

# Earned Income Tax Credit (EITC) Initiative Volunteer Tax Preparer Job Description (VITA: Volunteer Income Tax Assistance)

**EITC Initiative:**

Earned Income Tax Credit is a regional initiative offering FREE tax assistance to low income families. **Our goal is simple: to ensure that people file their taxes, take advantage of all the credits for which they are eligible and do not pay filing fees to commercial tax preparers.** Elder High School and National City/PNC bank have teamed up to prepare taxes for the folks in Price Hill area. The VITA site is at Elder High School's Schaeper Center.

**EITC Purpose:**

Provide FREE tax return preparation assistance to taxpayers in the community, including those persons with a low to moderate income, persons with disabilities, and elderly individuals. We are hoping to encourage this service to non-English speaking persons in our community as well.

**Length of Commitment:**

**Certification Training:** 2 hours for experienced VITA preparers; 6 hours for new folks  
**Working a minimum of 3 sessions;** Jan-April (approximately 12 hours...more is always desired.)

**Qualifications:**

- Willingness to share time, skills, and interests.
- Basic computer skills for inputting tax return information.
- Ability to deal with the public in a helpful and supportive manner.
- Friendly, dependable and flexible
- Willingness to learn tax law applicable to low income filers.
- IRS certification after training is complete.

**Support Available:**

- A Site Coordinator will be available at each site to answer questions and prepare returns that are beyond the knowledge and training of the Volunteer Tax Preparer.
- Technical support will also be available from the Internal Revenue Service.

## TAX PREPARER TRAINING PROGRAMS

Experienced preparers	New tax preparers
<p><u><i>Elder High School on Glenway</i></u></p> <ul style="list-style-type: none"> <li>• Dec 2, 2009 – 6:30 pm to 8:30 pm</li> <li>• Jan 6, 2010 - 6:30 pm to 8:30 pm</li> </ul>	<p><u><i>Elder High School on Glenway</i></u></p> <ul style="list-style-type: none"> <li>• Jan. 9, 2010 - 9:00 am – 3:00 pm</li> </ul>
<p><b>Practice Session: Elder High School Jan 13, 2010 6:30pm – 8:30pm</b></p>	
<p><b>Community Action Agency on Langdon Farm Road also has training dates.</b></p> <p><b>Visit website <a href="http://www.makeworkpay.com/trainings">http://www.makeworkpay.com/trainings</a> for updated listings</b></p>	

## WESTSIDE/PRICE HILL VITA/EITC TAX PREPARATION SITE

The tax preparation dates for 2009 returns at the Elder HS/ PNC VITA site will open on the following **Saturdays in 2010 at Elder High School**

9-1 pm Saturdays	3-7 pm Saturdays
Jan 30 Feb 6, 13 Mar 6, 20 Apr10	Feb 27, Mar 13, 27

### TAX PREPARER RESPONSIBILITIES

- ✓ Learns (re-learns) tax law and Tax-Wise Software and becomes certified
- ✓ Signs up for at least 3 dates of tax preparation
- ✓ Arrives at site at least 15 minutes before site officially opens & signs in and gets directions from Site Coordinator
- ✓ When ready goes to greeters at sign-in table and learns number of next tax paper to serve
- ✓ Brings tax payer into lab, quickly reviewing intake info. Prepares taxes
- ✓ Gets quality review of tax prep; prints copy and gets signature of tax payer

### TO VOLUNTEER AT THE PRICE HILL SITE:

Contact Nancy Kinross

[Kinross.n@elderhs.org](mailto:Kinross.n@elderhs.org), 513-921-3744 Ext. 3636

If you can make it, come to an orientation meeting to learn more about what all is involved in volunteering:

#### EITC ORIENTATION Meeting

**October 26, 2009**

12 noon to 1:00 pm

Clifford Room in Seton Hall

Mount St. Joseph College

**October 27, 2009**

6:30 -7:30 pm

Elder High School

4005 Glenway Avenue (opposite LaRosa's)

N.B. **Attendance not required to volunteer!**