



BECOME A VOLUNTEER TAX PREPARER AND
HELP WORKING FAMILIES PREPARE
THEIR TAXES FOR FREE

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United Way of North Central Florida is accepting volunteer applications for the Free Income Tax Assistance Program. As a volunteer tax preparer, you will make a difference in the lives of the people you serve. Connecting a tax customer to the Earned Income Tax Credit can raise a family's income by more than \$5,600. Volunteering once a week for the entire tax season can produce more than \$51,000 in refunds!

What will I be doing as a volunteer tax preparer?

You will connect working people with the tax credits for which they are eligible, often adding thousands of dollars to their tax refund. You will work with individuals and families using intake forms and computer software to electronically file tax returns.

What skills do I need?

You do not need professional tax law experience to be a volunteer tax preparer, however basic computer literacy, attention to detail, and customer service skills are very important.

Will I receive training?

Free training is provided. You will be provided with the knowledge and skills needed to perform your role with confidence. Training includes tax law, computer software application, and orientation.

What does tax preparer training involve?

The training program is 25 hours in addition to test time. You can choose either classroom training or online training. You will receive IRS training materials to guide you through your studies.

How much time is involved in volunteering?

Typically volunteers commit four hours each week during tax season, February 1st through April 18th.

Training

Please visit our website for a list of upcoming training dates.

The IRS Training website is available for those who wish to train and certify on their own: <http://www.irs.gov/app/vita/>

I have prior tax preparation experience. Do I need additional training?

Yes. If you prepared tax returns in 2009, but were not a volunteer tax preparer, you will need to complete online "tax law changes" training and classroom-based computer software training for recertification. If you were a volunteer tax preparer in 2009, you will need to complete online "tax law changes" training for re-certification.

Where and when will I work?

You can volunteer daytime, evenings and/or Saturdays and choose from more than 10 tax prep locations in the city and surrounding counties.

What if I make a mistake on a tax return?

Each tax prep location is supervised by a trained Site Coordinator who provides you support, answers your questions as they arise, and reviews and authorizes all your tax returns prior to transmitting them.

How do I sign up to be a volunteer?

Contact Jon Dechow, United Way of North Central Florida, 352-331-2800 x227 or jdechow@unitedwayncfl.org.

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