



VOLUNTEER INCOME TAX ASSISTANCE

La Casa de Esperanza's VITA Program offers **FREE** tax preparation services for low-to-moderate income individuals and families who cannot prepare their own tax returns. It is a volunteer-based program. All of our Volunteers are certified by the IRS and receive free training to prepare tax returns in our community and surrounding areas.

Our volunteer needs range from the following:

- **Greeter:** We require our clients to be escorted throughout the building by directing the clients to & from the waiting room and tax preparer room.
- **Administrative:** Data Entry, Filing, Copying, Answering Phones, and Setting Appointment
- **Intake:** Helping our clients fill out their personal info sheet and collecting all of their tax documents, & making necessary copies.
- **Interpreter:** Providing translation or assistance to clients
- **Tax Preparer:** Preparing and E-Filing client tax returns. You will receive FREE training and become IRS-Certified. You can choose the level of tax returns that you would like to do from basic, Intermediate, & Advance.
- **Quality Reviewer:** As a certified preparer, you would be responsible to review the work of other preparers.

Spanish speaking is NOT a requirement

Thank you for your interest in volunteering at La Casa De Esperanza!!

For more info contact: Stacy Martinez (VITA Site-Coordinator) at 262-832-1565