

Become a VITA Volunteer!



**Volunteers Are Needed for the Upcoming Tax Season.
No prior tax experience required and FREE training is provided.**

The Central Arizona Volunteer Income Tax Assistance (VITA) Network is looking for volunteers to support VITA sites during the tax season (late January to April 15). Volunteers will assist individuals and families in preparing their tax returns, claiming benefits for which they are eligible, and being connected to financial education and asset building opportunities. Services are provided free of charge to all clients of the VITA program. All required training for any position will be provided at no cost to all volunteers prior to the beginning of the tax season.

Sign Up Today! Volunteer Opportunities with VITA include:

TAX PREPARER

Responsible for providing tax return preparation services to eligible taxpayers at a VITA site.

- Prepare basic 1040 tax returns and related schedules for eligible customers
- Interview taxpayer to determine that all income, deductions, and allowable credits are claimed
- Answer tax related questions

Qualifications

- Complete and be certified in tax law training (Basic, Advanced & Optional Specialty courses), and learn to use the electronic filing software.

INTERPRETER

Interpreters aid VITA clients by working alongside the tax clients and tax preparers by providing complimentary interpretation services at VITA sites. *Interpreters are always an asset to a site* ☺

Qualifications

- Be fluent in speaking both English and another language e.g., Spanish, Mandarin, Tagalog, American Sign Language, or others.
- Be friendly and dependable
- Standards of Conduct test

SITE GREETER

Responsible for greeting and performing the initial screening of the taxpayers

- Welcome taxpayers to site and sign them in
- Ensure that taxpayers have all the information needed to complete their tax returns, including the completed intake-interview form, all income documents and survey forms
- Answer non-tax related questions
- Monitor site traffic to ensure all taxpayers checking in receive assistance
- Inform taxpayers about and share flyers for benefits screening, prescription benefits cards, upcoming financial education classes, and other resources for which they may be eligible

Qualifications

- Standards of Conduct test

Want to Participate? Choose a city or area and contact the VITA Coordinator for more information and a training schedule. Volunteers are requested to volunteer for at least 25 hours during the tax season (3-5 hours/week)

East Valley	https://www.mesaunitedway.org/become-vita-volunteer/
Phoenix	https:// www.phoenix.gov/eitc
West Valley	https://www.turnanewleaf.org/services/financial-empowerment/vita-program/
Tempe	https://www.tempecommunitycouncil.org/tax-volunteer/
Scottsdale	https://www.mastersofcoin.org/volunteer/
AARP	https://www.aarp.org/volunteer/programs/tax-aide/
Rehoboth CDC	https://www.rcdcphx.org/contact



Why volunteer for VITA?



As a volunteer, you will join a program that has helped millions of people file tax returns at no charge for more than 40 years. Your help will make a difference. It's people helping people. It's that simple.



No prior tax experience is needed. Volunteers receive no cost training to prepare basic tax returns or to become a greeter, screener, or interpreter.



Volunteer hours are flexible. Volunteers generally serve an average of three to five hours per week. The programs are usually open from mid-January through the tax filing deadline in April.



Volunteer sites are located in communities throughout the nation, often in neighborhood centers, libraries, schools, and other convenient locations.



All VITA sites offer free electronic filing for both federal and state tax returns.



Tax Professionals - Enrolled Agents (EAs) and Other Tax Return Preparers (OTRPs) can earn Continuing Education Credits (CE) when volunteering as a VITA instructor, quality reviewer or tax return preparer. See the [IRS fact sheet](#) for more information on CE credits.



Volunteering for VITA provides a valuable life-skill and hands-on job knowledge. IRS tax law certification and the experience looks great on your resume.



Speak a language other than English? You can help those who have limited English capabilities, understand their tax return.



Make new friends. Social interaction improves mental and physical health.



Volunteer in a welcoming, friendly, professional, and safe environment.

VITA is an exciting, educational, and enjoyable opportunity. **Sign up** to volunteer and see what a difference volunteering makes in your life!