

Volunteer Your Time

Each tax return completed by a volunteer can raise a working family's income by up to \$5,751.

All volunteers receive free IRS training and certification.

Daytime, evening and weekend shifts are available at sites in the North Penn and Indian Valley community.

Volunteers are asked to commit to one four (4) hour shift per week for the 13-week tax season.

Volunteers are covered by the Federal Volunteer Protection Act of 1997.



TO VOLUNTEER

contact North Penn United Way—
215-855-3002 m.nicolai@npuw.org

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TO MAKE AN APPOINTMENT

contact North Penn United Way
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Appointments available January-
April. Call for the location
nearest you.



North Penn United Way

PO Box 99
1550 Cowpath Road
Hatfield, PA 19440

Phone: 215-855-3002
Fax: 215-855-3234

Montgomery County Tax Coalition (MCTC)
<http://www.mctaxcoalition.com/>

Volunteer Income Tax Assistance Program—VITA

Volunteer Opportunities



Why Volunteer?

With a helping hand from you, tax season may never be the same!

Join other volunteers in the greater North Penn and Indian Valley region who are helping eligible low to moderate income families find their way through the tax-filing maze to a brighter future. Last year alone, \$4.6 million was returned to families and individuals living in Montgomery County and more than 2,000 federal returns were filed.



"I truly appreciate the work VITA did to help me with my income tax return. I found the VITA volunteers to be courteous, accurate, most kind and helpful. I so appreciate the VITA volunteers!"

- VITA Client, 2009



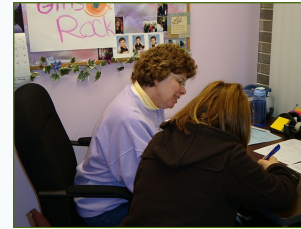
Thousands of families earning less than \$49,078 are eligible for the federal Earned Income Tax Credit and other federal and state tax credits. But many do not know about it. Others are spending hundreds of dollars of their credits for tax preparation services.

Help them capture and keep their hard earned dollars by preparing their taxes for free under the federal Volunteer Income Tax Assistance (VITA) program. Learn to prepare computerized tax returns. Online training is provided and a certification test is required upon completion of training.

In addition to helping others, you will be helping yourself. Volunteering with the VITA program will add value to your resume and give you real-world experience.

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Volunteer Positions

Tax Preparer— Volunteer tax preparers are trained and IRS-certified to complete personal income tax returns for VITA clients. Training is self-paced and can be completed online. No experience necessary! Free training provided.

Quality Reviewer— Quality Reviewers are trained and IRS-certified to complete and review personal income tax returns for VITA clients. Quality Reviewers must be organized, have a great attention for detail and should have prior tax prep experience either through a VITA program or work experience.

Site Coordinator— Site Coordinators are tasked with overseeing their VITA site. Site Coordinators are responsible for ensuring that all patrons receive quality, free services and that all procedures are being followed correctly. Site Coordinators should be friendly, organized and be comfortable dealing with volunteers, stakeholders, partners, and the public in a helpful and supportive manner. Site Coordinators are also trained and IRS-certified.

Greeter— Greeters welcome clients to the site and assist the Site Coordinator with administrative tasks. Greeters should be friendly and customer service-oriented. No training required!

Screener— Screeners help taxpayers to fill out the initial intake paperwork and answer tax questions; screeners should also be friendly and customer service-oriented. Screeners are trained and IRS-certified.