

### Verifying Taxpayer Identification Numbers (TINs),

To safeguard **IRS e-file** from fraud and abuse, an ERO should confirm identities and TINs of taxpayers, spouses and dependents listed on returns prepared by its firm. TINs include SSNs, EINs, **Adoption Taxpayer Identification Numbers (ATINs)** and **Individual Taxpayer Identification Numbers (ITINs)**. To prevent filing returns with stolen identities, an ERO should ask taxpayers not known to them to provide two forms of identification (picture IDs are preferable) that include the taxpayer's name and current address. In addition, seeing Social Security cards, ITIN letters and other documents avoids including incorrect TINs for taxpayers, spouses and dependents on returns. Providers should take care to ensure that they transcribe all TINs correctly.

\_\_\_\_\_ Bring/Send a Copy of your Driver's License (new IRS rules 2016) or Passport

\_\_\_\_\_ Bring/Send a Copy of your Social Security Card (new IRS rules 2016)

\_\_\_\_\_ Bring/Send this paper into the El Cid Office. Thank you

\_\_\_\_\_ If you want your Refund deposited into your bank account, give us the following information:

Name of Bank, Routing Number and Account Number checking or savings account?

**Please fill in the information below, if your information for address, phone number and email.**

Taxpayer (1) Name: \_\_\_\_\_ Middle Initial \_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Birthday Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

Taxpayer (2) Name: \_\_\_\_\_ Middle Initial \_\_\_\_ Last Name: \_\_\_\_\_



**El Cid Bookkeeping, Inc.**

**www.elcidbookkeeping.com**

**800-568-2937 or 800-Lo-Taxes**

Address: \_\_\_\_\_

\_\_\_\_\_ Birthday Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Filing Status:**

\_\_\_\_\_ Head of Household \_\_\_\_\_ Single \_\_\_\_\_ Qualifying Widower

\_\_\_\_\_ Married: \_\_\_\_\_ Filing Jointly \_\_\_\_\_ Filing Separately

**Have you ever been married?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Are you divorced** \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_\_ **Are you separated** \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_\_

**Did you get married in 2019?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Did you get divorced in 2019?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**El Cid needs a copy of below items;**

**Did you have a new baby in 2019?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ **Bring/Send** your child's Social Security card

\_\_\_\_\_ **Bring/Send** your child's birthdate

\_\_\_\_\_ **Bring/Send** information School/Childcare provider Tax ID and Address;

**Bring/Send Your Income;**

\_\_\_\_\_ W-2s \_\_\_\_\_ 1099s

\_\_\_\_\_ K-1s – for businesses and/or investments

**Bring/Send Real Estate Information;**

\_\_\_\_\_ **Bring/Send** Mortgage Statement

\_\_\_\_\_ **Bring/Send** Property Tax Bill

\_\_\_\_\_ **Bring/Send** Profit and Loss for Rental Properties

**El Cid Bookkeeping, Inc. 4205 W Burbank Blvd. Unit 102, Burbank CA 91505**

**Office: 818.841-0255 Fax: 818.392.8085**

**Bring/Send Automobile Information;**

\_\_\_\_\_ **Bring/Send** Amount of DMV Registration

\_\_\_\_\_ **Bring/Send** Mileage (if used for business)

**Bring/Send Miscellaneous Items;**

\_\_\_\_\_ **Bring/Send** Amount Medical Payments

\_\_\_\_\_ **Bring/Send** Amount of Estimated Tax Payments

\_\_\_\_\_ **Bring/Send** Retirement Account information

\_\_\_\_\_ **Bring/Send** Amount Alimony Paid

\_\_\_\_\_ **Bring/Send** Amount of Education expenses/Student Loans

\_\_\_\_\_ **Bring/Send** a Copy of Driver's License (new IRS rules 2016) or Passport

**Bring/Send Health Insurance;**

\_\_\_\_\_ **Bring/Send** Health Insurance - Form 1095 A, B, C - Proof of coverage for each person included on the tax return

\_\_\_\_\_ **Bring/Send** - If have a business need a copy of Profit and Loss, Articles of Incorporation, Name of Shareholders

\_\_\_\_\_ **Bring/Send** - New to El Cid for your Income Taxes, we will need a copy of your 2018 tax return.

Notes to Tax Preparer: \_\_\_\_\_

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