WEED & SEED
and
INTERNAL REVENUE SERVICE

"Building a Successful Volunteer Income Tax Assistance (VITA) Site"

Welcome to the IRS VITA Program!!

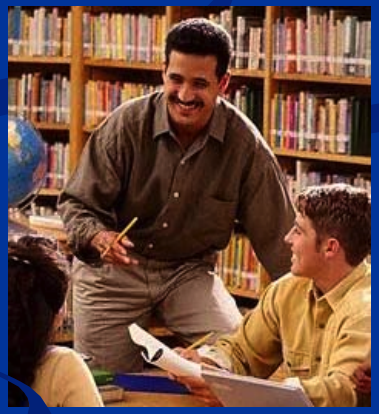
A CCDO Partnership with the Internal Revenue Service

Scope of VITA Program

- Offers free tax assistance to low income families
- Promotes tax benefits
- Promotes tax understanding and awareness
- Encourages individuals to file their returns electronically

What do you have to do?

- Select the right people as volunteers…….it is essential!
  - Eager
  - Energetic
  - Enthusiastic
  - No tax expertise required
  - No prior experience required



Volunteer Coordinator Responsibilities

- Recruit tax preparers.
- Supervise/conduct training of volunteers.
- Schedule/supervise all volunteers.
- Answer questions/field problems.

Estimated Time Commitment

- Amount of time depends on your level of commitment
- IRS VITA/e-file training of coordinator and volunteers in November and December
- Ongoing commitment from January through April

What do you have to do?

- Program is flexible.
  Whatever your site decides:

  What types of returns you will process.
  - 1040EZ
  - 1040A
  - 1040 and related schedules

What will volunteers do?

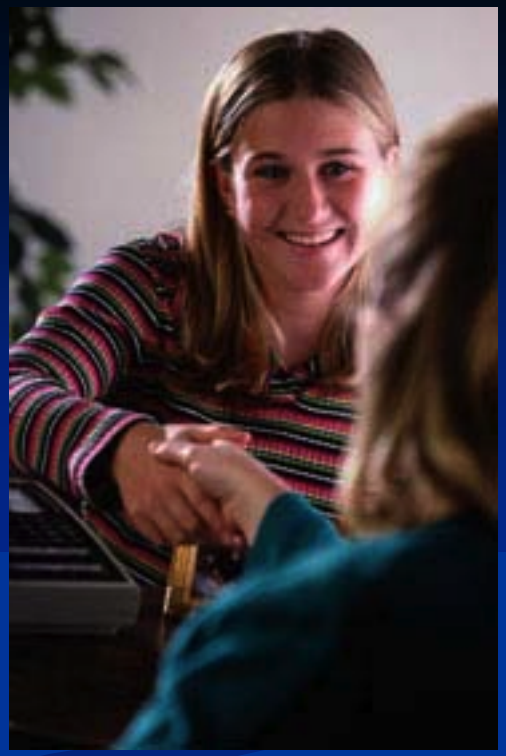
- Prepare selected tax forms (1040 EZ, 1040A, 1040 and related schedules).
- File returns electronically.
- Answer questions.
- Refer taxpayers to appropriate help.

Volunteers will NOT:

- Prepare complicated returns.
- Answer technical questions for which they have not been trained.
- Accept pay or compensation from individuals or organizations for providing tax assistance or preparing tax returns.

Additional help needed at site

- Screener
- Publicity
- Technical support



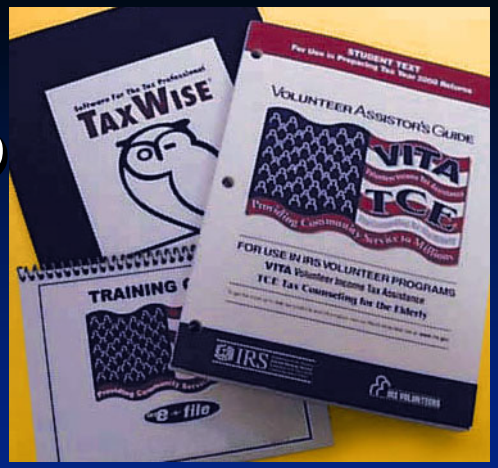
Determines your schedule

- Normal business hours
- Evenings
- Weekends
- Super Saturdays
- During high-traffic periods—Mid-January through March

To whom will you make the service available?

- Low Income
- Disabled
- Limited English Proficient
- Elderly

How will we help



- Self-paced training modules for preparers with IRS guidance and support as needed
- Step-by-step instructions for setting up your site
- Ongoing support from IRS Tax Specialists
- Web site: www.irs.gov

Thank you for joining the VITA team!

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