

## **Stickney-Forest View Public Library District**

### **Tax Form Policy**

The Stickney-Forest View Public Library is committed to assisting Library users in locating all necessary resources to complete federal and state income tax filings. The Library will provide Library users with pre-printed copies of the most widely used state and local income tax forms. If forms are not available, Library staff will assist in locating forms and print at no charge. Free printing does not include instruction booklets.

Library users will be able to access the Internal Revenue Service website to find tax information. Public computers may also be used to file returns electronically. It is strongly suggested that Library users ask to have the computer restarted when they are finished to ensure that all information has been erased from the computer.

Staff assistance includes, but is not limited to, navigational help to official state and federal websites, locating specific forms and instructions, and assistance in finding information related to filing tax returns online. Staff will provide Library materials, online resources, and referrals to other organizations to address tax-related needs.

Library staff will not answer or give advice related to tax questions. Staff will not handle confidential information including but not limited to, social security or tax identification numbers. Staff will not make recommendations about what forms a patron needs to file or how to complete those forms.

**Adopted this 20<sup>th</sup> day of November, 2013**