

How much time is involved in volunteering?

Typically volunteers work 4 hours per week from the end of January through the last filing day.

Where and when will I work?

You can volunteer daytime, evenings and/or Saturdays and choose from more than 12 tax prep locations in the city and county.

What if I have questions when preparing returns?

Each tax prep location is supervised by an experienced Site Coordinator who provides you with 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?

Visit UnitedWayErie.org/ErieFreeTaxes and click on the Volunteer tab to fill out and submit an online Volunteer Registration Form.

If you have additional questions about the volunteer experience, call Cheryl Bates, Erie FREE Taxes, 814-456-2937, ext. 236.

This effort made possible by funding from:



The Erie
Community
Foundation

Helping today... Shaping tomorrow.



United Way of Erie County

Here are 10 great reasons to volunteer!

1. No previous experience needed. Volunteers receive specialized training.
2. If you are fluent in a language other than English, you can help those who do not speak English understand their tax return.
3. The IRS provides free tax law training and materials needed to prepare individual tax returns.
4. Volunteers become familiar with deductions, allowable expenses and credits that benefit eligible tax filers, such as the Earned Income Tax Credit, the Child Tax Credit, and the Credit for the Elderly.
5. Volunteer hours are flexible. Volunteers commit 4 hours per week from late January to mid-April.
6. Free tax prep sites are located in community and neighborhood centers, schools, churches and other convenient locations.
7. All Erie FREE Taxes VITA sites offer free electronic filing for federal and state returns.
8. The VITA experience is a great resume builder.
9. VITA volunteers become part of an established program that has helped Erie community residents save more than \$9 million over the past 10 years.
10. Become a VITA volunteer and LIVE UNITED!

Register to volunteer today!

UnitedWayErie.org/form/volunteer-registration



Become a VITA Volunteer!

Volunteer Income Tax Assistance &
Earned Income Tax Credit Program (VITA/EITC)

Earn It Keep It Save It
United Way Erie FREE Taxes

Every tax filer has a story.

As a volunteer tax preparer, you will hear some of their stories and experience first-hand how you make a difference when you **LIVE UNITED** as a VITA volunteer.



“When I was asked to be a volunteer for Erie Free Taxes I thought it sounded like an opportunity I wanted to learn more about. I was so impressed with the program, the quality of the site coordinators, the other volunteers and the support system. When asked if I wanted to volunteer again this year, I didn’t hesitate to say yes.”

- VITA Volunteer

What will I be doing as a volunteer tax preparer?

You will work one-on-one with individuals and families using intake forms and computer software to electronically file high quality federal, state and local tax returns.

You will help connect working people with all of the tax credits for which they are eligible, often adding thousands of dollars to their tax refund.

Can university students volunteer to prepare taxes?

Yes. More than one-third of our volunteers are students. If you have had course work in accounting, taxes, or finance, you may be especially interested in the opportunity to enhance your knowledge, fine tune your skills, and build your resume through the VITA program.

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.

Are volunteers required to have a criminal background check?

Yes, but at no cost to you. United Way of Erie County obtains the background checks.

Will I receive training?

Yes. Training is free. 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 to the VITA program.

What does tax preparer training involve?

The training program is approximately 35 hours in addition to online test time. You can choose either classroom-based training or online training.

You will receive IRS training materials to guide you through your studies.

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

Yes. You will need to complete either online or class-based tax law training and computer software training in order to be certified.



**Earn It
Keep It
Save It**

United Way Erie FREE Taxes