

# KONG & SU TAX SERVICE

565 University Ave W, Suite 209  
St Paul, MN 55103

Phone: 651-290-2331

Fax: 651-290-2344

Email: kongsutax@gmail.com

## HOURS

Monday – Saturday: 9:00AM – 6:00PM  
Sunday: 10:00AM – 4:00PM (To 03/15/2015)

## WHY CHOOSE US?

1. We have been in business since 1987.
2. We specialize in preparing individual income tax returns and businesses.
3. You can contact us year round.
4. Reliable and fast service with competitive fees
5. We speak:
  - English
  - Hmong
  - Lao
  - Thai

## CONVENIENT SERVICES:

1. You can walk in;
2. Call us to make an appointment; or
3. Send your documents by cell phone, email or fax, then let us know when you would like to stop by.

## WHAT TO BRING TO FILE YOUR INCOME TAX:

1. A copy of your 2016 tax return if new client
2. You and your spouse need to come to our office to sign your returns if filing jointly.
3. Social security card, drivers license and date of birth for each person claimed on the tax return
4. Incomes: W-2, W-2G, all 1099s, and other income
5. Form 1095-A, 1095-B or 1095-C to file for health insurance
6. Deductions/expenses:
  - All 1098s (1098, 1098E, 1098-T)
  - Medical expenses
  - Cash/non-cash donations (name and address of each organization)
  - Vehicle license tabs and tax on motor vehicle
  - Real estate property tax paid in 2017
  - Union cost and safety box
  - Daycare expenses (name of each provider, address, and EIN/social security number)
  - Moving expenses
7. Education expenses (Minnesota K-12): Tuition, textbooks, papers, pencils, notebooks, ruler, musical instrument rental, calculator, computer hardware and educational software
8. Property Tax Statement Payable in 2018 and/or CRP
9. Bank account and routing number for direct deposit

For those who are self-employed and want to claim car/truck expenses, you need to bring records for each vehicle as follows:

<b>Vehicle Information</b>	<b>Vehicle 1</b>	<b>Vehicle 2</b>	<b>Vehicle 3</b>
Make/model of vehicle	_____	_____	_____
Date placed in service	_____	_____	_____
Type of vehicle	_____	_____	_____
Beginning mileage	_____	_____	_____
Ending mileage	_____	_____	_____
Business miles	_____	_____	_____

Please let us know if there are any other questions. We hope to see you soon, and thank you for your support.