns.
- ☐ If you have children under the age of 13 and paid for childcare expenses while you worked or looked for work, bring your childcare provider receipt. It **must** contain the SSN or EIN of the person or organization caring for your child(ren), the provider's name and address, and the amount you paid for such care itemized for each child.
- ☐ If you have a brokerage account, you must wait for your 1099-B forms. *These forms often do not arrive before March so please **do not schedule your tax preparation appointment before March 15, 2026.***
- ☐ If a member of your household attended college/university and received a Form 1098-T with tuition and scholarship information, you must provide a school account statement for the year showing all college charges and payments.
- ☐ **The IRS will no longer mail paper refund checks or accept paper checks/mail orders for amounts due.** Bring your bank's routing number and account number if you want your refund to be direct-deposited or to pay any taxes owed. *Your debit card or payroll card does not have the information needed for direct-deposit so you may need to call your bank to get the required information before your appointment.
- ☐ If you purchased a **new** car (used cars do not qualify) that was financed and was assembled in the United States, you may be able to deduct your **loan interest.** Please ask your lender to provide the amount of **interest paid** in 2025.
- ☐ Please bring your 2024 tax return. If you did not file a tax return for 2024 and need to do so, bring **ALL** of your 2024 tax documents as noted above in order to file a 2024 tax return.
- ☐ Bring any letters received from the IRS, the state of Ohio, or the School District received in 2025.

Hardcopy/paper forms are required for tax preparation. If you do not have a paper copy of your tax statements, please see the Xenia Community Library staff for assistance with printing a copy of your forms **BEFORE coming to your appointment.**