



FREE VOLUNTEER INCOME TAX ASSISTANCE (VITA) PROGRAM RETURNS VIRTUALLY; OFFERING EXTENDED SERVICE

This is the 18th year for the College of Business to provide the tax prep service.

PRAIRIE VIEW, Texas (March 31, 2021) – Accounting professors and graduate students enrolled in business accounting courses at Prairie View A&M University's College of Business are once again helping to prepare federal tax returns for the public. Due to the pandemic, the Volunteer Income Tax Assistance (VITA) program is being carried online with virtual clinic hours on Thursdays.

The free service is provided by Accounting Professor Brian Lee, CPA, Ph.D., several IRS-certified graduate students, and the PVAMU Community Economic Development Extension Program.

WHAT: Free Tax Preparation: **PVAMU Virtual Volunteer Income Tax Assistance (VITA) Program**
WHO: Individuals earning \$66,000 or less, college students, the disabled, and senior citizens
WHEN: February 25, 2021, through the IRS deadline extension date of June 15, 2021
TIME: Virtual Clinic Hours are Thursdays, 1 – 3 p.m.
WHERE: Via Telephone/Zoom

For details on the five-step process, see the attached flyer.

For more information on the PVAMU Virtual VITA Program, contact Talia Washington, Program Specialist, Community Economic Development Extension Program, by email at tbwashington@pvamu.edu or phone (936) 261-5119.

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About Prairie View A&M University: Designated an institution of "the first class" in the Texas Constitution, Prairie View A&M University is the second-oldest public institution of higher education in the state. With an established reputation for producing engineers, nurses, and educators, PVAMU offers baccalaureate degrees, master's degrees, and doctoral degree programs through nine colleges and schools. A member of The Texas A&M University System, the university is dedicated to fulfilling its land-grant mission of achieving excellence in teaching, research, and service. For more information regarding PVAMU, visit www.pvamu.edu.

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FREE TAX PREPARATION

PVAMU VIRTUAL VITA



PVAMU'S VITA IS NOW ONLINE

Prairie View A&M University's VIRTUAL Volunteer Income Tax Assistance (VITA) program offers free tax help to people who make \$66,000 or less and need assistance in preparing their own tax returns. IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals.

HOW THE VIRTUAL TAX PREP PROCESS WORKS

01



STEP 1: See If Your Qualify

Be classified as one or more of the following:

- \$66,000 annual income or less
- Disabled
- College/university students
- Senior citizen

02



STEP 2: Call for a Quick Consultation

Provide your email address with your name and telephone and a VITA coordinator will send an intake/interview sheet (a 13614-C; or 13614-NR) for completion.

VITA Clinic Phone: 936-261-5119

03



STEP 3: Return Interview Sheet & Gather Tax Documents

- Send interview sheet back by email and wait for Zoom invitation
- Prepare for Zoom session by reviewing **What to Bring List** for appropriate documents needed

04



STEP 4: Confirm Appointment & Install Zoom

- Call back to confirm readiness for Zoom invitation (doc and completion of Taxpayer Intake Sheet)
- Install Zoom application on phone or computer, and test connection

05



STEP 5: Attend Zoom Session

VITA coordinator will invite you to a Zoom session and assign a tax return preparer.

- You and the preparer will be assigned to a separate breakout room VITA Zoom (session screenshared tax return system utilized as appropriate)

VIRTUAL CLINIC HOURS

STARTING FEBRUARY 25, 2021

DAYS	TIME
Thursdays	1:00 pm-3:00 pm

WHAT TO BRING

- W-2, 1099-MISC, etc.
- Student, fee bills
- 1099-DIV, 1099-INT interest & dividend
- Total paid for daycare, provider's EIN
- Social Security cards
- ITIN assignment letter
- Donation documentation
- Property taxes paid
- 1095, health insurance statements
- Health insurance exemption certificate
- Income transcripts from IRS, if applicable
- Bank routing and account numbers
- Both spouses' for MFJ
- IRS Form 13614-C

NON-RESIDENT ALIEN

- Passport
- Form I-94, Arrival and Departure Record
- Photo ID
- Foreign status proof
- Birth dates for all family members
- W-2, W-2G, 1099-R, 1099-Misc
- 1042-S
- IRS Form 13614-NR

CONTACT

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