

Identity Verification Worksheet

2016

Name(s) Shown on Return	Social Security Number
-------------------------	------------------------

Client Status:

- New client
- Returning client to same preparer and firm
- Returning client to same firm

Identity Verification Method (select one):

- In person
- Remote via email, phone, or fax
- Both in person and remote
- Identity not verified

Documents Used to Verify Primary Taxpayer Identity:

- Driver's license (complete detail below)
- State issued identification card (complete detail below)
- Passport
- Account statement from financial institution
- Utility billing statement
- Credit card billing statement

- Taxpayer** - No Driver's License or State ID

Documents Used to Verify Spouse Identity (If you file joint return):

- Driver's license (complete detail below)
- State issued identification card (complete detail below)
- Spouse** - No Driver's License or State ID

Driver's License Detail

<p>Taxpayer:</p> <p>Issuing state _____</p> <p>License number _____</p> <p>Issue date _____</p> <p>Expiration date _____</p> <p>NY Document number* _____</p>	<p>Spouse:</p> <p>Issuing state _____</p> <p>License number _____</p> <p>Issue date _____</p> <p>Expiration date _____</p> <p>NY Document number* _____</p>
--	--

State Identification Card Detail

<p>Taxpayer:</p> <p>Issuing state _____</p> <p>Identification number _____</p> <p>Issue date _____</p> <p>Expiration date _____</p> <p>Does not expire <input type="checkbox"/></p> <p>NY Document number* _____</p>	<p>Spouse:</p> <p>Issuing state _____</p> <p>Identification number _____</p> <p>Issue date _____</p> <p>Expiration date _____</p> <p>Does not expire <input type="checkbox"/></p> <p>NY Document number* _____</p>
---	---

* The NY document number is the 8 or 10 digit number at the bottom of the NY license (or NY state ID) or on the back if it was issued after January 28, 2014.