

Free

TAX RETURN PREPARATION

College of DuPage employees, students and community members may schedule an appointment to get their federal and state tax returns prepared and electronically filed, free of charge, by IRS-certified COD accounting students under the supervision of faculty.

Visit cod.edu/tax-prep for dates and times and to schedule your appointment.

Student Resource Center (SRC), Room 3000
Park in Fawell Lot C2
Enter the SRC at Door 1



For more information, scan the QR code, contact us at taxprep@cod.edu or call (630) 942-3450.



For ADA accommodations, please email access@cod.edu with the event title in the subject line and your accommodation request. Please email two weeks in advance.

Tax Document Checklist

Paper copies of all documents are required. Those without paper documents will be rescheduled.

Documents to Bring to Your Appointment

- A Social Security card or Individual Taxpayer Identification Number (ITIN) for taxpayer and spouse
- A state ID card, driver's license or passport for taxpayer and spouse
- Form 1095-A (if insurance is provided by the Health Insurance Marketplace®)
- A copy of 2024 tax returns (federal and state)
- Bank account number and routing number for direct deposit

Income Documents

- W-2 Form (if applicable)
- A list of reportable tips not reported on your Form W-2
- Form SSA-1099 (Social Security Benefit Statement)
- Form 1099-K or 1099-NEC (if self-employed, e.g., an Uber driver)
- Form 1099-INT or end-of-year bank statement (interest from checking and savings accounts)
- Form 1099-DIV (dividend transactions)
- Form 1099-G (unemployment compensation)
- Form 1099-R (retirement plan/IRA distributions)
- Form W2-G (gambling winnings)
- Form 1099-B (stock transactions)

Adjustments/Deductions

- Form 1098-E (student loan interest payments)
- Educator expenses if you are a licensed K-12 classroom teacher
- A detailed list of charitable contributions
- Form 1098 (mortgage interest statement)
- Real estate taxes paid in 2024
- A detailed list of business expenses (if you are self-employed)
- If your Form W-2 includes overtime pay, a statement from your employer detailing qualified overtime worked during 2025

Child Care Expenses

- Child care expenses (provider's name, address and SSN or Employer Tax ID)

Higher Education Expenses

Student tuition and book expenses (1098-T, account statement, receipts for books and supplies); total in the following categories:

| Expense | Amount |
|-------------------|---|
| 1. Tuition | _____ |
| 2. Fees | _____ (Academic fees only) |
| 3. Books | _____ (Include only course-required books) |
| 4. Supplies | _____ (Include only course-required supplies) |
| 5. Room and board | _____ (Not a qualified expense) |