



## 2022 VITA tax assistance program: **Volunteers Needed!**

During Tax Season 2022, the Ada Jenkins Center will again host two program sites for **Volunteer Income Tax Assistance (VITA)** and **Tax Counseling for the Elderly (TCE)**.

Through April 15, 2022, VITA volunteers will assist neighbors with incomes of \$57,000 or less prepare their taxes for free. Last year, we helped **201 households, for a cost savings of \$50,000 -- with an average household refund of \$1,687.**

**How you can help:** We need volunteers in four positions - some with tax knowledge, some without; some virtual, some in person:

- **Greeter/Screeners** – You greet everyone visiting the site to create a pleasant atmosphere. You screen taxpayers to determine the type of assistance they need and confirm they have the necessary documents to complete their tax returns. Spanish language skills are a plus. Tax law certification is not required for this position.
  - **Interpreter** – You provide free language interpreter services to clients who are not fluent in English. Basic tax knowledge is helpful, but it is not required for this position.
  - **Tax Preparer** – You complete and successfully certify in tax law training, including the use of electronic filing software, to provide free tax return preparation for eligible taxpayers. Spanish language skills are a plus.
- Quality Reviewer** – You review tax returns completed by volunteer tax preparers, ensuring that every taxpayer receives top quality service and that the tax returns are error-free. *You must be tax law certified at least at the Intermediate level.*

**Please note:** We plan to have these sites open from Feb. 5th, 2022- April 16th 2022. Greeters, Interpreters, In-person Preparers and Quality Reviewers will be needed on Saturdays from 8:45am-3pm (approximately). You do not need to be available each and every Saturday in order to volunteer. Virtual preparers will be on call throughout this time period.

We are currently gathering all details regarding training materials/links and on-site information. If you're interested, please contact Crissy Newsome ([crissy.newsome@adajenkins.org](mailto:crissy.newsome@adajenkins.org))

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