



2010 VITA VOLUNTEER TRAINING SCHEDULE

*All training sessions will be held at Goodwill Industries
located at 1005 Virginia Ave, Huntington*

Session 1: Tax Wise & Filing Status

Monday, January 11th, 5:30 PM – 8:30 PM

This session begins with an introduction to the web based, software you will use to prepare taxes. You will be working on Tax Wise during each session. Next, this course teaches tax law at the very basic level and will cover some of the following topics: filing basics, filling status, personal exemptions, and dependency exemptions.

Session 2: Income

Tuesday, January 12th, 5:30 PM – 8:30 PM

This course teaches tax law at the very basic level and will cover the different types of income, such as: taxable vs. nontaxable, 1099-MISC, W2, interest and dividends, and more.

Session 3: Adjustments to Income & Credit

Thursday, January 14th, 5:30 PM – 8:30 PM

This session teaches adjustments to income, standard deduction, and credits.

Session 4: Completing the Return

Tuesday, January 19th, 5:30 PM – 8:30 PM

This session covers topics such as taxes on unreported tip income, advanced earned income tax credit, withholdings, estimated tax payments, performing a quality review and more.

Session 5: Testing, Certification & Mock Site

Thursday, January 21th, 5:30 PM – 8:30 PM

During our final session everyone will take the tests that lead to certification. Afterwards, everyone will participate in a Mock VITA Site. This will act as a trail run to help make our volunteers more comfortable with how an actual VITA site is operated and how we are expected to treat our customers, the taxpayer.

Tax Year 2009 Link & Learn Taxes e-Learning

The link below will take you to the IRS website that offers self guided training that leads to certification to be a volunteer tax preparer and Site Coordinator. You will be required to create a password for yourself. <http://www.irs.gov/app/vita/>

Tax Wise software Training

The link below will take you to a website that offers self guided training for the computer software called "Tax Wise". We use Tax Wise at our VITA sites to prepare taxes. You will be asked for a password which is: **learntwo** You'll need to register to create a User ID <http://www.voltaxprep.com/>

For more information visit www.unitedwayriverscities.org or call
Monica Donohoe, Coordinator, FSP (304) 523-8929 x6



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