

INTERESTED IN BECOMING A VITA VOLUNTEER?

Please fill out this form, give it to your tax preparer, mail or e-mail it to us.

Referring VITA site, if applicable: _____

Name: _____

Phone number: _____

E-Mail: _____

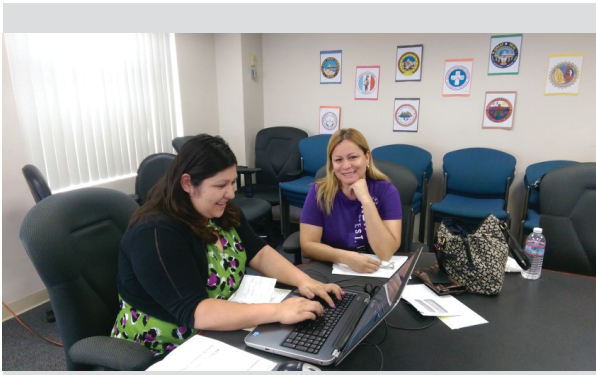
City of Phoenix
VITA Program
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Volunteer registration:
volunteer.phoenix.gov
Keyword: VITA

VITA free tax preparation information:
phoenix.gov/eitc





The city of Phoenix's Earned Income Tax Credit (EITC) Campaign provides public awareness of the EITC, free tax preparation and e-filing services through the Volunteer Income Tax Assistance Program (VITA).

VITA PROGRAM PROVIDES:

- Free tax preparation for qualified individuals and families
- Convenient site locations throughout the city

VITA program offers several volunteer opportunities.

VOLUNTEER POSITIONS:

GREETER/SCREENER

Greets the taxpayers and ensures all taxpayers checking in receive assistance. Ensures the taxpayers have all required documents.

TAX PREPARER

Prepares basic or advanced 1040 tax returns and related schedules for eligible taxpayers. Interviews taxpayers to determine if all income, deductions, and allowable credits are claimed.

SITE COORDINATOR

Provides coordination, organization, and supervision of the VITA site and volunteers. Ensures all volunteers adhere to the VITA Standards of Conduct and quality site requirements, coordinates volunteer schedules and compiles reports on a monthly basis.

INTERPRETER

Assists with interpretation between the taxpayer and the VITA program volunteers to ensure accurate information is being shared.

WHY VOLUNTEER WITH VITA?

- Help your community in preparing taxes free of charge by becoming a volunteer
- Various VITA sites throughout the city
- Flexible schedule
- Free trainings
- No previous tax return preparation experience required
- Friendly and welcoming environment
- Great for your resume

