

## ST. BERNARD INDIVIDUAL 2019 INCOME TAX – CHECKLIST

- SIGNATURES** - The tax return has been signed and dated. For joint filing, both taxpayers have signed and dated the tax return.
  
- ATTACHMENTS** - The following forms that are applicable must be included with the tax return.
  - All W-2's must be attached
  - Form 1040 - copy of Federal Form 1040, 1040A, or 1040EZ, page 1 & 2, must be included with your tax filing.
  - 1099 MISC - Miscellaneous Income.
  - Schedule C, for Business income.
  - Schedule E, for Rental income.
  - Form 5754 or W-2G, for gambling or lottery winnings.
  
- PAYMENT** - All payments must be included with the tax return to complete the tax filing requirement. Payment may be made by credit card or by check. Make Check payable to the "City of St. Bernard"
  
- TAXPAYER INFORMATION** - All taxpayer information on the tax form has been entered on the tax return. Include your current address, social security number, phone numbers, filing status, resident status, moved in or moved out dates, landlord information if applicable.
  
- REVIEW ALL PREPRINTED INFORMATION TO ENSURE ACCURACY** - Estimated tax payments may not include all your payments. Check your records and add any missing payment amounts!
  
- NEED OF ASSISTANCE** in filing your St. Bernard return, simply bring in your federal return, W-2 forms, and any other applicable federal schedules to the tax office and we will assist you in filing.

We do not prepare state, federal or other local returns. Please file early to avoid the last-minute rush, which may cause you considerable delay.