



TAX PREPARATION VOLUNTEER DESCRIPTION

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Program Description: Earned Income Tax Credit (EITC) is a free tax preparation program that focuses on low-income individuals and families receiving the earned income tax credit. Volunteer's help our clients file their taxes and apply for the Earned Income Tax Credit.

Volunteer Hours: EITC is held Monday, Wednesday and Thursday evenings February through mid April and Saturday mornings mid March through mid April.

The volunteer shift is one shift a week. Volunteers may choose more than one shift. Volunteers are asked to commit to the full tax season.

Volunteer position may include one or more of the following jobs

- Greeting incoming clients and making sure they have the correct paperwork
- Working with client to prepare their taxes.

Volunteer Requirements:

- Volunteer tax preparers are required to do an on-line training to become certified to prepare tax returns. This on-line training takes on average six hours
- Volunteer tax preparers will be asked to attend two pre-tax season in person meetings to meet with experienced EITC preparers
- Volunteers will have a significant amount of contact with clients. It is our goal that each EITC client has a positive experience.