



# HOW YOU CAN HELP

To volunteer or learn more, visit [uweci.org/volunteerVITA](https://uweci.org/volunteerVITA)

## Volunteer to Create Brighter Futures

Help us by volunteering for the 2024 tax year VITA program. VITA helps low-to-moderate income workers by providing free tax preparation assistance. Last year, VITA volunteers prepared 1,864 tax returns bringing more than \$2.6 million back to our community. The average federal tax return was more than \$1,860.

### IRS TAX TRAINING

Tax preparers, intake specialists, and greeters receive training and materials to become IRS certified. Free training is available in a classroom setting and online.

### CLASSROOM & ONLINE INSTRUCTION

Developed for both new and returning volunteers, the classroom instruction will cover content and provide time for testing at the advanced level. Volunteers will have hands-on practice with TaxSlayer software.

## TAX PREPARERS

- Participate in IRS tax training and complete basic or advanced level certification.
- Meet face to face with taxpayer to gather information and review documentation.
- Prepare tax returns in collaborative team environment.

## INTAKE SPECIALISTS

- Participate in a two-hour training session.
- Review taxpayer documentation.
- Complete the process by securing taxpayer signatures.

## GREETERS

- Participate in a one-hour training in December.
- Welcome taxpayers and oversee sign-in process.
- Complete checklist with taxpayer to confirm proper documentation.
- Call next day clients to confirm their appointments.

## SPONSORS



### FOR MORE INFORMATION

Contact Kristina Selander  
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United Way  
of East Central Iowa