



Volunteer Income Tax Assistance (VITA) Program

PLEASE READ

**(V)olunter (I) ncome (T)ax (A)ssistance
TAXPAYERS NOTICE!!! TAX PAYERS NOTICE!!!**

The following will apply for all customers seeking FREE income tax preparation. If you do not have all the necessary documentation, we will not be able to prepare your income tax return today. You will be required to return when you have all necessary documentation.

All the necessary documentation to complete your return is detailed on the enclosed drop-off checklist. We will **not** be able to prepare your return if all forms are not completed as directed --**NO EXCEPTIONS!!!**

Taxpayer Directions:

1. Fully complete all forms included in this packet to the best of your ability. If you have any questions, please address when face-to-face with the intake specialist.
2. Include all tax document
3. You must bring taxpayer picture ID for taxpayer and spouse (if applicable)
4. You must bring Social Security Cards for everyone being claimed as dependent/Qualifying child in the tax return. At intake we will photocopy what is needed returning all originals
5. During the intake process, all forms and documents will be reviewed for completeness and when necessary photocopies will be made.

Thank you,

VITA Management & Volunteers