VITA
VOLUNTEER INCOME TAX ASSISTANCE

Need help filing your taxes?

We can do it for **FREE!**

The Volunteer Income Tax Assistance (VITA) Program at Creighton University offers free help to individuals who have income less than $58,000 and need help preparing their federal and state tax returns. This service is open to both low-and-moderate income earners as well as students.

WHAT TO BRING:
- Proof of identification (Photo ID)
- Proof of Social Security numbers for you, your spouse, and dependents
- All wage and earning statements (Form W-2, 1099, etc.)
- Form 1095, Health Insurance Statements
- Bank account routing number and account number for direct deposit
- Copy of last year's federal and state returns, if available
- IRS Letter 6419 - Advanced Child Tax Credit
- IRS Letter 6475 - Economic Impact Payment (Stimulus Check)

Clinic dates from **9:00AM to 5:00PM**:
Last clients accepted at 4:00PM

Saturday **February 5th**	Saturday **February 12th**	Saturday **February 19th**	Saturday **February 26th**	Saturday **March 19th**	Saturday **March 26th**

In-Person Option

All Clinics will take place in **Creighton University's Harper Center**

Address: 602 N 20th Street, Omaha, NE 68178

Parking available on south side of Harper Center

No appointment required. Simply walk in at a time most convenient for you

Follow signs in building to arrive at clinic intake table

FACE COVERINGS ARE REQUIRED FOR ALL CAMPUS VISITORS. IF YOU ARE EXPERIENCING COVID-19 SYMPTOMS, PLEASE DO NOT ATTEMPT TO ATTEND ONE OF THE CLINICS IN PERSON.

Virtual Option:

All clients have the option to participate virtually. You will need access to a computer or other device that allows you to participate in a zoom meeting (a telephone conference using a computer) while your return is being prepared and reviewed.

Please follow the instructions below for instructions to participate virtually

Instructions for uploading tax documentation to Google drive
(To be completed <u>before</u> joining the Zoom)

1) *On a computer, go to Google drive and sign in with an email and password. If you do not have a Google drive / Google account, you must create one.
2) At the top left, click New > File Upload or Folder Upload and choose the file or folder you want to upload that contains all your tax documents listed below.
3) You can also upload files or folders by dragging them into the Google Drive folder.
4) **Upload the following documents: *If documents are not already electronic, you can use your phone to take clear pictures of or scan the documents and then upload them*
   a. For **U.S. Citizens** or **Resident Aliens**, fill out and upload a **completed** Form 13614-C
   b. For **Non-Resident Aliens**, fill out and upload a **completed** Form 13614-NR and:
      i. A picture of your current Passport
      ii. Form I-94, Arrival and Departure Record
   c. Proof of identification (Photo ID) for all taxpayers to be included on your tax return – Please note: if you are married filing jointly, your spouse <u>must</u> be present on the Zoom call
   d. Proof of Social Security Numbers for you, your spouse and your dependents; if you do not have a social security number, proof of Individual Taxpayer Identification Numbers (ITINs) for you, your spouse, and your dependents
   e. Proof of foreign status, if applying for an ITIN
   f. IRS-issued Taxpayer Identity Protection PIN, if received
   g. Wage and earning statements (Form W-2, W-2G, 1099-R,1099-Misc, etc.) from all employers and other payers
   h. Interest and dividend statements from banks (Form 1099)
   i. Health insurance statements (Form 1095)
   j. IRS Letter 6419 - Advanced Child Tax Credit
   k. IRS Letter 6475 - Economic Impact Payment (Stimulus Check)
   l. Documentation of any donations made to U.S. charities
   m. Total paid for daycare provider and the daycare provider's tax identifying number, such as their Social Security number or business Employer Identification Number
   n. Copy of last year's federal and state returns, if available
   o. **Students**, please also upload your Tuition Statement (Form 1098-T)
5) Have on hand:
   a. Bank account routing number and account number for direct deposits
   b. Birth dates for you, your spouse, and dependents

*Google drive is the preferred cloud choice to share your information, however, you may use another platform
**Preparers will be given limited, temporary access to tax documentation to complete returns

If you are having difficulties uploading your documents, a volunteer will be able to assist you during clinic hours. However, this may significantly slow the process of preparing your return.

<u>After</u> you have uploaded your documents, join us during a clinic date on Zoom to prepare your taxes

Zoom link can be found at https://www.creighton.edu/business/vita

If you have questions or want additional information, please email creightonvita@gmail.com

Our clinics meet all requirements of the IRS and the Internal Revenue Code in terms of protecting your personal identity and your documents. We receive your documents in a secure manner and file the finished electronic return directly with the IRS through its proprietary software. Once we have completed and reviewed the return, we delete any files that contain your personal information other than what is necessary to retain for correspondence with the IRS.

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**Preparers will be given limited, temporary access to tax documentation to complete returns