


New Mexico Human Services Department

Susana Martinez, Governor
Sidonie Squier, Secretary

Income Support Division
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**INCOME SUPPORT DIVISION
INTERDEPARTMENTAL
MEMORANDUM
ISD-GI 12-03**

DATE: January 27, 2012
TO: All ISD Staff
FROM:  Ted Roth, Acting Director
Income Support Division
SUBJECT: Free Income Tax Preparation Poster and Information Sheet

Attached please find a one page poster and information sheet that the county offices are instructed to display in the lobby areas. The poster provides instruction on what information an individual should take with them if they choose to visit one of the free tax preparation sites listed on information sheet provided.

County offices are also advised to have copies available or to make a copy for clients if they request it.

If you have any questions related to this GI, please contact Sandra Bivens at 827-1326 or at Sandra.Bivens@state.nm.us

FREE INCOME TAX REPARATION Through



NO INCOME LIMIT!!

FREE Direct Deposit of Refund in 8-10 days

January 27 to April 16

**PLEASE SEE THE ATTACHED LIST FOR THE
LOCATION CLOSEST TO YOU**

NEW THIS YEAR

Self employed small business owners are welcome.

Claim Earned Income Credits up to \$5,666 for up to 3 kids still in school.

Claim \$300 credits for energy improvements to your home.

Claim College Credits up to \$2500 per student.

Anyone with income less than \$22,000
should get a NM state refund.

Please bring the following information:

Photo ID

Social Security Cards for Parents and Children

W-2 year end wage forms from each job for each person

If you work for yourself, all the income and expenses from your work

Interest, dividends, stock or CD sales. You should bring the 1099 forms from the bank.

Social Security. You must bring the year end statement from Social Security.

Unemployment. You must bring the W2-G form from the Labor Department.

Gambling: Bring the 1099 tickets and Win/Loss report from the casinos.

Pensions: Bring the 1099-R form you received from the pension payer.

Bring the list of expenses you paid for Child Care, College or Vocational Training

Medical Expenses and Charity Donations: Bring a list of everything. Keep the Receipts or canceled checks at home for 3 years.

Mortgage Interest and Property Taxes:

Direct Deposit: Bring a blank check to get direct deposit of your refund in 8-10 days with no fees.

**You may not be
eligible if your
tax return is too
complicated.**

**We can not do
small business
returns if you
have any
employees or
depreciation.**

<http://www.aarp.org/applications/VMISLocator/searchTaxAideLocations.action>

FREE TAX AIDE SITES	ADDRESS	CITY	STATE	ZIP CODE	COUNTY	CONTACT NAMES	PHONE
MANZANO MESA MULTIGENERATIONAL CENTER	501 ELIZABETH ST SE	ALBUQUERQUE	NM	'87123-2887	BERNALILLO COUNTY		(505) 275-8731
PALO DURO SENIOR CENTER	5221 PALO DURO AVE NE	ALBUQUERQUE	NM	'87110-1201	BERNALILLO COUNTY	CHUCK MCKINNIS	(505) 286-3191
UNM LAW SCHOOL	1117 STANFORD DR. NE UNM SCHOOL OF LAW RM 2424	ALBUQUERQUE	NM	'87131-0001	BERNALILLO COUNTY	DAVE SHOEMAKER	(505) 980-8913
HIGHLAND SENIOR CENTER	131 MONROE ST NE	ALBUQUERQUE	NM	'87108-1246	BERNALILLO COUNTY	CRISTIN CHAVEZ-SMITH	(505) 275-8731
VINEYARDS RETIREMENT COMMUNITY	6118 EDITH BLVD NE	ALBUQUERQUE	NM	'87107-5054	BERNALILLO COUNTY	DIRECTOR	(575) 624-6718
TIJERAS CANYON TAX AIDE SITE	478 1/2 OLD HWY 66 LOS VECINOS COMM CTR	TIJERAS	NM	'87059-0000	BERNALILLO COUNTY	JANICE C. KING	(575) 921-3955
AMERICAN LEGION POST 99	540 LOUISIANA BLVD NE	ALBUQUERQUE	NM	'87108-2051	BERNALILLO COUNTY	LEEANN TORRES	(505) 888-8102
NORTH DOMINGO BACA MULTIGENERATIONAL CTR	7521 CAMEL DR NE	ALBUQUERQUE	NM	'87113-7792	BERNALILLO COUNTY	LEA LONG	(505) 830-3096
NORTH VALLEY SENIOR CENTER	3825 4TH ST NW	ALBUQUERQUE	NM	'87107-2508	BERNALILLO COUNTY	PETER DONIGER	(505) 670-6835
ALB MEADOWS MOBILE COMMUNITY	7112 PAN AM E FWY NE	ALBUQUERQUE	NM	'87109-4209	BERNALILLO COUNTY	RHONDA VICENTI	(575) 759-4339
BARELAS SENIOR CENTER	714 7TH ST SW	ALBUQUERQUE	NM	'87102-3811	BERNALILLO COUNTY	MARGIE ANGLADA	(575) 758-4091
AARP INFORMATION CENTER	1930 JUAN TABO BLVD NE STE J	ALBUQUERQUE	NM	'87111-0000	BERNALILLO COUNTY	LARRY COTTINGHAM	(575) 527-8799
TAYLOR RANCH COMMUNITY CENTER	4900 KACHINA ST NW	ALBUQUERQUE	NM	'87120-3400	BERNALILLO COUNTY	GRANT COUNTY SENIOR SERVICE	(575) 388-2544
LOS VOLCANES SENIOR CENTER	6500 LOS VOLCANES RD NW	ALBUQUERQUE	NM	'87114-8411	BERNALILLO COUNTY	ROSEMARY JETTON	(575) 397-9301
ROSWELL ADULT CENTER	807 N MISSOURI AVE	ROSWELL	NM	'88201-4949	CHAVES COUNTY	PATTY GUTIERREZ	(505) 256-2000
ANGEL FIRE TAX AIDE	#1 FIRST NATIONAL PLACE	ANGEL FIRE	NM	'87711-0000	COLFAX COUNTY	JESSICA PALOTTI	(505) 368-8351
BAXTER SENIOR CENTER	908 HICKORY ST	CLOVIS	NM	'88101-6244	CURRY COUNTY	TINA CATES ORTEGA	(505) 220-8979
ROY WALKER COMMUNITY CENTER	316 W 2ND ST	CLOVIS	NM	'88101-7422	CURRY COUNTY	MICHAEL WINTER	(505) 255-4287
AARP TAX AIDE WOMEN'S INTERCULTURAL CENTER	303 LINCOLN ST	ANAHUAC	NM	'88021-0000	DONA ANA COUNTY	JO-ANN REAP	(505) 453-5210
COMMUNITY ACTION AGENCY	3880 FOOTHILLS RD STE A	LAS CRUCES	NM	'88011-4631	DONA ANA COUNTY	PETER DONIGER	(505) 670-6835
SILVER CITY LIBRARY	515 W COLLEGE AVE	SILVER CITY	NM	'88061-5036	GRANT COUNTY	DEXTER SUTHERLAND	(505) 662-7969
HOBBS SENIOR CITIZENS CENTER	200 E PARK ST	HOBBS	NM	'88240-5832	LEA COUNTY		(505) 867-9448
BILL MCKIBBEN SENIOR CENTER	18 W AVE F	LOVINGTON	NM	'88260-4743	LEA COUNTY	JUDITH KILPATRICK	(505) 454-3590
RUIDOSO SENIOR CENTER	501 SUDDERTH DR # 10	RUIDOSO	NM	'88345-6013	LINCOLN COUNTY	MIKE SHAFER	(575) 257-4565
BETTY EHART SENIOR CENTER	1000 OPPENHEIMER DR	LOS ALAMOS	NM	'87544-2386	LOS ALAMOS COUNTY	DIANNA CHAVEZ	(505) 314-0240
ALAMOGORDO CIVIC CENTER	800 1ST ST	ALAMOGORDO	NM	'88310-6002	OTERO COUNTY	ANDY BACA	(505) 293-1121
JADE TAX AIDE	59 THUNDERBIRD DRIVE	SULCE	NM	'87528-0507	RIO ARRIBA COUNTY	JAMES MADER	(505) 764-6476
ELEANOR DAGGETT MEMORIAL LIBRARY	299 WEST 4TH STREET	CHAMA	NM	'87520-0786	RIO ARRIBA COUNTY	RICHARD	(505) 966-2700
EASTERN NM UNIVERSITY	COLLEGE OF BUSINESS BLDG. ENM 1000	PORTALES	NM	'88130-7405	ROOSEVELT COUNTY	LUCY NOVAK	(888) 543-5129
BLOOMFIELD SENIOR CENTER	124 W ASH AVE	BLOOMFIELD	NM	'87413-6935	SAN JUAN COUNTY	ED NUNEZ	(505) 761-4025
BONNIE DALLAS SENIOR CENTER	109 E LA PLATA ST	FARMINGTON	NM	'87401-6913	SAN JUAN COUNTY	ABE SILVA	(505) 821-7355
AZTEC SENIOR CENTER	101 S PARK AVE	AZTEC	NM	'87410-2152	SAN JUAN COUNTY	MARIANO AGUIRRE	(505) 771-8809
SHIPROCK SENIOR CENTER	US HIGHWAY 64 AND US HIGHWAY 491	SHIPROCK	NM	'87420-3810	SAN JUAN COUNTY	JOSEPH STEHLING	(575) 377-0546
NEW MEXICO HIGHLANDS UNIVERSITY	800 UNIVERSITY BLVD BO 0000	LAS VEGAS	NM	'87701-0000	SAN MIGUEL COUNTY	SHELLEY WINN	(575) 769-7868
RIO RANCHO PUBLIC LIBRARY	755 LOMA COLORADO ST NE	RIO RANCHO	NM	'87124-6508	SANDOVAL COUNTY	ROBERT J KORBACH	(505) 463-4173
BERNALILLO SENIOR CENTER	2027 S CAMINO DEL REBELLO	BERNALILLO	NM	'87004-5973	SANDOVAL COUNTY	BEAR CANYON SENIOR CENTER	(505) 291-6211
RIO RANCHO TAX AIDE	1355 MEADOW LARK LN SE 76373	RIO RANCHO	NM	'87124-0952	SANDOVAL COUNTY	JOHN PALMER	(505) 830-3097
EDGEWOOD SENIOR CENTER	114 QUAIL TRL	EDGEWOOD	NM	'87015-6855	SANTA FE COUNTY	FRONT DESK	(505) 768-6006
SANTA FE COMMUNITY COLLEGE	6401 S RICHARDS AVE	SANTA FE	NM	'87508-4887	SANTA FE COUNTY	JULIE GUTIERREZ	(505) 836-8745
PASATIEMPO SENIOR CENTER	664 ALTA VISTA ST	SANTA FE	NM	'87505-4149	SANTA FE COUNTY	GORDON JOHNSON	(505) 599-1380
ANCIANOS SENIOR CITIZEN CENTER	LOVATO PL	TAOS	NM	'87571-0000	TAOS COUNTY	CINDY	(505) 334-2881
MORIARTY CIVIC CENTER	201 BROADWAY	MORIARTY	NM	'87035-0000	TORRANCE COUNTY	EDITH BEACH	(505) 368-1560
LOS LUNAS SENIOR CITIZENS CTR	197 DON PASQUAL RD NW	LOS LUNAS	NM	'87031-0000	VALENCIA COUNTY	COMMUNITY SERVICES CENTER	(505) 356-8576
BELEN COMMUNITY CENTER	305 EAGLE LN	BELEN	NM	'87002-2836	VALENCIA COUNTY	EVA ALCORTA	(505) 396-4161