



Volunteer Opportunity: Volunteer Tax Preparer

Program Description

Earn It Keep It SAVE It, a United Way of Southern Nevada collaborative, offers free tax help to people who qualify. In addition, valuable community information is disseminated to families who utilize the Earn It Keep It SAVE It services.

Position Overview

The Volunteer Tax Preparer provides free tax preparation and e-file services for people who qualify.

Duration of Opportunity

- Mid- January through April 15; renewable upon agreement with Earn It Keep It SAVE It
- The Volunteer Tax Preparer position requires a minimum commitment of 4 to 6 hours per week of tax preparation

Training:

- Successfully complete Basic Tax Law Training and Taxwise Software Training (approximately 24 hours of training)
- Must pass Tax Law test with a score of 80% or higher.

Essential Functions

- Attend basic tax and computer tax preparation & software training, in December and/or January
- Successfully pass a test on required tax law knowledge. (Keep a copy of your score)
- Provide high quality tax preparation assistance to all taxpayers. (Directly prepare taxpayer's return based on information provided by taxpayer and/or answer tax related questions)
- Interview taxpayer to determine if all deductions and allowable credits are claimed
- Prepare tax returns, using VITA provided software
- Refer taxpayers with complex returns to the IRS website, IRS help number, or non-designated tax practitioner
- Review accuracy of each tax return prepared
- Ensure a copy of the completed return is provided to the taxpayer
- Identify all returns with appropriate Site Identification Number
- Ensure no compensation is accepted for the volunteer services provided
- Maintain confidentiality of taxpayer information
- Adhere to Title VI by not denying service to anyone based upon race, color, sex, age, national origin or disability

Qualifications

- Basic tax knowledge (Form 1040, Form 1040A, and for 1040EZ). Basic tax training (24 hour) will be provided
- Available at least 4 to 6 hours per week from mid-January to April 15
- Basic computer skills (training on software is provided)
- Ability to deal with the public in a helpful & supportive manner, including interviewing skills
- Friendly, dependable and flexible
- Bi-lingual a plus

Support Provided

- Training is provided to volunteers by the IRS or an Earn It Keep It SAVE It technical advisor
- Orientation and on-site support is provided by a site coordinator

Benefits:

- Increased knowledge of tax preparation and basic tax law
- Certificates of recognition and acknowledgement from local elected officials and the IRS