

# KEY FINANCIAL SOLUTIONS



Dear Taxpayer,

Please include in addition to the following completed application:

- Valid Photo ID for all taxpayers
- Social Security cards for all taxpayers
- Birth Certificates for all dependents claimed
- Social Security cards for all dependents claimed
- Proof of residency for all dependents claimed such as: school records, medical records, vaccination records, day care records, Social Service records, etc
- Any daycare information & expenses for dependents: EIN or Social Security Number & full address of daycare
- Documentation of income sources: W2s, self-employment expenses, Social Security, gambling and lottery winnings, scholarships, etc

*Please review 'Items Needed to File' for more*

- Rental property information: Landlord information, monthly rent & months rented
- Property taxes, Mortgage interest & qualifying insurance premiums paid

Please send these items thru our secure portal online

[Secure Client Portal:](http://www.KeyFinancialOnline.com)  
[www.KeyFinancialOnline.com](http://www.KeyFinancialOnline.com)

in the top menu with options for new and returning clients

or bring to our location:  
17515 W 9 Mile Rd  
Suite 140  
Southfield, MI 48075

We can make copies of original documents for you if needed.

*“Unlocking Financial Solutions”*

If you have any further questions contact us M-F 9am-6pm by phone: 248-569-9120 or by email  
info@kfsonline.biz