



Tax Preparation Checklist Resources to Help You Save Time and Money

Keep more of what you earn. This checklist provides suggestions to help you save money on taxes and resources to guide you through tax preparation.

W-2s	
<input type="checkbox"/>	<p>W-2 forms are mailed to home addresses and are available from Employee Self Service (ESS) after Feb. 1, 2012. W-2s from 2008 and 2010 are available for download from ESS. To learn how to access ESS go to www.lamsodexo.com > Tools and Resources > Employee Self Service</p>
<input type="checkbox"/>	<p>You may receive two or more W-2s from Sodexo and it may take up to 2 weeks to receive all your W-2s. If you are not sure if you should receive more than one W-2, call the Sodexo Employee Service Center at 877 PAY SDXO (877 729 7396).</p> <p>If you held other jobs outside of Sodexo, you will receive W-2s for each job. To fill out your tax return, you will need to add all your W-2s together.</p>
Your Tax Withholdings	
<input type="checkbox"/>	<p>Check Your Current Tax Withholding. Log on to Employee Self Service > Pay and Taxes > Tax Withholding to view your current tax withholding.</p> <p>Make sure your withholding is what you want. Use the IRS calculator to ensure you do not have too much or too little income tax withheld. Click on W-4 assistant in Employee Self Service (ESS) to take you to the calculator.</p>

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Tax Help from Sodexo	
<input type="checkbox"/>	<p>Tax Preparation Software and Resources Sodexo LifeWorks can help you with tax preparation.</p> <p>LifeWorks at www.lifeworks.com or 888 267 8126 provides:</p> <ul style="list-style-type: none"> • Unlimited phone consultations with Accredited Financial Consultants • Articles, quick tips, worksheets, audio tips, booklets and web resources on tax planning and preparation • Employee Discounts on tax preparation services
Tax Help from Other Sources	
<input type="checkbox"/>	<p>The Internal Revenue Service offers free assistance online, by telephone and in person, and can help find additional free tax preparation services for those who qualify. Go to www.irs.gov, publication 910 for a list of free tax services or call 800 829 1040; TTY/TDD users call 800 829 4059. Braille materials can be ordered at no charge by calling 800 829 3676.</p> <p>Volunteer Income Tax Assistance (VITA) offers free tax preparation Check your community's newspaper for locations or call 800 829 1040.</p> <p>Taxpayer Advocate Service offers free assistance if you can no longer provide basic necessities because of IRS actions, have a delay of more than 30 days to resolve a tax-related problem or have not received a response from the IRS. Speak with a Taxpayer Advocate at 877 777 4778.</p>
Save Taxes with Sodexo's Benefit Programs	
<input type="checkbox"/>	<p>Sodexo's 401(k) Retirement and Savings Program can reduce your taxes.</p> <ul style="list-style-type: none"> • Your contributions to the Sodexo 401(k) Retirement and Savings Program are made either on a before or after-tax basis. If you choose before-tax, you lower your taxable income and pay fewer taxes. Your earnings are not subject to income tax until you withdraw money.
<input type="checkbox"/>	<p>When you sign up for Sodexo benefits during Annual Enrollment, you lower your taxes:</p> <ul style="list-style-type: none"> • By enrolling in the Health Care Spending Account, you can lower your taxes on the money you spend for out-of-pocket health care expenses. • By enrolling in the Family Care Spending Account (FCSA), you can lower your taxes on the money you spend for child and elder care. Note: You can save taxes on dependent care expenses by either claiming a tax credit on your federal income tax return or by participating in FCSA. Consult a tax advisor to determine if the IRS tax credit or FCSA is better for you. • When you enroll in medical, dental or vision benefits, your contributions toward the costs lower your taxable income.

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Helpful Resources to Help You Save Time and Money

Save With Tax Credits	
<input type="checkbox"/>	<p>Take Advantage of Tax Credits to reduce the amount of tax you pay. Refundable credits may eliminate any tax you owe and provide you with a refund. So even if your tax bill is zero, you could get money back from the IRS. The following are some common credits that you might be able to take advantage of. More information is available at www.irs.gov.</p> <p>Refundable credits</p> <ul style="list-style-type: none">• Earned income tax credit (EITC). Eligible employees may receive up to \$5751 in tax refunds for 2011 through this program.• Additional child tax credit. When your child tax credit is more than your tax liability, you may be eligible to claim an additional child tax credit. Taxpayers must meet additional requirements to claim this credit. <p>Other credits</p> <ul style="list-style-type: none">• Child tax credit can cut your tax bill by up to \$1,000 for each qualifying child, up to \$4,000.• Child and dependent care credit is available if you paid someone to care for a child or dependent so you could work. Also, see Family Care Spending Account under <i>Sodexo's Benefit Programs That Can Save You Money</i> section.• Hope and Lifetime Learning education credits offset costs of higher education.• Saver's Credit is available for people who meet eligibility requirements and contributed to the Sodexo 401(k) Savings Plan or an individual retirement account (IRA). For more information, read Publication 590 at www.irs.gov.• Additional credits are offered for people who are elderly, disabled and adopting a child. Go to www.irs.gov and search Credits
Save Money for College with a 529 Plan	
<input type="checkbox"/>	<p>A 529 Plan is an education savings plan operated by a state or educational institution to set aside tax advantaged funds for future college costs. Although your contributions are not deductible on your federal tax return, your investment grows tax-deferred and distributions to pay for college costs are not subject to federal tax. Your state may offer tax breaks as well. Every state now has at least one 529 plan available. You should research the features and benefits of your state's plan before you invest at www.savingforcollege.com.</p>

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