



Free Tax Preparation and E-Filing

- Prepare your own tax return using TaxSlayer software at home. You will need basic computer skills and all your tax documents.
- **To create your account, you will need access to your email or to your cell phone to receive a verification code.**
- We recommend using “Guide Me” mode unless you have experience in preparing taxes.
- IRS – certified VITA volunteers are available to assist you with basic tax law questions.
- To electronically file your tax return, **you will need your prior year’s Adjusted Gross Income (AGI)** found on your last year’s tax return.
- This tax software is also available in Spanish. Simply click on “[En Español](#)” on the top of the main TaxSlayer page (see the screenshot below).

Information to write down while creating your account and preparing your tax return:

Email address used: _____

Username: _____ and Password: _____

Answer to secret question, if any: _____

My 5-Digit PIN: _____

My tax filing status: _____ My adjusted gross income: \$ _____

The exact amount of my federal refund: \$ _____

How to start:

1. Click on the link provided in your email do not retype it!

Welcome to the TaxSlayer VITA/TCE self-prep kiosk

- No current year preparation or electronic filing Fees
- Unlimited current year states
- Access to prepare and e-file 1040-NR
- Access to prepare and e-file 1040PR

For assistance while completing your return, please contact the free tax assistance program where you received the referral link to this software. They have IRS-certified specialists available to assist you.

Click the Continue button to create a new account or login with an existing account.

CONTINUE

2. Click "Continue". This should take you to the Log In screen.



Log in

Need a TaxSlayer account? [Create account.](#)

Username

Password

[Forgot Username](#) | [Forgot Password](#)

LOG IN

By clicking Log in, you agree to our [Privacy Policy](#) and [License Agreement](#).

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3. In the Log In screen click “Create account” or log into your account, if previously created.
4. If creating a new account, enter all your information and click create account.

Create your account.

Already have an account? [Log in](#)

Email address

vitatest@vita.com

Username

VITAtest2021

Choose password

|



Create unique passwords, to keep your account safe.

- No prohibited characters
- At least 8 characters long
- Must contain at least one upper and one lower case letter
- One number
- One special character

Mobile phone (recommended)

(____) ____ - ____

CREATE ACCOUNT

By clicking Create account, you agree to our [Privacy Policy](#) And [License Agreement](#).

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5. Enter the 6-digit code that was texted to your phone number and click “verify”.
6. This screen will tell you if your account has been created. You should also receive a confirmation email.



Success! Your TaxSlayer account
has been created.

Now, let's keep going.

CONTINUE

7. Click “Continue” to start your tax preparation.

We recommend using “Guide Me” mode unless you have experience in preparing taxes. In this mode, you will be asked series of questions to make sure you enter your information correctly.

Input all your tax documents. Enter information exactly as it appears on your tax form. Make sure all lines are entered. “If you see it, key it”. You will have an opportunity to review your information prior to submitting your tax return.

The TaxSlayer software will ask you for your **prior year’s Adjusted Gross Income (AGI)**.

The AGI must match the one in IRS’ record. If you did not file a tax return last year, enter your prior year’s AGI as \$0.

You will be asked to create a **5-digit PIN** which will help you access your return next year.

8. E- file your tax return.

You will receive an e-mail from TaxSlayer within two to three days telling you if your return was accepted and providing further instructions if it was not.

If you don’t receive an email after three days, log back into TaxSlayer’s website using the information above and check the status of your return.

Accessing your account:

Any issues with the software? Send an email to the TaxSlayer from their website:

[TaxSlayer.com/SupportCenter/tax-help](https://www.taxslayer.com/SupportCenter/tax-help)

VITA FSA Support:

If you are unclear about how to answer a question we suggest you utilize the IRS’s Interactive Tax Assistance Tool located at <https://www.irs.gov/help/ita>. The Interactive Tax Assistant (ITA) is a tool that provides answers to several tax law questions specific to your individual circumstances. Based on your input, it can determine if you have to file a tax return, your filing status, if you can claim a dependent, if the type of income you have is taxable, if you're eligible to claim a credit, or if you can deduct expenses.

NOTE: The information you provide is anonymous and will be used for purposes of answering your question.

If you find that you still need assistance please email us at vita.taxhelp@phoenix.gov and a volunteer will respond to your request. Please be advised that volunteers can only assist with tax questions that are within the scope of the VITA program.

Save these instructions with your tax return to be able to access your account in the future. You will have access to your tax return at any time.