UW Bothell BAP will be working with United Way of King and Snohomish County to assist

low income residents with their 2013 tax returns. VITA provides free tax preparation services for working people in our area to assist them to keep more of what they earned and save for the future!

This is a great way to learn to prepare tax returns, obtain real life experience, participating in

community service in our area and obtain professional and service hours for BAP!

## Index of VITA INFORMATION Contents

**PART I (Page 1):** General information about BAP participation in Volunteer Income Tax Assistance.

**PART II (Page 2-3):** VITA volunteer sign-up details for related BAP professional and service hour procedure.

**PART III (Page 4):** information on VITA volunteer opportunities and to SIGN UP with either United Way of King County and Snohomish County.

# PART I: VITA GENERAL INFORMATION

**Interested in VITA:**

* IRS General information about the VITA Program:

<http://www.irs.gov/Individuals/Free-Tax-Return-Preparation-for-You-by-Volunteers>

* Read PART II for information on VITA volunteer opportunities and to SIGN UP with either United Way of King County OR United Way of Snohomish County.
* Volunteers are asked to commit to one 4 hour shift per week from either January 15th to February 28th or January 15th to April 15th, 2014 for United Way of King County
* Volunteers are asked to commit to one 4 hour shift per week from January 22th to April 15th, 2014 for Snohomish County
* To participate:
  + 1) Sign up on United Way of King Co. or Snohomish Co. website (See Part II)
  + 2) Keep track of your hours on training log and volunteer log (See Part III)
  + 3) Submit completed logs to Ron Tilden's office by deadlines (See Part III)
* Check website for VITA links and volunteer logs:

<http://uwbbap.com/service/service-events/vita/>

* Interested in email updates about UWB BAP VITA Program:
  + Email Stacey Robinson: StaceyRobinson.BAP@gmail.com
  + Include following information in email:
    - Name & phone number
    - BAP Status: Member/Candidate/or Student Non-member
    - Please specify that you want VITA UPDATES

# PART II: SIGN-UP DETAILS

## VITA – King County

Start at their website to learn more about volunteer opportunities with United Way King County.

**http://www.uwkc.org/ways-to-volunteer/ongoing-campaigns/free-tax-services/**

**\* After you have registered for your tax site and shift, you will be asked to register for tax training!\***

## ****Program:**** The United Way of King County Free Tax Campaign will provide free tax preparation services at sites across King County from January 15 to April 15, 2014. Free tax sites will be located in Auburn, Bellevue, Beacon Hill, Seattle's Central District, Downtown Seattle, Federal Way, Kent, Lake City, Rainier Beach, Renton, Seatac, Shoreline, Kirkland and White Center. Taxes will be prepared by more than 700 trained and certified Tax Prep volunteers and electronically filed for a prompt refund. All tax preparers receive training and are IRS-certified, and each site is staffed by a Site Manager with tax expertise.

**Registration:** <https://volunteer.truist.com/uwkc/user/events/one.tcl?event_id=10597674437&utime=1380643557646884>

**Training: After you have registered for your tax site and shift, you will be asked to register for tax training!** New volunteers must complete two days of training, while returning volunteers need to complete one day. We do not recommend taking **2 days of training** in the same weekend. Returning volunteers have the ability to increase their skills and become certified as advanced preparers by attending advanced training. Information about training locations will be sent out separately at a later date, although they are typically held in South Seattle. We will provide lunch and snacks. **Don't worry**, you will receive a reminder email packet with directions and contact information prior to your first training session.

**New Volunteers:** 2 days of training

**Returning Volunteers:** I day of training

***Talk with your friends and other members of BAP to coordinate your VITA site sign up.***

***You may want to consider signing up for Shoreline Hopelink Site but there are many 13 sites to choose from.***

## VITA – United Way Snohomish County

**www.uwsc.org**

**\*After you have registered for your tax site and shift, you will be asked to register for tax training!\***

Free Tax Preparation Campaign volunteers commit to one four-hour shift per week throughout the tax season (January 22th – April 15th).

**If you are interested in volunteering, please visit our website at www.uwsc.org** , **click on ‘volunteer’ at the top of the page, and click on the orange ‘Volunteer At A Tax Site’ button:**

<https://volunteer.truist.com/uwsc/user/events/one_v2.tcl?event_id=10605828197&utime=1380583125219679>

**Training:**  
**(All trainings are held at United Way's office: 3120 McDougall Ave. Everett, WA 98201)**New volunteers: 14 hours  
Returning volunteers: 3-6 hours

Training for the following volunteer sites:

**Cedar Valley (Lynnwood) and Marysville Goodwill** volunteer training dates:

Saturday, 11/23/2013 - 8:00am-4:00pm  
Tuesday, 12/03/2013 - 5:30-8:30pm  
Thursday, 12/05/2013 - 5:30-8:30pm

**South Everett Goodwill and Casino Road (Everett)**volunteer training dates:

Saturday, 12/07/2013 - 8:00am-4:00pm

Tuesday, 12/10/2013 - 5:30-8:30pm

Tuesday, 12/10/2013 - 5:30-8:30pm

**North Middle School (Everett) and Park Place Middle School (Monroe)**volunteer training dates:

Saturday, 12/14/2013 - 8:00am-4:00pm  
Tuesday, 12/17/2013 - 5:30-8:30pm  
Thursday, 12/19/2013 - 5:30-8:30pm

***Talk with your friends and other members of BAP to coordinate your VITA site sign up.***

***You may want to consider signing up for North Middle School Site.***

# PART III: RECORDING HOURS

**If you want BAP professional and service hours for your involvement, volunteers must submit:**

**\*There is no other way for BAP to know your service to VITA\***

* Training logs by February 3rd, 2014
* Volunteer logs by April 21st, 2014
* Want us to confirm receipt of your training and volunteer logs for professional and service hours?
  + Stacey <StaceyRobinson.BAP@gmail.com> by April 22nd, 2014
  + Include the following information in email:
    - Name & phone number
    - BAP MEMBER/CANDIDATE OR UWB STUDENT/NON-MEMBER
    - Statement that you will want VITA LOG CONFIRMATION