



# VITA

**VOLUNTEER INCOME TAX ASSISTANCE**



6000 W Olive Ave • Glendale Community College • Building B, Room 106

**Tuesdays 10:00 am - 1:00 pm  
January 28th through April 8th 2025\***

**Open for Walk-In's, First Come First Serve  
Children/additional people (not required for tax preparation service) are NOT PERMITTED at the sites.**

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

*\*Closed on March 11th, GCC Campus Closed for Spring Break*

## **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

### **Drop-Off Service**

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

### **Do It Yourself**

Go to a specific URL available ONLY at VITA sites or email the site: **[vitagcc20@gmail.com](mailto:vitagcc20@gmail.com)**  
Set up an 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/vitia-program](http://turnanewleaf.org/vitia-program)

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## What to Bring to Your Local VITA Site?

**Social Security Cards** or **ITIN** and Birth dates for **EVERYONE** on the tax return

**Valid photo identification** for both Taxpayer and Spouse (if applicable)

**Copy of prior year tax return**

**Bank Account and Routing number** for Direct Deposit/Debit (e.g. voided check or Bank phone app but **NOT the Deposit Slip**)

**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)

If Itemizing deductions: 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**