



HOW YOU CAN HELP

Learn more at uweci.org/volunteervita or email vita@uweci.org

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

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