DIRECTIONS:

1. **Pick up a tax envelope.** Please take only one envelope per tax return. If you are self-employed, make sure you take a self-employment worksheet as well as the tax envelope. If you are filing for Education Credits, please take an Education Credit Worksheet as well.

   2 Locations:
   - Portsmouth Library, 175 Parrott Ave (Monday - Thursday and Saturday between the hours of 11:00am - 1:00pm)
   - Portsmouth Senior Activity Center, 125 Cottage St (any time under canopy)

2. **Return tax package to an AARP counselor.** All forms must be completed before you arrive to drop off your tax package. Incomplete packages will not be accepted. Instructions are included in the tax envelope.

   Location:
   - Portsmouth Senior Activity Center, 125 Cottage Street (COAST Bus #40)
   - From February 7 – April 11, 2021
     - Sunday Noon – 1:00pm
     - Monday 10:00am - Noon

What to bring for drop-off: *(Maintain 6’ social distancing when on site)*

- Copies of all social security cards associated with the return;
- Official government identification;
- Completed Intake/Interview Form 13614;
- Completed & Signed Form 14446 - Virtual VITA/TCE Taxpayer Consent;
- 2020 Tax Forms, Tax documents and a copy of your bank information if requesting direct deposit of refund. When in doubt, include documents in the envelope. (Please remove your documents from their envelopes!)
- Last year’s completed return.

3. **Intake Interview – a tax counselor will contact you for an intake interview.** Once your tax return is completed by the counselor, a tax counselor will call you for an appointment to pick up your taxes at the senior center (COAST Bus #40).

   *If you have any questions or need special assistance call AARP’s Tax-Aide Volunteer Hotline at 603-205-2646.*