

TAX PREPARATION CHECKLIST:

Please bring **ALL** of the following items to your tax preparation appointment:

- ❑ Proof of identity : driver's license or state ID card for all adults filing a return
- ❑ Social Security cards of everyone living in your household including your children
- ❑ Birth dates for all persons listed on the tax return
- ❑ **ALL** wage & earning statements (such as W-2, W-2G, 1099R) from all employers that may be associated with any income received by you or your household
- ❑ A voided check or savings deposit slip to have your refund directly deposited into your bank account
- ❑ If applicable, amounts paid for day care and the child care provider's identification number
- ❑ If available, a copy of your previous year's federal and state tax returns.

If filing a joint return, both you and your spouse need to be present to sign the return.

CONFIDENTIALITY POLICY

Taxpayers can trust that all information provided will be protected and remain confidential. VITA volunteers are trained on the importance of collecting and protecting the private information necessary to prepare tax returns, and **MUST** agree to uphold IRS Standards of Conduct before being certified to volunteer for the VITA program.

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Alliance Nutrition®



United Way
of Adams County, Inc.

Volunteer Income Tax Assistance

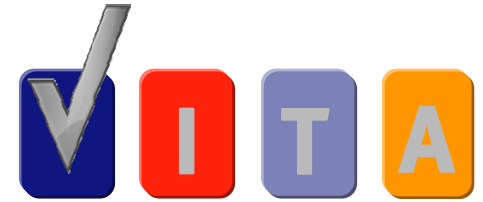
936 Broadway, Suite F
Quincy, IL 62301
Phone: 217-222-5020

vita@unitedwayadamsco.org

www.unitedwayadamsco.org/vita.html



United Way of Adams County, Inc. (Adams County, IL)



Volunteer Income Tax Assistance



Free Assistance Filing Your Tax Return



United Way
of Adams County, Inc.

January 26 - April 17, 2012

Now taking appointments

VITA Hours

January 26 – April 17, 2012

Monday	10:00 a.m.– 4:00 p.m.
Tuesday	11:00 a.m.– 8:00 p.m.
Wednesday	11:00 a.m.– 8:00 p.m.
Thursday	11:00 a.m.– 8:00 p.m.
Friday	10:00 a.m.– 4:00 p.m.
Saturday	by appointment only

The VITA program prepares only simple returns.

We will prepare returns with:

- ◆ Earned Income Tax Credit (EITC)
- ◆ Child & Dependent Care Credits
- ◆ Education Credits
- ◆ Wages including unemployment & Social Security
- ◆ Property Tax Credits

We are not able to prepare returns with:

Business, Farm, Rental, Partnership Income or complex capital gains/losses, sale of a home, or itemization.

- ◆ VITA stands for Volunteer Income Tax Assistance. It is a **FREE**, United Way funded, IRS sponsored program.

- ◆ Trained volunteers prepare basic tax returns for taxpayers with low or limited incomes.

- ◆ There are **NO** fees for tax preparation or electronic filing (e-filing) at VITA sites.

- ◆ Preparations are done by appointment only, and appointments are limited.

- ◆ Please call (217) 222-5020 or email vita@unitedwayadamsco.org to schedule your appointment today.



To qualify for assistance at a VITA site, your income must be less than \$50,000 for families and less than \$25,000 for individuals. If you have questions about your eligibility or filing, please contact the United Way office.

