



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 \$60,000 and need help preparing their federal and state tax returns. This service is open to both low-and-moderate income earners, students, and Creighton employees.

### **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, or equivalent
- Bank account routing number and account number for direct deposit
- Copy of last year's federal and state returns, if available

**No appointment necessary. Simply walk in at a time that is most convenient for you.**

**IF YOU ARE ILL OR EXPERIENCING COVID-19 SYMPTOMS, PLEASE DO NOT ATTEMPT TO ATTEND ONE OF THE CLINICS IN-PERSON. WE WILL ASSIST YOU VIRTUALLY.**

**To prepare your return remotely, first, follow the instructions on page 2 to upload your tax documentation. Then, join us during one of the clinic dates over Zoom to prepare your taxes!**

**Clinic dates from 9:00AM to 4:30PM:**

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
| Saturday | Saturday | Saturday | Saturday | Saturday |
| February | February | February | February | March    |
| 3rd      | 10th     | 17th     | 24th     | 16th     |

**If you have questions or want additional information, please email [vita@creighton.edu](mailto:vita@creighton.edu)**

## Instructions for uploading tax documentation to Google drive

- 1) \*On a computer, go to [Google drive](#) and sign in with an email and password.
- 2) At the top left, click New > File Upload or Folder Upload and choose the file or folder you want to upload.
- 3) You can also upload files or folders by dragging them into the Google Drive folder.
- 4) \*\*Please upload the following documents:
  - a. For **U.S. Citizens** or **Resident Aliens**, upload a **completed** [Form 13614-C](#)
  - b. For **Non-Resident Aliens**, 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 must 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. Documentation of any donations made to U.S. charities
  - k. Total paid for daycare provider and the daycare provider's tax identifying number, such as their Social Security number or business Employer Identification Number
  - l. Copy of last year's federal and state returns, if available
  - m. **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

**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.**

**After you have uploaded your documents, join us during a clinic date on Zoom to prepare your taxes:**

Join a clinic remotely from PC, Mac, Linux, iOS or Android: [Zoom Link](#)  
Telephone: US: +1 253 215 8782  
Password: 712751  
Meeting ID: 910 3542 7116

\*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

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