



## Timeline for Return Preparation 2025 Tax Season

We will prepare these 2024 tax returns onsite at any point in the season:

- Basic
- Advanced (such as those with income from self-employment or contract work, those who contributed to or took a distribution from an HSA, and those with Form 1095-A reflecting health insurance coverage through the Marketplace).

We **strongly recommend** sending these tax returns to **Drop Off until February 17:**

- Amendments
- Tax returns for prior tax years  
**Exception:** Based on site capacity, Site Managers may allow tax years 2019 to 2023 to be prepared on-site, if factors such as volume of client traffic, availability of volunteers, and certification level of volunteers allow.

**Note:** From the site opening date onward, the **Drop Off Program** will accept all tax years and all types of in-scope returns, including all state returns.

These returns must be sent to the **Drop-Off Program:**

- Tax returns for years 2018 and prior
- All State Returns (including state withholding on **Forms 1099-G** or **1099-R**)
- Returns with International Income
- Returns with Rental Income (including AirBnB income) unless prepared by STS in a prior year
- Returns requiring Military Certification
  - Returns with National Guard drill mileage
  - Returns with Combat Pay (designated as **Code Q** in **Box 12** of **Form W-2** issued by the Defense Finance and Accounting Service (DFAS))
  - Returns with an expense claimed for Uniforms (military)
- Returns where no 1098-T was issued and we need to use the account statements to calculate the education credit and/or taxable scholarship income

- Review “[Which Returns Must Be Drop Off Returns](#)” for additional situations where it is recommended the return be prepared by the Drop Off program

### **END OF SEASON PRIORITIZATION**

In the final week of the tax season, Site Managers may prioritize returns for these tax years:

- 2021 – because this tax year must be filed by April 18, 2025 in order for the taxpayer to still receive any refund due
- 2024 – because these returns are due April 15, 2025

Taxpayers unable to file tax returns for any tax year before the end of the regular filing season have the option to return during the June – October Tax Help Program (“Year Round”) to complete the return(s).