

TAX FORMS POLICY

Purpose: To establish fees and procedures related to printing of individual tax filing forms

Reviewed/Revised: November 2015

Related Documents: Computer and Technology Use Policy

STAFF OBLIGATIONS

Library staff will assist library patrons with printing of tax forms from the Minnesota Department of Revenue and the Federal Internal Revenue Service. Library staff are under no obligation to assist patrons with filling out or filing individual tax returns.

FEES

The library will allow patrons to print up to 2 copies of any filing forms or schedules for free. The library will charge for the printing of forms or schedules beyond this limit.

The library will charge for printing of any instruction booklets for Minnesota M1, Federal 1040 forms, or any other instructions that are not included with the filing forms or schedules.

The library will charge for any copies made of an individual's tax return.

All charges will be assessed at the fee rates established under the Computer and Technology Use Policy.