



covenant
Full Service Tax Solutions

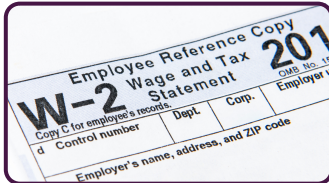
STEP TO SEND TAX DOCUMENT

STEP 1



Make Sure ID is Valid
(Picture/scan copy is acceptable)

STEP 2



Gather all forms/documents
W-2's, 1098, 1099, 1095, Profit & Loss Statement, SCH-K1, etc.

STEP 3

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Phone: (202) 333-8894
PO Box 7027, Silver Spring, MD 20910

✓ CHECKLIST

BASIC INFORMATION

- Taxpayer Questionnaire completely filled out
- Last year's tax return and amount paid for preparing the tax return (if NTS prepared your tax return last year, we already have that information for you)
- Social Security Numbers and birth dates for everyone on your tax return
- Valid ID (Driver License, State ID, or Passport)

FORMS

- All forms that say 99-2, 1098, 1099 or Schedule K-1
- Records for what you paid in mortgage interest, real estate and personal property tax
- Closing documents (such as the HUD Statement) for a home you just purchased
- Articles of Organization/Incorporation

Fill out taxpayer
questionnaire form at
covenanttaxservice.com

STEP 4



upload documents in client
portal on website or email to
covenanttax5@gmail.com