



QUEENS PUBLIC LIBRARY



# TAX HELP AND E-FILING AT QPL

[QueensLibrary.org](http://QueensLibrary.org)

# Tax Help and E-Filing At QPL

Filing taxes can be an overwhelming, complicated process. But it doesn't have to be. Queens Public Library is partnering with a number of organizations to offer FREE tax counseling to New Yorkers. Join us!

## ESSENTIAL DOCUMENTS YOU MUST BRING WITH YOU – NO EXCEPTIONS

- Government issued picture ID
- Driver's or non-driver's license required for NY State return
- Social Security cards or ITIN documents for everyone listed on your return
- Copy of last year's return (if you filed)

## ADDITIONAL DOCUMENTS THAT MAY APPLY TO YOU

### DOCUMENTATION OF INCOME

- Income documents: W-2, 1099-R, SSA-1099, 1099-G, 1099-MISC, 1099-INT, 1099-DIV, and any other income documents
- Self-Employment records (income and expenses)
- 1099-G for unemployment received
- Brokerage statements for sale of stocks or bonds
- Healthcare insurance form 1095-A

### DOCUMENTATION FOR DEDUCTIONS AND CREDITS

- Medical and dental expenses, including co-pays
- Mortgage interest statement and Real Estate Tax Paid (exclude Star, Enhanced Star, Senior Discount)
- List of charitable contributions
- Records of estimated federal and state income tax paid.
- Educational expenses – form 1098-T and other educational expense records
- checking or savings account routing and account number – for direct deposit of refund or direct debit of balance due
- Any recent IRS or NY State tax department correspondence
- Records for Child care and/or dependent care expenses

*Please note that Queens Public Library does not operate these programs, does not vouch for the accuracy of information disseminated during such programs, and assumes no responsibility for any statements made.*



**AARP Foundation Tax-Aide**

**BY APPOINTMENT ONLY – NO WALK-INS ACCEPTED**

Taxpayers must pick up an AARP packet of information and instructions before calling the number listed in your packet for an appointment. These packets will be available at the libraries listed below after January 21, 2025.

AARP Foundation Tax-Aide provides in-person tax assistance to anyone, free of charge, with a focus on taxpayers who are over 50 and have low to moderate income. Tax-Aide volunteers are trained and IRS-certified every year to make sure they know about and understand the latest changes and additions to the tax code.

Free tax preparation is available at the following Queens Library branches:

**Mondays, February 3–April 14**  
except February 17 (holiday)  
10am–2pm  
**Bellerose**  
250-06 Hillside Avenue  
(718) 831-8644

**Mondays, February 3–April 14**  
except February 17 (holiday)  
10:15am–1pm  
**Briarwood**  
85-12 Main Street  
(718) 658-1680

**Fridays, February 7–April 11**  
10am–3pm  
**Broadway**  
40-20 Broadway  
(718) 721-2462

**Thursdays, February 6–April 10**  
12–4pm  
**Fresh Meadows**  
193-20 Horace Harding Expressway  
(718) 454-7272



**Wednesdays, February 5–April 9**  
10:30am–2:30pm  
**Glen Oaks**  
256-04 Union Turnpike  
(718) 831-8636

**Wednesdays, February 5–April 9**  
10am–3pm  
**Howard Beach**  
92-06 156 Avenue  
(718) 641-7086

**Tuesdays, February 4–April 15**  
1–4pm  
**Kew Gardens Hills**  
72-33 Vleigh Place  
(718) 261-6654

**Wednesdays, February 5–April 9**  
10am–2pm  
**Laurelton**  
134-26 225 Street  
(718) 528-2822

**Thursdays, February 6–April 10**  
except February 13  
12–4pm  
**North Forest Park**  
98-27 Metropolitan Avenue  
(718) 261-5512

**Tuesdays, February 4–April 15**  
1–5pm  
**Queens Village**  
94-11 217 Street  
(718) 776-6800  
(No handicap access)

Schedules are subject to change, please call the library or visit [www.queenslibrary.org](http://www.queenslibrary.org)

*Last appointment taken one hour before the scheduled end time.*

## New York State Department of Taxation and Finance

Get in person tax help and file your return for free! If you earned \$84,000 or less in 2024, you qualify. Employees from the New York State Department of Taxation and Finance will walk you through the online tax software, step-by-step, as you complete your own tax return. **It's quick, easy, and secure!** They'll assist you prepare and e-file your income tax return in person. You must pre-register and schedule a tax assistance appointment, visit [www.tax.ny.gov/tap/](http://www.tax.ny.gov/tap/)

In-person tax filing assistance will be offered at the following library locations:

### Flushing Library Rooms A&B

41-17 Main Street

**Mondays, February 3, 10, 24;  
March 3, 10, 17, 24, 31; April 7, 14**  
No session February 17 (holiday)

10am–5pm

Assistance available in English,  
Chinese, Korean, Spanish, Urdu/Hindi

### Elmhurst 3rd Floor Auditorium

86-07 Broadway

**Thursdays, February 6, 13, 20, 27;  
March 6, 13, 20, 27; April 3, 10**

12–7pm

Assistance available in English,  
Spanish, Urdu/Hindi, Chinese

### Central Library Teen Conference Room

89-11 Merrick Boulevard

**Fridays, February 7, 14, 21, 28;  
March 7, 14, 21, 28; April 4, 11**

10am–5pm

Assistance available in English,  
Spanish, Urdu/Bengali, Chinese



**You must preregister and schedule an appointment.**

To schedule a tax assistance appointment, visit [www.tax.ny.gov/tap/](http://www.tax.ny.gov/tap/)

For more information on free filing options from the Tax Department or for a list of tax filing documents visit: [www.tax.ny.gov](http://www.tax.ny.gov)

## Urban Upbound

If your 2024 income is \$93,000 or less, you qualify to receive **FREE TAX PREPARATION AND E-FILING ASSISTANCE**

Volunteers from Urban Upbound will provide tax preparation and e-file your federal and state income tax returns at no charge. **You must pre-register and schedule an appointment. To schedule a tax preparation appointment, call: (718) 784-0877, press 1 for English (or Chinese) or press 2 for Spanish, then Ext 7**

Free tax preparation will be available at the following libraries and dates:

### Central Library Teen Conference Room

89-11 Merrick Boulevard

**Saturdays, February 1, 8, 15, 22;  
March 1, 8, 15, 22, 29; April 5, 12**  
10am–4pm

**Fridays, February 7, 14, 21, 28;  
March 7, 14, 21, 28; April 4, 11**  
10am–5pm

Assistance available in English only

### Langston Hughes\* Black Heritage Reference Center

100-01 Northern Boulevard

**Saturdays, February 1, 8, 15, 22;  
March 1, 8, 15, 22, 29; April 5, 12**

**Wednesdays, February 5, 12, 19,  
26; March 5, 12, 19, 26; April 2, 9**  
10am–4pm

\*Assistance available in English and Spanish.

Last appointment taken one hour before scheduled end time.  
Schedules are subject to change.

### Flushing Library Rooms A&B

41-17 Main Street

**Mondays, February 3, 10, 24;  
March 3, 10, 17, 24, 31; April 7, 14**  
No session February 17 (holiday)

**Fridays, February 7, 14, 21, 28;  
March 7, 14, 21, 28; April 4, 11**  
10am–5pm

Assistance available in English and  
Chinese (Cantonese & Mandarin)

### Elmhurst\* 3rd Floor Meeting Room

86-07 Broadway

**Thursdays, February 6, 13, 20, 27;  
March 6, 13, 20, 27; April 3, 10**  
12–7pm



# QUEENS PUBLIC LIBRARY

We speak your language.

## TAX HELP AND E-FILING AT QPL

**Queens Public Library**