



# Help Other People With Their Tax Returns



Department of the Treasury  
Internal Revenue Service



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Return Address (Please Print)

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Place  
Postcard  
Stamp  
Here

Complete reverse side and mail to the IRS ADC listed below

**To: Internal Revenue Service  
Area Distribution Center  
P.O. Box 1600  
Rancho Cordova, CA 95741**

Attention: SPEC Territory Manager

## Did You Know

There's something YOU can do about taxes?

There's something very good you can do about taxes. You can help people in your community who need assistance with their tax returns. You'll get free IRS training, and there's on-the-spot satisfaction you receive again and again as a VITA volunteer using your knowledge to help other people.

## You and Volunteer Income Tax Assistance

As a VITA volunteer, you'll help people who probably need tax help the most...those with a low to limited income, individuals with disabilities, non-English-speaking, and elderly taxpayers. And you'll be giving the help at convenient places, such as neighborhood community centers, libraries, churches, and shopping centers. A number of locations also offer electronic filing.

## How can you help?

You have a number of choices. It depends on what you'd like to do, your skills and knowledge. In addition to being a tax assister you could serve as an instructor, a site coordinator or a publicity director.

## What if you can use some training, or brushing up?

The training is yours. Instruction and materials are FREE. IRS employees or volunteers train you how to prepare Forms 1040EZ, 1040A and the basic 1040 and related schedules.

Volunteers also provide assistance and return preparation for prior year federal income tax returns, as well as, the earned income and advanced income tax credit.

New volunteers generally receive four-to-five days' instruction; experienced individuals, a one-to-two-day refresher. There's also self-instruction. A test on the material in the training guide shows whether you can do the job. Training is usually available December through January at a convenient location.

## How else does the IRS back you up?

Technical assistance helps you ensure that taxpayers receive accurate assistance. A special toll-free Hotline answers your technical tax ques-

tions when you're helping taxpayers. The IRS randomly reviews volunteer-prepared returns and provides immediate feedback to help you maintain quality service.

Upon request, accommodations for persons with disabilities will be provided by sponsoring organizations in cooperation with the IRS.

Look to the IRS for help in obtaining publicity and for information on running your VITA site. Your IRS Territory Manager is available before, during, and after training to help you have a successful program.

## How can you qualify?

You qualify if you...

- can meet and deal with a variety of people,
- have experience or can learn about preparing income taxes,
- have general administrative or publicity experience,
- take pride in complete and accurate work,
- are willing to complete the IRS training program and
- can spend several hours a week on VITA from January 1 through April 15.

## How do you get involved in VITA?

To join VITA in your area, just call the Territory Manager at toll-free 1 (800) 829-1040 or mail the attached VITA Interest Card.

## A Tribute to You And Other Americans Who Are Volunteers

"We live in a society that always has depended on volunteers of different kinds—some who can give money others who give time and a great many who freely give their special skills, full-time or part-time. If you look closely you will see that almost anything that really matters to us, anything that embodies our deepest commitment to the way human life should be lived and cared for depends on some form—more often, many forms—of volunteerism."

— Margaret Mead and Rhoda Metraus.  
Aspects of the Present  
Courtesy of William Morrow and Company Inc.

To get the most up to date tax products and information visit us on the *World Wide Web* at: **www.irs.gov**

## VITA Interest Card

I am interested in participating in the Volunteer Income Tax Assistance (VITA) Program.

Work Preference	Name
Day(s) of week	Street
Hours	City
City	State
Zip Code	Telephone Number (include area code)
Previous Tax Experience/Training	Organization's Name (if applicable)

