

AT ALL VITA SITES:

Please be respectful and courteous to VITA VOLUNTEERS!

WE RESERVE THE RIGHT TO REFUSE SERVICE and to stop taking clients BEFORE the site close time!

Open for Walk-In, First Come First Serve basis and MUST bring your own pens

Children/additional people (not required for tax preparation service) are NOT ALLOWED at the sites

S.No	Site	Site Address	Days & Hours *	Dates *
1	Arizona Complete Health Avondale Resource Center	995 E. Riley Drive Avondale, AZ 85323	Tuesdays: 2:00 pm - 5:00 pm Saturdays: 8:30 am - 12:30 pm	Tuesdays: Jan. 30 - Apr. 9, 2024 Saturdays: Feb. 3 - Apr. 13, 2024
2	ASU West Campus Closed on Saturday, March 9, 2024	4701 W Thunderbird Rd, Glendale, AZ 85306 Room: SANDS 103	Saturdays: 10:00 am - 2:00 pm	Saturdays: Feb. 3 - Apr. 13, 2024
3	Buckeye Family Resource Center	210 S 6th St Building 700 Buckeye, AZ 85326	Wednesdays: 2:00 pm - 6:00 pm	Wednesdays: Jan. 31 - Apr. 10, 2024
4	Esther Angulo Community Center	9055 W Van Buren St Tolleson, AZ 85353	Fridays: 1:00 pm - 4:00 pm	Fridays: Feb. 2 - Apr. 12, 2024
5	Estrella Mountain Comm. College Closed on Friday, March 15, 2024	3000 N. Dysart Rd, Avondale, AZ 85392 Estrella Hall, Learning Studio S138	Fridays: 9:00 am - 1:00 pm	Fridays: Feb. 2 - Apr. 12, 2024
6	Glendale Community College Closed on Tuesday, March 12, 2024	6000 W Olive Ave, Glendale, AZ 85302 Building B, Room 105	Tuesdays: 10:00 am - 1 pm	Tuesdays: Jan. 30 - Apr. 9, 2024
7	GESD System of Care Center	7677 W. Bethany Home Rd Glendale, AZ 85303	Wednesday: 3:00 pm - 6:00 pm	Wednesdays: Jan. 31 - Apr. 10, 2024
8	Glendale High School	6216 W Glendale Ave, Glendale, AZ 85301 Media Center	Saturdays: 10:00 am - 1:00 pm	Saturdays: Feb. 3 - Apr. 13, 2024
9	Littleton Elementary School District Office	1642 S. 107th Avenue, Avondale, AZ 85323 Family Welcome Center	Thursdays: 4:00 pm - 7:30 pm	Thursdays: Feb. 1 - Apr. 11, 2024
10	Luke Air Force Base MUST HAVE BASE ACCESS Closed on Monday, Feb. 19, 2024	7424 N Homer Dr, Luke AFB, 85309 Base Library	Mondays: 9:00 am - 12:00 pm	Mondays: Jan. 29 - Apr. 8, 2024
11	Riverboat Bingo	18300 W. Bell Road Surprise, AZ 85374	Wednesdays: 11:00 am - 3:00 pm	Wednesdays: Jan. 31 - Apr. 10, 2024
12	Surprise Resource Center Closed on Monday, Feb. 19, 2024	12425 W. Bell Road Surprise, AZ 85378 Bldg. A, Suite # 124	Mondays: 4:00 pm - 8:00 pm Tuesdays: 4:00 pm - 8:00 pm Thursdays: 9:00 am - 1:00 pm	Mondays: Jan. 29 - Apr. 15, 2024 Tuesdays: Jan. 30 - Apr. 9, 2024 Thursdays: Feb. 1 - Apr. 11, 2024

* **Subject to Day/Time change and additional/early closures due to unforeseen circumstances and without any prior notice.**

FREE Tax Preparation Options:



Traditional Return Preparation Method

Bring all the required documents to the VITA site location
Fill out the required paperwork and sign the consent forms
Stay at the site and have the taxes prepared the same day, while you wait



Bring all the required documents to the VITA site location
Fill out the required paperwork and sign the consent forms
Drop-Off the documents after a brief interview with a volunteer
Return the following week to sign and pick-up your completed taxes



Go to a specific URL available ONLY at / from VITA sites or Email to: vitaanl20@gmail.com
Set up a free Online account and E-File your Federal & State returns yourself for FREE

To find Information on VITA Site Locations in other areas (Phoenix, Mesa, Tempe etc), please visit <https://irs.treasury.gov/freetaxprep/>

Interested in learning basic Tax Law & Becoming a VITA Volunteer? Visit & Sign-up at: turnanewleaf.org/vita-program

What to Bring to Your Local VITA Site?

- ➔ Social Security Cards or ITIN and Birth dates for **EVERYONE** on the tax return
- ➔ **Proof of photo identification** for both Taxpayer and Spouse (if applicable)
- ➔ **Copy of prior year tax return**
- ➔ Proof of **Bank Account and Routing number** for Direct Deposit/Debit
- ➔ **Identity Protection PIN** number (IP PIN), if issued for **ANYONE** and/or EVERYONE on the tax return.
- ➔ Proof of foreign status, if applying for an ITIN
- ➔ Wage and earning statements (Form W-2, W-2G, 1099-R, SSA-1099, 1099-Misc, 1099-NEC) from all employers
- ➔ Interest and dividend statements (Forms 1099-INT, 1099-DIV)
- ➔ Information for all other income (Pensions Form 1099-R, Social Security Statement Form 1099-SSA, Sale of stocks & bonds Form 1099-B)
- ➔ Documents for medical deductions, property taxes paid, mortgage interest, auto registration, charity contributions – **all added up** for each category.
- ➔ Form 1098-T from educational institution to claim education credits. Detailed list of additional educational expenses (e.g. books or supplies **REQUIRED** for ATTENDANCE)
- ➔ Amount paid to day care provider, their tax ID number, name, and address
- ➔ **Form 1095-A, Health Insurance Marketplace Statement** (Obama care health insurance)
- ➔ **Unmasked copies** of income transcripts from IRS and state, in absence of tax forms
- ➔ For married filing joint returns, both Taxpayer and Spouse **must be present to sign the tax returns** before it is electronically filed.

Will NOT prepare*

Married Filing Separate Returns

Small business with losses and other Out of Scope items (contact a site for more details)

1099-R, Box 7 with codes: 5, 8, 9, A, E, J, K, N, P, R, T & U

1099 C: If filed for bankruptcy or Non-Personal credit cards

Complicated and advanced Capital Gains/Losses; without Basis reported

Schedule E (rental Property) or Sale of Rental Property

Non-Cash donations of over \$500

*** This is NOT an all-inclusive list. Please consult a VITA volunteer for a complete list of Out-Of-Scope items**