

Documents needed for Tax Preparation:

- W-2 forms from all 2025 jobs
- All 1099's such as:
 - 1099-G- unemployment benefits or a state refund in 2025
 - 1099-INT- interest received from a financial institution, or the year-end statement showing any interest
 - Any other 1099 forms including SSA-1099 (Social Security), 1099-DIV, 1099-MISC, and 1099-NEC
 - 1099R- distributions from annuities, IRA's, retirement plans, pensions, etc.
- 1095 (health insurance forms)
- 1098 (tuition forms)
- W-2G (Gambling income)
- Any IRS notices received in 2025 for any person on the tax return
- Any current protection PIN numbers, if assigned
- 2025 Property Tax statement or receipt if claiming Homestead Credit
- **Social Security cards are required for all members being claimed on the tax return**

If itemizing deductions, please include medical expenses including insurance, property tax for home and car, mortgage interest and charitable donations.

Government Issued photo ID is needed for primary filers (not needed for children).

Accepted photo ID includes:

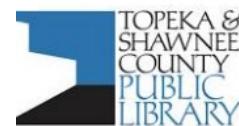
- Driver's License
- Kansas ID
- Tribal ID
- Student ID
- Passport



Please check the
Shawnee County Extension
website for updates

<https://www.shawnee.k-state.edu/>

The Shawnee County Extension VITA program
is supported in partnership with:



I B E W
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2026 Shawnee County Free Income Tax Assistance

for those who qualify, such as senior adults, low-moderate incomes, disabled persons, and more

Sites begin to open
February 2nd, 2026 - April 15th, 2026
Site hours/days/procedures are subject to change

Please schedule early as appointments fill quickly

**To Schedule at the TSCPL or Lundgren CRC,
call 785-969-9951**

We close sites for inclement weather following the Topeka school closings

**For tax questions, please call
785-213-2194 for a
Volunteer Income Tax
Assistance Volunteer**

Please leave a message if your call is not answered and a VITA volunteer will call you back

Notice- Volunteers will NOT prepare:

- Schedule C- Profit or Loss from a Business with expenses over \$35,000
- Complicated and Advanced Schedule D (capital gains & losses)
- Schedule E (Rents and Royalties)
- Schedule F
- Returns with virtual currency
- Form 8615 (Minor's Investment Income)
- Returns for clients currently involved in a bankruptcy proceeding

Free Income Tax Assistance Sites in Shawnee County



The VITA Program is overseen by Shawnee County K-State Extension's Asset Building Coalition of Shawnee County. Sites are run by volunteers certified yearly in tax laws. Sites can vary in the scope of returns completed. Site coordinators have the final decision over scope.



As a member of the Asset Building Coalition of Shawnee County, AARP provides tax assistance to those who qualify, free of charge, with a special focus on taxpayers who are over 50 with low to moderate income. Volunteers are IRS-certified every year.

CRC CARE Center at Lundgren, 1020 NE Forest Avenue, Topeka, KS

Site opens Feb. 2, 2026, for 9a-3p, Monday and Wednesday scheduled appointments.
Please call 785-969-9951, beginning January 21st, 2026, to schedule.

North Topeka VITA, 1620 NW Gage, IBEWLU 226 Building, Topeka, KS (E. of Skinners Garden)

Site opens February 4, 2026, for Wednesday and Friday walk-ins only, 4:30 pm to 7:30 pm
This site is walk-in only; sign-up begins when the doors open at 4:30 pm.
Only 15-20 walk-ins will be taken each evening.

Jayhawk Area Agency on Aging, 2910 SW Topeka Blvd, Topeka, KS

Site opens Feb. 9, 2026, for Monday and Tuesday, by appointment only,
No walk-ins. Please call 785-235-1367 to schedule an appointment.

Avondale East Community Center, 455 SE Golf Park Blvd

Site opens Feb. 4, 2026, for Wednesday and Thursday, by appointment only, No walk-ins.
Please call 785-233-1365 to schedule an appointment.

Rossville Community Library, 407 N. Main Street, Rossville, KS

1st Saturday in February, March, & April, 9:00 am to 3:00 pm OR drop off during library hours.
Call 785-584-6454 for more information.

Topeka & Shawnee County Public Library, 1515 SW 10th St, Topeka, KS

Site opens Feb. 3, 2026, for 5:30 pm – 7:30 pm Tuesday scheduled appointments and
Beginning February 5, 2026, for 9 am – 6 pm Thursday scheduled appointments.
Please call 785-969-9951, beginning January 21st, 2026, to schedule.

The Asset Building Coalition of Shawnee County, in collaboration with Shawnee County K-State Extension and Family Resource Management programming, extends sincere appreciation to the community partners and volunteers who make our free tax sites possible. Your contributions of space, supplies, volunteer time, and more help us serve individuals and families by offering accessible tax assistance to our community. Thank you for helping us build financial stability, financial literacy, and strengthening Shawnee County! Those partners include each of the tax sites listed in this flyer as well as K-State Extension- Shawnee County and the United Way of Kaw Valley. To find free tax sites outside of Shawnee County call the IRS at 1-800-906-9887.

K-State Extension is committed to providing equal opportunity for participation in all programs, services and activities. Program information may be available in languages other than English. Reasonable accommodations for persons with disabilities, including alternative means for communication (e.g., Braille, large print, audio tape, and American Sign Language) may be requested by contacting the Shawnee County Extension office before March 15, 2026, at 785-232-0062 x103 or atomp@ksu.edu. Requests received after this date will be honored when it is feasible to do so. Language access services, such as interpretation or translation of vital information will be provided free of charge to limited English proficient individuals upon request.