

TAX SITE DROP-OFF INSTRUCTIONS

Reinvestment Partner's Tax Site at 110 E Geer Street is operating as a Drop-Off Site only from January 25, 2021 through April 9, 2021. Please note the following instructions:

STEP 1

Pick up or Download your intake form (Form 13614-C), Virtual Consent Form (Form 14446), and Technology Checklist. Fill out completely and place them in a large envelope along with your W2s, 1099s and other pertinent 2020 tax documents. Additionally, gather a copy of your 2019 return, your Photo ID, Social Security cards, and direct deposit information to bring with your current return documents (To save time, you can include copies of ID, SS Card and deposit info in your envelope.) The VITA Site staff WILL NOT begin processing your return without these required forms and ID documents.

STEP 2

Drop off your return at our Geer Street Site Monday through Friday between the hours of 11AM and 4PM. Allow us to make a copy of your ID, SS Cards and Direct deposit information if you haven't already done so. Make sure we have an accurate phone number and email address on your technology form so that we may contact you regarding your return and to conduct your review. Based on your technology capabilities, we will schedule either a phone or video conference quality review.

STEP 3

Participate in the verbal or video quality review of your tax return to ensure accuracy. After you are satisfied that it is correct, be sure to email us a note with the last 4 digits of your SS# giving us express permission to E-File your return.

STEP 4

Return to the site to pick up a copy of your completed return and related tax documents. Please hold on to these documents for at least three (3) years for your records.

***** In response to COVID-19 revised guidelines, your return may be prepared/reviewed by certified volunteers at current location (110 E Geer Street) or an alternate location.***

REQUIRED PAPERWORK

PLEASE MAKE SURE THESE FORMS ARE COMPLETED AND INCLUDED IN YOUR ENVELOPE

FORM 13614-C - Intake/Interview & Quality Review Sheet

FORM 14446 - Virtual VITA/TCE Taxpayer Consent

Technology Checklist