

### **WHAT IS VITA?**

The Volunteer Income Tax Assistance (VITA) Program provides free income tax return preparation to hard working taxpayers earning up to \$52,000 annually. VITA helps working families take advantage of all of the tax credits they are eligible for including the Earned Income Tax Credit (EITC), Child Tax Credit (CTC), and education credits. Certified volunteers from the community help prepare basic, current year tax returns for eligible taxpayers free of charge.

### **WHO CAN BENEFIT FROM VITA?**

A single individual whose income is under \$34,000 and families whose income is under \$54,000 annually are eligible to receive free tax preparation service.

### **WHEN CAN I PREPARE MY TAXES AT THE SOURCE?**

We will be open to serve employees of our member companies and the community beginning the end of January through April 14th. Appointments can be scheduled for Mondays from 6:00 pm-9:00 pm and Saturdays from 9:00 am-noon. You can check your eligibility and make an appointment by calling 616.452.5295 starting Monday, January 11, 2016.

### **WHAT DO I NEED TO BRING TO MY APPOINTMENT?**

The following items are needed to prepare your tax return:

- Picture ID
- Social Security cards or ITIN numbers (we do not issue ITINs)
- 2014 Tax return
- All income documents including W-2s, 1099s, and other documents.
- Documentation of higher education expenses including tuition paid and student loan interest paid.
- Daycare expenses and daycare provider's name address and tax ID number.
- Documentation to support itemized deductions if applicable – includes mortgage loan interest paid, charitable contributions, property taxes paid (home & auto) and medical expenses.
- Form 1095-A if you purchased health insurance through the market place
- Banking account info for direct deposit
- Birth dates for you, your spouse and dependents on the tax return

### **WHO DO I CONTACT IF I WANT TO VOLUNTEER FOR VITA AT THE SOURCE?**

Jackie Villegas at [info@grsource.org](mailto:info@grsource.org) or call 616.452.5295

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