



## VITA NEEDS YOUR HELP

### Looking for a way to help working families in your neighborhood?

The Connecticut Association for Human Services (CAHS) in partnership with the Internal Revenue Service (IRS), United Way and community groups, manage the Volunteer Income Tax Assistance (VITA) campaign at 50+ sites spanning across Fairfield, New Haven, New London, Middlesex, and Litchfield counties for households earning less than \$54,000 per year.

### To serve more families - we need your help!

VITA relies on dedicated volunteers to provide free tax services to thousands of Connecticut residents each year from mid-January through mid-April. Volunteers can choose to become trained **Tax Preparers**, serve as **Greeters**, **Intake Specialists** or **Tax Savings Specialists** promoting options to clients to consider saving, financial education, and financial coaching. Volunteers also provide valuable information to customers at VITA sites.

A financial background is helpful, but NOT necessary! Training is provided by the IRS to ensure that all volunteers are comfortable with the basics of tax preparation, and ongoing support is provided on-site during the tax season. The time commitment is flexible and can often work around your schedule.

### There are many benefits to becoming a VITA volunteer:

- Receive **free training** by experienced and knowledgeable facilitators utilizing IRS materials to help you develop a **lifelong skill** and **build your résumé**
- Volunteer at a variety of locations, dates, and times **convenient to your schedule**
- Earn a **Certificate of Recognition & Letter of Appreciation** from the IRS at the end of the tax season
- Gain **personal satisfaction** from providing an important service to your community.

Volunteers needed from mid-January until mid-April in Waterbury, Naugatuck, Derby, Thomaston, Danbury, Stamford, Norwalk, Fairfield, Bridgeport, Stratford, Milford, New Haven, East Haven, Hamden, Woodbridge, Middletown, Norwich, Pawcatuck and New London.

## VOLUNTEER OPPORTUNITIES

**SITE COORDINATOR-** Coordinate, organize and supervise all aspects of the Volunteer Income Tax Assistance (VITA) program, which includes management of the VITA site during the tax filing season.

**TAX PREPARER-** Provide free tax return preparation for eligible taxpayers. Provide high quality service and uphold the highest ethical standards in order to establish and ensure the greatest degree of accuracy and public trust.

**TAX SAVINGS SPECIALIST-** Support Volunteer Tax Preparers by promoting options to clients to consider saving, financial education, and financial coaching.

**GREETER-** Screen all customers requesting tax assistance, identifying the type of return and tax schedules each customer will need assistance with, and ensuring they have all necessary information required to complete the return.

**SCHEDULER-** Assist in collecting data and making appointments for taxpayers accessing VITA services. Provide administrative support and technical assistance as required.



In 2017 CAHS VITA volunteer tax preparers generated impressive numbers:

- **16,360 tax returns were filed electronically**
- **\$22 million in refunds to help the local economy**
- **\$2 million in tax preparation fees were saved**



FOR MORE INFORMATION ON VOLUNTEERING VISIT:

<http://www.cahs.org/vita>

or contact:

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