

FREE TAX PREP SERVICE

IRS-Certified Volunteers help you get your FULL REFUND

DROP OFF DIRECTIONS



Community Action's Volunteer Income Tax Assistance (VITA) is open this summer to prepare federal and state income taxes, and property tax returns at NO COST for:

- individuals who make \$35,000 or less
- families who make \$55,000 or less

We offer drop off (see front) and virtual (see back) options. Choose the option that is right for you!

DROP OFF OPTION:

This tax prep option is done using mail and in-person appointments.

This option is right for you if:

- You do not feel comfortable using technology



Call 651-603-5884 to schedule your appointment.



COMMUNITY ACTION PARTNERSHIP OF RAMSEY & WASHINGTON COUNTIES

450 Syndicate Street North
Saint Paul, MN 55104

www.caprw.org

STEP 1: Call Us for an Appointment

Call 651-603-5884 and leave a message. We will call you back to ask some questions and schedule an appointment.

STEP 2: Fill out Intake Paperwork & Collect Tax Documents

We will send you all of the intake paperwork in the mail. Completely fill it out and bring it to your tax appointment with all of your tax documents.

STEP 3: Intake Appointment

Come to the Community Action building at your appointment time. Appointments are on the lower level in Suite 45. You will have a 30-minute intake appointment with a staff person.

STEP 4: Review & Sign Return

One week later you have a follow up appointment. You will return to the Community Action building to review and sign your final tax return.



Community **Action**

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VIRTUAL DIRECTIONS

100% VIRTUAL OPTION:

This tax prep option is done using DocuSign, email and Zoom.

This option is right for you if:

- You would like to have no in-person contact
- You are very comfortable using technology

STEP 1: Call Us for an Appointment

Call 651-603-5884 and leave a message. We will call you back to ask some questions and schedule an appointment.

STEP 2: Fill out Intake Paperwork & Upload Required Tax Documents

We will send an email with the link to your digital tax return. Follow the directions in the email to fill out your tax forms and upload all of the required documents.

STEP 3: Intake Video Appointment

We will send an email with the link to a Zoom video appointment. At the scheduled time, click on the link to participate in a video interview with your tax preparer.

STEP 4: Review & Sign Return

We will schedule a second video appointment to discuss your completed return. After this appointment we will send a form to your email for you to sign. Once you sign the form, your tax return will be submitted and you will be mailed a paper copy.

WHAT DO YOU NEED:

- Internet Access
- Email Address
- All of your tax documents
- Ability to take pictures of required documents to upload with tax forms (*usually done with smartphone*)



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