



## 2012 VITA VOLUNTEER TRAINING SCHEDULE

*All training sessions will be held at the Cabell County Public Library  
Located on the third floor meeting room at 455 9<sup>th</sup> Street, Huntington*

<b>Session 1: Tax Wise &amp; Filing Status</b>	<b>Monday, January 16<sup>th</sup>, 5:30 PM – 8:00 PM</b>
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.	
<b>Session 2: Income</b>	<b>Tuesday, January 17<sup>th</sup>, 5:30 PM – 8:00 PM</b>
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.	
<b>Session 3: Adjustments to Income &amp; Credit</b>	<b>Wednesday, January 18<sup>th</sup>, 5:30 PM – 8:00 PM</b>
This session teaches adjustments to income, standard deduction, and credits.	
<b>Session 4: Completing the Return</b>	<b>Thursday, January 19<sup>th</sup>, 5:30 PM – 8:00 PM</b>
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.	
<b>Session 5: Testing, Certification &amp; Mock Site</b>	<b>Friday, January 20<sup>th</sup>, 5:30 PM – 8:00 PM</b>
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 2011 Link & Learn Taxes e-Learning**

The link below will take you to the Link & Learn Taxes online training. To participate in the VITA program, all volunteers must complete the Volunteer Standards of Conduct module, including a short test, and complete and sign the Form 13615 Volunteer Standards of Conduct Agreement. Locate this module under the red Additional Training Modules. Volunteers who prepare or review returns or provide tax information also must complete at least the Basic and Intermediate modules. You will leave the IRS site, then create an account as Group 1-VITA Volunteer. <http://www.irs.gov/app/vita/>

### **Tax Wise software Training**

The link below will take you directly to the Practice Lab, a training version of the TaxWise Online software we use to prepare returns. You will enter the password **learntwo**, then Create New User using your Zip Code and Email Address. Then, you create USER ID, a six-digit number you will use to access the Practice Lab. On the Practice Lab Help Center you will find TaxWise IRS Training, with training videos listed under TaxWise Online Preparer for VITA/TCE. To view the videos you will sign the brainshark guestbook as Organization VITA. <http://www.voltaxprep.com/>

For more information visit [www.unitedwayrivercities.org](http://www.unitedwayrivercities.org) or call Ed Davis, Coordinator, FSP (304) 523-8929 x6

