

Volunteering Give BIG RETURNS!

Help local families and students in your community

VITA for January – April 2017

Only individuals who have been certified through the Volunteer Income Tax Assistance (VITA) program can be a VITA volunteer. Prior year volunteers must re-certify for the current tax year to include tax-law updates.

As a trained Tax Preparer, volunteers will assist qualified clients by preparing simple tax returns. All volunteers receive FREE comprehensive training and certification in partnership with the IRS. No experience is necessary. Volunteers receive the materials for self-study on basic income tax law for federal and state returns. In addition, several specific training sessions will take place beginning in November through late January prior to the kickoff of tax season. Volunteers are covered under the Volunteer Protection Act and are not accountable for tax returns filed to the IRS.

VOLUNTEER TRAINING

Training will held on November 12, 2016 (9:00 AM – 4:00 PM) **on campus** in Lutgert Hall, rm. 2210. Please confirm that you will be attending this training by emailing Patrice Cunningham at Patrice@unitedwaylee.org. Please complete the VITA Volunteer form (located online at <https://www.unitedwaylee.org/become-vita-volunteer/>)



Bilingual Volunteers, please complete the Interpreter Section of the form if you are willing to help translate. There is a great need for this service in nearly all sites.

ONLINE Training & Certification Testing Link: <http://www.irs.gov/app/vita> (2016 will be available in late November along with the volunteer training booklet)

Please certify through the ADVANCED level by January 11, 2017.



IMPORTANT...print a Service Learning form from the FGCU website <http://www.fgcu.edu/Connect/contract1.asp> and provide it your site coordinator regardless if you need service learning hours or not (keep a copy for yourself). This is a good way to support the line item on your resume. Once you provide VITA service, include it on your resume!!! Try to keep track of number of returns you prepared (helps for the line item on the resume).

For additional information contact: **Patrice Cunningham**, VITA Program Manager
United Way of Lee, Hendry, Glades and Okeechobee • Patrice@unitedwaylee.org • 239-433-7557