

Get your taxes completed for Free!!!! VITA TAX Begins February 6th

Beginning January 12th 2023 pick up your Intake form and envelop

Come to the back entrance to the ACC (the riverside) go up the ramp and on a table to your left is a table.

You will need to pick up the large envelope and a yellow Intake form.

No taxes are completed without a completed yellow Intake form

Include in your envelop

Check List

- ✓ **Your 2021 tax returns**
- ✓ **The yellow intake form fully completed with your Name and a Valid Phone Number (your tax preparer will call you if they need clarification or to tell you when your taxes are completed)**
- ✓ **Information if you received the Child Tax Credit**
- ✓ **A copy of your Driver's License, a copy of your SSN card as well as a copy of the SSN card that you are claiming on your taxes**
- ✓ **A voided check if you want to receive your return electronically**

On the outside of the envelop: No taxes are completed without the completed yellow intake form

- ✓ **Name**
- ✓ **A valid phone number (the VITA Volunteers will not be able to contact you if you don't include your phone number, delaying your return).**
- ✓ **Seal your envelop with tape.**

Come to the back entrance ground floor, up the ramp and through the doors. On the right is a large brown lock box. Lift the lid and place your completed taxes on the platform. Closing the lid allows your taxes to drop down into a secure lock box that is emptied periodically throughout the day.

The ACC is open Monday – Thursday from 8:00 – 4:00

For more information- call 814-723-4180