

# FREE TAX PREPARATION

## Free TCE Tax Preparation Baldwin and Escambia Counties Appointments Required.

The TCE (Tax Counseling for the Elderly) free tax preparation program is funded through a federal grant. Volunteers are recruited, trained and IRS certified by RSVP (Retired Senior Volunteer Program). Both federal and state tax returns are electronically filed.

### DOCUMENT REQUIREMENTS

1. COMPLETED Form 13614-C  
Download at: <https://www.irs.gov/pub/irs-pdf/f13614c.pdf>) or available at sites prior to appointment
2. For married filing jointly, both spouses must be present.
3. All forms W-2 and 1099's, information on all other Income.
4. Social Security Cards and State Driver's License/State ID Required.
5. Information for all deductions and credits.
6. Forms 1095-A, B or C (Health Insurance/ACA Statements).
7. Copy of last year's tax return
8. Death Certificate on deceased dependent (s).
9. Divorce Decree/Power of Attorney/Court Documents.
10. Mileage/Medical Trips and itemized deduction information if applicable
11. Form 1098/Education Credit
12. Vehicle Tag Receipt/Ad Valorem Tax

### Information:

**251.706.4680**



### BALDWIN COUNTY

#### Bay Minette Senior Center

Tuesday 9:45 a.m. – 1:45 p.m.

Contact: 251.289.1391

#### Daphne-Macedonia Church (New)

902 Daphne Avenue

Wednesday 9:00 a.m. – 1:30 p.m.

Contact: 251.289.1391

#### Spanish Fort Public Library

Friday 9:00 a.m. - 1:30 p.m.

Contact: 251.289.1391

#### Fairhope Satellite Courthouse

Tuesday/Wednesday/Thursday

8:00 a.m. – 12:00 p.m.

Contact: 251.317.1877

#### Robertsdale BC Council on Aging

Tuesday & Thursday 9:00 a.m. – 12:00 p.m.

Contact: 251.972.8506

#### Foley Ecumenical Ministries (New)

102 W. Spruce Avenue

Tuesday 9:00am – 1:00pm

Contact: 251.943.3445

Thursdays (starting March 9)

#### Orange Beach Senior Center

Tuesday & Friday 9:00 a.m. - 1:00 p.m.

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**Information:**  
**251.706.4680**

## ESCAMBIA COUNTY

**All sites are by appointment only.**

**Appointment Number:**  
**251-241-9499**

**Lavan Martin**  
**Assisted Living Facility**

Tuesdays  
9:00 a.m. - 3:00 p.m.

**Atmore City Hall**

Wednesdays  
9:00 a.m. - 3:00 p.m.

**Brewton Courthouse**

Thursdays  
9:00 a.m. - 3:00 p.m.

**Flomaton Public Library**

Fridays  
9:00 a.m. - 3:00 p.m.

