

LIBRARY POLICY MANUAL

REF-7 Tax Forms

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Attachment(s): 0

During tax season, the library home page and the downstairs database terminals prominently display links to Virginia and Internal Revenue Service (IRS) downloadable forms.

Each year, the Library receives free print copies of popular tax forms and publications from the IRS. These forms and publications are distributed to the public free of charge during the tax season—which generally runs from early January through the middle of May—and are available while supplies last.

Only the most common forms (e.g., 1040, 1040A, 1040EZ and a few others) are re-ordered if supplies run low. Forms and publications are selected each year based on use during previous years and the availability of display space in the Library.

Most excess copies of forms and publications are removed from the Library and recycled two weeks after the IRS return deadline (i.e., the beginning of May.)

In addition to these seasonally distributed free forms and publications, the Library maintains through the year (1) reproducible books of basic Virginia and federal tax forms and publications from the current and preceding tax year; and (2) a web page with links to downloadable forms and publications available from the official VDT and IRS web sites. Patrons using these resources to photocopy or print forms or publications are responsible for any associated photocopying or printing fees (see the Library's "Fee Schedule").

Library staff members are not trained tax consultants and cannot assist patrons with the interpretation of tax law or the completion of tax forms.