Plan Ahead. If you qualify for the Earned Income Tax Credit and/or the Additional Child Tax Credit, the IRS cannot issue your refund before February 15.

Ladder Up provides free income tax preparation and electronic filing for families with annual incomes up to $56,000 and individuals with annual incomes up to $30,000*. IRS-certified volunteer tax preparers assist in filing federal and state income tax returns for tax year 2019, and, in some cases, for prior years. Most sites will be open between February 1 and April 15, 2020.

*Subject to eligibility requirements - see www.goladderup.org/TAP for more information

Ladder Up provee preparación de impuestos gratis con la opción de mandar electrónicamente para familias con ingresos hasta $56,000 e individuos con ingresos hasta $30,000* por el año. Voluntarios certificados por el IRS ayudan a preparar sus impuestos federal y estatal para el año 2019 y, en algunos casos, para años anteriores. La mayoría de sitios estarán abiertos entre el 1 de febrero del 2020 hasta el 15 de abril del 2020.

*Suje a requisitos de elegibilidad – visite www.goladderup.org/TAP para obtener más información

## What You Need to Bring:

- **Original** Social Security Card or ITIN for everyone that appears on your return.
- Photo I.D.
- All 2019 tax documents (W-2, 1099 forms, etc.)
- Checking and savings account and routing numbers
- Verification of health insurance if purchased through the Marketplace (Form 1095-A)
- Copy of your second or final property tax bill paid in 2019, if applicable
- Records of education-related expenses
- Copy of your 2018 return (if available)

## Ladder Up – Tax Assistance Program Sites and Hours - Chicago

Tax sites will be open from February 1 through April 15, 2020.

For more information, including on emergency closures, please call 312-409-1555 or visit www.goladderup.org/TAP. Tax sites operate on a first-come, first-served basis (except for appointment-only sites listed below). Sites will close when they reach capacity, which may be much earlier than the publicized closing time, so please arrive early.

To make an appointment at one of the appointment-preferred sessions (noted below with a *), please call (312) 588-6900 or visit www.goladderup.org/locations.

If you need to amend your return (Form 1040X and/or Form IL-1040-X), you must call (312) 588-6900 to make an appointment. Ladder Up does not offer walk-in service for amended returns.

### Sites and Hours - Chicago

#### AUBURN GRESHAM
Chicago Public Library – Thurgood Marshall
7506 S. Racine
Thurs, 11am-4pm
Sat, 10am-1pm
Also open on Sat, Jan 25
Closed on Mar 5, 7, 12 & 14

#### AUSTIN
Chicago Public Library – Austin
5615 W. Race
Sat, 10am-1pm

#### BRIGHTON PARK
Greater Chicago Food Depository
4100 W. Ann Lurie
Tues, 1pm-7pm • Sat, 9am-12 pm
Also open on Sat, Jan 25

#### BRONZEVILLE
Chicago Public Library – Chicago Bee
3642 S. State
Tues, 11am-4pm • Sat, 10am-1pm

#### DUNNING
Wilbur Wright College
4300 N. Narragansett
Fri, 10am-4pm • Sat, 9am-12pm
Closed on Fri, Apr 10 & Sat, Apr 11

#### ENGLEWOOD
Kennedy-King College
6343 S. Halsted (Building W), Rm W274
Wed, 10am-4pm • Sat, 9am-12pm

#### HERMOSA
WIC Food Center
4620 W. Diversey
Mon & Wed, 1pm-7pm
Sat, 9am-12pm
Closed Mon, Feb 17

#### HUMBOLDT PARK
Chicago Public Library – Richard M. Daley (W. Humboldt)
733 N. Kedzie
Sat, 10am-1pm

#### LITTLE VILLAGE
WIC Food Center
2400 S. Kedzie
Sat, 9am-12pm *by appointment only – see appointment information above

#### LOGAN SQUARE
WIC Food Center
3110 W. Armitage
Sat, 9am-12pm *by appointment only – see appointment information above

#### LOOP
Harold Washington Library
400 S. State, 7th Floor
Mon-Thur, 11am-7pm
Fri & Sat, 10am-1pm
Also open Jan 28-Jan 30, 11am-5pm
Closed on Feb 12, Feb 17, Mar 2

#### NORTH LAWNDALE
UCAN
3605 W. Fillmore
Mon, 4pm-7pm • Sat, 9am-2pm

#### PILSEN
Benito Juarez Community Academy
1450 W. Cermak
Sat, 9am-12pm
Also open on Sat, Jan 25
Closed on Sat, Apr 11

#### PULLMAN
Olive-Harvey College
10001 S. Woodlawn
Fri, 10am – 4pm • Sat, 9am-12pm
Closed on Fri, Apr 10, and Sat, Apr 11

#### UPTOWN
Truman College
1145 W. Wilson, Cafeteria
Mon-Thurs, 1pm-7pm
Sat, 9am-12pm
Also open on Thur, Jan 30
Closed Feb 17, Apr 9, Apr 11

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QUE NECESITA TRAER:

- Tarjeta original de Seguro Social o ITIN para todas las personas que aparecerán en su declaración
- Foto credencial
- Todos documentos de impuestos del 2019 (W-2, formas 1099, etc.)
- Números de cuentas bancarias y número de ruta, si prefiere depósito directo
- Verificación de cobertura médica si la solicita por medios del Mercado de Seguros Médicos (Forma 1095-A)
- El Segundo (o último) recibo de impuestos para su propiedad pagado en el 2019
- Registros de gastos relacionados con colegiatura
- Copia de su declaración de impuestos de 2018 (si disponible)

Other Tax Sites - Illinois
For up-to-date information about Illinois locations, dates and hours of free tax assistance, visit: www.irs.gov/VITA.

Ladder Up – Tax Assistance Program Sites and Hours - Outside Chicago
Tax sites will be open from February 1 through April 15, 2020.
All suburban Tax Assistance Program sites will be open from 9am-12pm on Saturdays from February 1 through April 11, 2020, unless otherwise noted. Select sites also have weekday service hours noted below.

For more information, including on emergency closures, please call 312-409-1555 or visit www.goladderup.org/TAP. Tax sites operate on a first-come, first-served basis (except for appointment-only sessions listed below). Sites will close when they reach capacity, which may be much earlier than the publicized closing time, so please arrive early.

To make an appointment at one of the appointment-preferred sessions (noted below with a *), please call (312) 588-6900 or visit www.goladderup.org/locations.

If you need to amend your return (Form 1040X and/or Form IL-1040-X), you must call (312) 588-6900 to make an appointment. Ladder Up does not offer walk-in service for amended returns.

AURORA
Waubonsee Community College
18 S. River St., Room 344
Wed, 5:30pm-8pm *by appointment only
– see appointment information above
Sat, 9am-12pm (first come, first served)
Also open on Sat, Jan 25

CICERO
Unity Junior High School
2100 S. Laramie Ave.
Sat, 9am-12pm
Closed Sat, Apr 4

ELGIN
Judson University
Lindner Tower
500 W. River Rd., 3rd floor
Wed, 5:30pm-8pm *by appointment only
Sat, 9am-12pm (first come, first served)
Also open on Sat, Jan 25

EVANSTON
Evanston Public Library
1703 Orrington Ave.
Sat, 10am-1pm
Closed Sat, Feb 8

MELROSE PARK
Our Lady of Mt. Carmel - Casa Esperanza
1116 N. 22nd Ave.
Sat, 9am-12pm

PLAINFIELD
Plainfield Township Community Center
15014 S. Des Plaines St.
Sat, 9am-12pm

SOUTHLAND
Bloom Township
425 S. Halsted St.
Mon, 5:30pm-8pm
Sat, 9am-12pm
Also open on Sat, Jan 25
Closed Mon, Feb 17

SPRINGFIELD
Family Service Center
730 E. Vine St.
Wed, 5:30pm-8pm
Sat, 9am-12pm
Also open on Sat, Jan 25

WAUKEGAN
Catholic Charities Gary Graf Center
914 8th St., 2nd floor
Tues & Thurs, 5:30pm-8pm
*by appointment only - see appointment information above
Sat, 10am-1pm (first come, first served)
Also open on Sat, Jan 25

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