

BECOME A VITA VOLUNTEER

Help families in your community receive critical tax assistance.

About the Volunteer Opportunities:

Join the Volunteer Income Tax Assistance (VITA) program and make a meaningful impact by providing free tax preparation services to individuals and families in need. Whether you enjoy working directly with clients or prefer behind-the-scenes roles, we have a place for you!

Available Roles & Responsibilities:

Tax Preparer: Prepare and review tax returns for low-to-moderate-income clients using IRS-approved software.

- Conduct interviews and prepare accurate tax returns.
- Review final returns and ensure compliance with IRS standards.
- Educate clients about credits, refunds, and tax outcomes.

Greeter/Intake Specialist: Welcome clients, verify documents, and assist with intake paperwork.

- Create a welcoming atmosphere for clients.
- Verify eligibility and assist with initial paperwork.
- Manage client flow and provide general assistance.

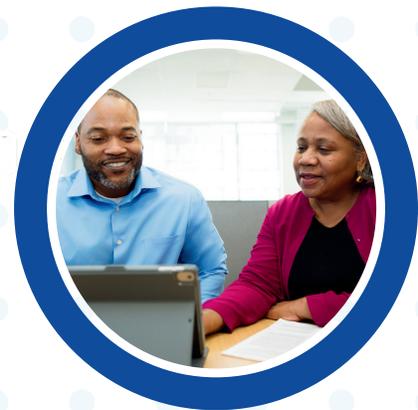
No Prior Experience Necessary | Flexible Scheduling Available

Training & Certification Available:

- **Support:** Self-study materials available in December & Free training sessions begin in January.
- **Requirements:** Pass IRS certification tests, including the Volunteer Standard of Conduct and Intake/Interview & Quality Review tests.

Why Volunteer with VITA?

- Gain valuable experience in financial services and client support.
- Earn IRS certification in tax preparation or client intake.
- Contribute to your community by helping families access essential financial resources.
- Be part of a supportive and collaborative team.



Trident
UNITED WAY

VITA

SIGN UP TODAY

Visit [TUW.org/VITA-volunteer](https://www.tuw.org/VITA-volunteer)
Email tuwvita@tuw.org
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