

# Easy as ① ② ③

## ① Identity Validation

Photo ID and Social Security Card(s) or other identifying documents for themselves, their spouse, and dependents must be provided to protect our customers.

## INCORRECT FORM W-2

If a problem is discovered with the taxpayer's SSN on Form W-2, encourage the taxpayer to request a corrected Form W-2 from the employer.

## ② Do NOT Change Any Information on Form W-2.

If the problem with the Form W-2 is an invalid SSN used by the taxpayer:

- A paper return must be filed.
- The paper return should reflect the valid SSN/ITIN for the taxpayer.
- The Form W-2 with the erroneous SSN must be attached to the paper return.

## ③ SIDN

Site Identification Number

VITA/TCE Volunteers

make every tax return count!

Ensure the correct number is entered in the Paid Preparer's section of the tax return in the SSN or PTIN field.

If filing electronically, make sure that the proper defaults are set.



IRS VOLUNTEERS