



Key Tax 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:
www.KeyFinancialOnline.com](http://www.KeyFinancialOnline.com)

in the top menu with options for new and returning clients

or bring to our location:

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

“Unlocking Financial Solutions”

If you have any further questions contact us M-F 10am-6pm by phone: 313-221-9397 or by email info@kfsonline.biz