



HOW TO BECOME A TAX PREP VOLUNTEER



1

CHOOSE YOUR VOLUNTEER ROLE

Greeters/screeners and tax preparers are available.

Greeter: Welcomes taxpayers, ensures that they have brought their tax documents, and complete the required forms. Also, ensures everyone is following COVID-19 safety guidelines and protocol.

Basic/Advance Tax Preparer: Prepares electronic tax returns for taxpayers.

2

SIGN UP FOR VITA TRAINING

Choose between in person and online trainings. IRS training materials will be provided.

Text VITAUWCT to 41444 to sign up.

**No experience necessary!
Free training!**

All volunteers are required to pass the online IRS Volunteer Standards of Conduct certification. Tax Preparers, Site Coordinators, and Quality Reviewers are also required to complete tax preparation training and certification. Don't worry! Exams are self-paced, open-book, multiple-choice and online. United Way provides in-person and online training.

**For information or to register as a volunteer contact:
daniel.ramos@uwct.org or 254-778-8616**