



Helpful Resources If You're Considering Becoming a VITA Volunteer:

Volunteer Income Tax Preparers Training is available at www.irs.gov. Simply type Link and Learn into the search field and click on the Link and Learn Taxes link. Choose your level of training, click on the appropriate tab, and begin certification. That's all there is to it! You will need Basic and Intermediate certification to be a Volunteer Income Tax Preparer or Quality Reviewer.

Link & Learn Taxes, linking volunteers to quality e-learning solutions, is a web-based learning program providing online training and certification in tax return preparation.

Volunteers can pick the time and place for training, available 24 hours a day.

We Provide Free Low Income Tax Assistance

In partnership with the Internal Revenue Service, Westmoreland Community Action sponsors Volunteer Income Tax Assistance (VITA) sites that provide free income tax return preparation for taxpayers who have limited or moderate incomes, senior citizens and persons with disabilities. Our mission is to deliver every last cent to all those entitled under the current tax law. Special attention will be given to the Earned Income Tax Credit (EITC) and other refundable items that are ignored by as many as one-in-four eligible taxpayers. Staffed entirely by volunteers, these are the only VITA sites in Westmoreland County. We completed 1036 tax returns for the 2009 tax year. Taxpayers received a total of \$860,693.00 in refunds. Total savings to taxpayers using our VITA Program was \$143,515.00. Grand total of refunds and savings to taxpayers \$1,004,208.00. Come volunteer with us and help us get the money to those vulnerable individuals and families who truly need it.

Greensburg: 724-834-1260 x152
M, T, W, Th 4:30 pm—8:00 pm, Sat. 8:00 am—5:00 pm

Monessen: 724-684-5361 x10
Mon – Fri 11:00 am—2:00 pm and 5:00 pm—9:00 pm
Saturday 10:00 am—4:00 pm

New Kensington: 724-834-1260 x109
Hours of operation and location to be announced.

Come Volunteer With Us!

Volunteer Income Tax Assistance Program and



Strengthening communities and families to eliminate poverty.

You and Volunteer Income Tax Assistance.

As a VITA volunteer, you'll help people who need tax help the most. Those with a low to limited income, individuals with disabilities, non-English speaking individuals, and elderly taxpayers. There is nothing more satisfying or rewarding than volunteering your time to help those who truly need it. Please fill out the VITA interest form and mail it to Westmoreland Community Action today!

Volunteer Income Tax Assistance

www.WestmorelandCA.org

Did You Know... There is 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 the on the spot satisfaction you receive again and again as a VITA volunteer using your knowledge to help other people.



How can you help? You have a number of choices. It depends on what you'd like to do and your skills and knowledge. In addition to being a tax preparer you could serve as an interviewer, quality reviewer, receptionist or appointment scheduler.

Westmoreland Community Action will have three VITA locations this year: Monessen, New Kensington, and Greensburg, with possibly an additional Mobile site.

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 to prepare Forms 1040 EZ, 1040A and the basic and intermediate 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 4 to 5 days instruction; experienced individuals, a 1 to 2 day refresher. There's also self instruction. A test on the material in the training guide shows whether you can do the job. Training will be available at our Greensburg and Monessen locations in December 2010 and January 2011.

How does the IRS back you up?

Technical assistance helps volunteer tax preparers ensure that taxpayers receive accurate assistance. A special toll-free Hotline answers your technical tax questions when you're helping taxpayers. In addition, the IRS randomly reviews volunteer prepared returns and provides immediate feedback to help you maintain quality service.

Cut here and return.

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

Name _____

Street _____

City _____

Phone _____

E-mail _____

VITA Position(s) of Interest: (check)

Tax Preparer Interviewer

Quality Reviewer Receptionist

Appt. Scheduler Other

Day(s) of the Week Available:

Number of Hours per Week Available:

(Requested minimum is 4 hours.)

Location(s) of Choice: (check)

Monessen New Kensington

Greensburg