

## Volunteer Income Tax Assistance Site Application

The VITA Program offers free tax help to low- to moderate-income (generally, \$49,000 and below) people who cannot prepare their own tax returns. Certified volunteers receive training to help prepare basic tax returns. Please note that all volunteers must be able to volunteer at least 4 hours per week during tax season (mid-January through April 15).

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Name:

Address:

Email:

Phone:

Cell Phone:

Anticipated number of hours per week you will volunteer during tax season: \_\_\_\_\_

*Please note that all volunteers must be able to volunteer at least 4 hours per week during tax season (mid-January through April 15).*

Volunteers must sign an agreement that includes the following commitments to:

- Never accept payment or solicit donations/payment for tax return preparation.
  - Never solicit business from taxpayers assisted or use the knowledge gained about a taxpayer for any direct or indirect personal benefit.
  - Never knowingly prepare false returns. **Do not** prepare a tax return when you suspect an individual is not providing truthful information.
  - Never engage in criminal, infamous, dishonest, notoriously disgraceful conduct, or any other conduct.
  - Treat all taxpayers in a professional, courteous, and respectful manner.
  - Volunteer a minimum of 4 hours per week during tax season.
  - Always follow the quality assurance guidelines as set forth by the IRS and prepare returns as consistent with my certification level.
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**I hereby certify that the information given by me on this application is true and complete to the best of my knowledge. I also agree to complete the free certification training provided, complete the certification test and donate a minimum of 4 hours per week during tax season.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date