

VOLUNTEER INCOME TAX ASSISTANCE (V.I.T.A.)

Volunteer Income Tax Preparation & E-Filing

Free Income Tax Preparation & E-Filing of federal and state income tax returns is available every tax season to any low income family making less than \$50,000 per year. The site is located on the second floor of the Terrebonne Main Library located at 151 Civic Center Blvd. in Houma. The site is open every Tuesday from 9am – 3pm beginning the first Tuesday in February and ending the last Tuesday before April 15th. No appointments are necessary as taxpayers are seen in the order that they arrive.

Join Our Volunteer Family!

Catholic Charities of the Diocese of Houma Thibodaux is looking for dedicated, family oriented people to assist in the income tax preparation and e-filing process during tax season which runs from February 1st to April 15th every year. We are a successful group of people that really care about doing the best job we can for our local families. Catholic Charities sponsors the VITA program through a partnership with the Internal Revenue Service and Terrebonne Main Library. In the 17 days we were open in 2013, we assisted 504 families e-file their federal and state tax returns, with refunds coming back to them in as little as 10 days!

Our tax site is located on the second floor of the Terrebonne Main Library and is opened every Tuesday beginning the first week of February and ending on April 15. No experience in tax law is required; training will be provided to ensure that all volunteers will have the knowledge necessary to help individuals and families with simple tax obligations prepare their federal and state tax returns. Any person looking to volunteer with this program must feel comfortable working with the general public. Volunteers may work as often as they want to - from as often as once a week to as little as once a month. All we ask is that whatever time a volunteer wishes to commit with us that we can count on them to be there!

Volunteer positions in our tax site include:

1. Greeters: these volunteers greet people as they walk into the site, hand the taxpayer an intake form to fill out while they are waiting to be seen, and call the taxpayers to the front as a volunteer tax preparer becomes available. (Tax law knowledge is not required for this position.)
2. Intake Workers: these volunteers assist the taxpayer in determining if all paperwork is present to get their tax returns prepared and assist the taxpayer in ensuring the intake form is filled out completely. (Limited tax law knowledge is required for this position...we will train to ensure you have the necessary knowledge to complete this task.)
3. Volunteer Tax Preparers: these volunteers must know how to operate a computer keyboard in order to input taxpayer information into the computer software. Computer tax software makes it easy to prepare a tax return...all computations are done by the computer...the volunteer only needs to input the taxpayer's information into the proper places onto the

computer. (Tax law is required to know where to input the taxpayer's information and how to help the taxpayer get the most benefits for their particular tax situation. Training will be provided to ensure that all volunteers will have the necessary knowledge to perform this position.)

4. Quality Reviewers: these volunteers would assist the site by looking over the work of each volunteer tax preparer after each return has been completed, ensuring that the tax return has been prepared correctly, taxpayer information spelled correctly and all paperwork needed by the site has been collected. (More advanced tax law is required for this position. Training will be provided to ensure that these volunteers have the knowledge necessary to perform this position.)

5. Site Coordinator: this volunteer works to ensure the smooth operation of the site by ensuring that volunteer tax preparers are available to work on the days the site is open, answering any questions asked by the taxpayers, assisting volunteer tax preparers with special problems that may occur during tax preparation, opening and closing the tax site, and transporting taxpayer's information from the tax site to the transmitting site which is located at Catholic Charities on Aycock Street in Houma.

To join our Volunteer Family, please contact: Jennifer Gaudet - 985-876-0490 or jgaudet@hdiocese.org

For more information about obtaining IRS certifications please contact: Jennifer Gaudet - 985-876-0490 or go to the IRS website: <https://www.irs.gov/Individuals/IRS-Tax-Volunteers>