



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





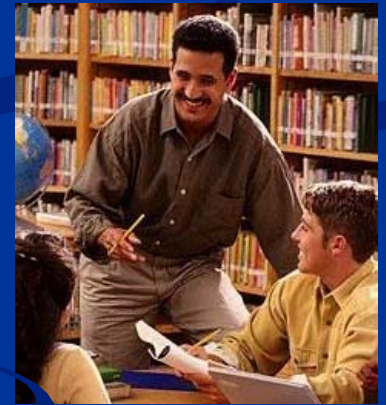
Scope of VITA Program

- 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



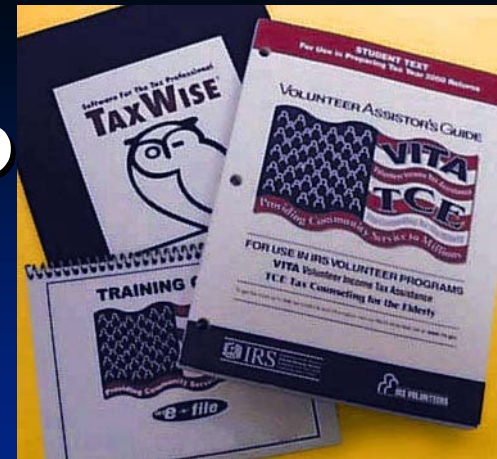
To whom will you make the service available?

- 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!**

The background features several thick, dark blue wavy lines that sweep across the lower right portion of the slide, adding a dynamic and celebratory feel to the message.



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