



Help Other People With Their Tax Returns

Did You Know

There's something YOU can do about taxes?

There's something very good you can do about taxes. You can help people in your community who need assistance with their tax returns. You'll get free IRS training, and there's on-the-spot satisfaction you receive again and again as a VITA volunteer using your knowledge to help other people.

You and Volunteer Income Tax Assistance

As a VITA volunteer, you'll help people who probably need tax help the most...those with a low to limited income, individuals with disabilities, non-English-speaking, and elderly taxpayers. And you'll be giving the help at convenient places, such as neighborhood community centers, libraries, churches, and shopping centers. A number of locations also offer electronic filing.

How can you help?

You have a number of choices. It depends on what you'd like to do, your skills and knowledge. In addition to being a tax assister you could serve as an instructor, a site coordinator or a publicity director.

What if you can use some training, or brushing up?

The training is yours. Instruction and materials are FREE. IRS employees or volunteers train you how to prepare Forms 1040EZ, 1040A and the basic 1040 and related schedules.

Volunteers also provide assistance and return preparation for prior year federal income tax returns, as well as, the earned income and advanced income tax credit.

New volunteers generally receive four-to-five days' instruction; experienced individuals, a one-to-two-day refresher. There's also self-instruction. A test on the material in the training guide shows whether you can do the job. Training is usually available December through January at a convenient location.

How else does the IRS back you up?

Technical assistance helps you ensure that taxpayers receive accurate assistance. A special toll-free Hotline answers your technical tax questions when you're helping taxpayers. The IRS

randomly reviews volunteer-prepared returns and provides immediate feedback to help you maintain quality service.

Upon request, accommodations for persons with disabilities will be provided by sponsoring organizations in cooperation with the IRS.

Look to the IRS for help in obtaining publicity and for information on running your VITA site. Your IRS Taxpayer Education Coordinator is available before, during, and after training to help you have a successful program.

How can you qualify?

You qualify if you...

- can meet and deal with a variety of people,
- have experience or can learn about preparing income taxes,
- have general administrative or publicity experience,
- take pride in complete and accurate work,
- are willing to complete the IRS training program and
- can spend several hours a week on VITA from January 1 through April 15.

How do you get involved in VITA?

To join VITA in your area, just call the Taxpayer Education Coordinator at the number listed on the back of this brochure, or mail the attached VITA Interest Card to the IRS office nearest you.

A Tribute to You And Other Americans Who Are Volunteers

"We live in a society that always has depended on volunteers of different kinds—some who can give money others who give time and a great many who freely give their special skills, full-time or part-time. If you look closely you will see that almost anything that really matters to us, anything that embodies our deepest commitment to the way human life should be lived and cared for depends on some form—more often, many forms—of volunteerism."

— Margaret Mead and Rhoda Metraus.
Aspects of the Present
Courtesy of William Morrow and Company Inc.

To get the most up to date tax products and information visit us on the *World Wide Web* at:
<http://www.irs.ustreas.gov>

Addresses and Telephone Numbers for IRS Taxpayer Education Coordinators

Unless otherwise noted telephone numbers are not toll free and will involve long distance charges to callers outside of the local calling area. Contacts by mail should be made to the attention of the "Taxpayer Education Coordinator."

ALABAMA

600 S. Maestri Place
Stop 21
New Orleans, LA 70130
(504) 558-3007
Toll-Free 1(800) 829-1040

ALASKA

915 Second Avenue
MS-480
Seattle, WA 98174
(206) 220-5776
Toll-Free 1(800) 829-1040

ARIZONA

210 E. Earll Drive
Stop 4040 PX
Phoenix, AZ 85012-2623
(602) 207-8333
Toll-Free 1(800) 829-1040

ARKANSAS

55 North Robinson Street
Stop 1040 OKC
Oklahoma City, OK 73102
(405) 297-4125
Toll-Free 1(800) 829-1040

CALIFORNIA

Los Angeles
300 N. Los Angeles Street
Room 5119
Los Angeles, CA 90012
(213) 894-4574
Toll-Free 1(800) 829-1040
San Francisco
1301 Clay Street
Suite 1520S
Oakland, CA 94612-5210
(510) 637-2473
Toll-Free 1(800) 829-1040

Laguna Niguel
24000 Avila Road
Room 3361
Laguna Niguel, CA 92677
(714) 360-2094
Toll-Free 1(800) 829-1040

Sacramento
1301 Clay Street
Suite 1520S
Oakland, CA 94612-5210
(510) 637-2473
Toll-Free 1(800) 829-1040

San Jose
55 South Market Street
Stop HQ-6300
San Jose, CA 95113
(408) 494-8123
Toll-Free 1(800) 829-1040

COLORADO

600 17th Street
Stop #6400 DEN
Denver, CO 80202-2490
(303) 446-1659
Toll-Free 1(800) 829-1040

CONNECTICUT

135 High Street, Stop 116
Hartford, CT 06103-1185
(860) 240-4154
Toll-Free 1(800) 829-1040

DELAWARE

31 Hopkins Plaza, Room 615A
Baltimore, MD 21201
(410) 962-2222/2402
Toll-Free 1(800) 829-1040

DISTRICT OF COLUMBIA

31 Hopkins Plaza, Room 615A
Baltimore, MD 21201
(410) 962-2222/2402
Toll-Free 1(800) 829-1040

FLORIDA

Jacksonville
400 West Bay Street
Stop 6450
Jacksonville, FL 32202-0045
(904) 232-2514
Toll-Free 1(800) 829-1040

Ft. Lauderdale
Building A, Room 270
Stop 6030
One N. University Drive
Fort Lauderdale, FL 33324-2019
(954) 423-7636
Toll-Free 1(800) 829-1040

GEORGIA

Peachtree Summit Bldg. NW
401 W. Peachtree St., N.W.
Room 531, Stop 902D
Atlanta, GA 30365
(404) 331-3408
Toll-Free 1(800) 829-1040

HAWAII

915 Second Avenue
MS-480
Seattle, WA 98174
(206) 220-5776
Toll-Free 1(800) 829-1040

IDAHO

600 17th Street
Stop #6400 DEN
Denver, CO 80202-2490
(303) 446-1659
Toll-Free 1(800) 829-1040

ILLINOIS

230 South Dearborn Street
Room 1710, 6602 CHI
Chicago, IL 60604-1132
(312) 886-1572
Toll-Free 1(800) 829-1040

INDIANA

P.O. Box 44211
Room 517, Stop 66
Indianapolis, IN 46244
(317) 226-6543
Toll-Free 1(800) 829-1040

IOWA

310 W. Wisconsin Avenue
Stop 6712 MIL
Milwaukee, WI 53203-2221
(414) 297-3302
Toll-Free 1(800) 829-1040

KANSAS

1222 Spruce Street
Stop 1022 STL
St. Louis, MO 63103
(314) 539-3660
Toll-Free 1(800) 829-1040

KENTUCKY

801 Broadway
MDP 46, Room 481
Nashville, TN 37203-3836
(615) 736-2280
Toll-Free 1(800) 829-1040

LOUISIANA

600 S. Maestri Pl., Stop 21
New Orleans, LA 70130
(504) 558-3007
Toll-Free 1(800) 829-1040

MAINE

JFK Federal Building
15 New Sudbury St., Rm. 760
Boston, MA 02203
(617) 565-4325
Toll-Free 1(800) 829-1040

MARYLAND

31 Hopkins Plaza, Room 615A
Baltimore, MD 21201
(410) 962-2222/2402
Toll-Free 1(800) 829-1040

MASSACHUSETTS

JFK Federal Building
15 New Sudbury St., Rm. 760
Boston, MA 02203
(617) 565-4325
Toll-Free 1(800) 829-1040

MICHIGAN

P.O. Box 330500, Stop 45
Detroit, MI 48232-6500
(313) 226-3674
Toll-Free 1(800) 829-1040

MINNESOTA

316 North Robert Street
Stop 6610 STP
St. Paul, MN 55101-1474
(612) 290-3320
Toll-Free 1(800) 829-1040

MISSISSIPPI

600 S. Maestri Place
Stop 21
New Orleans, LA 70130
(504) 558-3007
Toll-Free 1(800) 829-1040

MISSOURI

1222 Spruce Street
Stop 1022 STL
St. Louis, MO 63103
(314) 539-3660
Toll-Free 1(800) 829-1040

MONTANA

600 17th Street
Stop #6400 DEN
Denver, CO 80202-2490
(303) 446-1659
Toll-Free 1(800) 829-1040

NEBRASKA

310 W. Wisconsin Avenue
Stop 6712 MIL
Milwaukee, WI 53203-2221
(414) 297-3302
Toll-Free 1(800) 829-1040

NEVADA

210 E. Earll Drive
Stop 4040 PX
Phoenix, AZ 85012-2623
(602) 207-8333
Toll-Free 1(800) 829-1040

NEW HAMPSHIRE

JFK Federal Building
15 New Sudbury St., Rm. 760
Boston, MA 02203
(617) 565-4325
Toll-Free 1(800) 829-1040

NEW JERSEY

P.O. Box 668
Newark, NJ 07101-9788
Toll-Free 1(800) 829-1040

NEW MEXICO

210 E. Earll Drive
Stop 4040 PX
Phoenix, AZ 85012-2623
(602) 207-8333
Toll-Free 1(800) 829-1040

NEW YORK

Manhattan
P.O. Box 3036
Church Street Station
New York, NY 10008-3036
(212) 436-1021
Toll-Free 1(800) 829-1040

Brooklyn

10 Metrotech Ctr.,
625 Fulton St.
Brooklyn, NY 11201
(718) 488-3655
Toll-Free 1(800) 829-1040

Albany

P.O. Box 606
Buffalo, NY 14225-0606
(716) 686-4777
Toll-Free 1(800) 829-1040

Buffalo

P.O. Box 606
Buffalo, NY 14225-0606
(716) 686-4777
Toll-Free 1(800) 829-1040

NORTH CAROLINA

320 Federal Place
Room 120
Greensboro, NC 27401
(910) 378-2193
Toll-Free 1(800) 829-1040

NORTH DAKOTA

316 North Robert Street
Stop 6610 STP
St. Paul, MN 55101-1474
(612) 290-3320
Toll-Free 1(800) 829-1040

OHIO

P.O. Box 3459
Cincinnati, OH 45201
(513) 684-5826
Toll-Free 1(800) 829-1040

OKLAHOMA

55 North Robinson Street
Stop 1040 OKC
Oklahoma City, OK 73102
(405) 297-4125
Toll-Free 1(800) 829-1040

OREGON

915 Second Avenue
MS-480
Seattle, WA 98174
(206) 220-5776
Toll-Free 1(800) 829-1040

PENNSYLVANIA

600 Arch Street
Room 4452
Philadelphia, PA 19106
(215) 597-6710
Toll-Free 1(800) 829-1040

RHODE ISLAND

135 High St., Stop 116
Hartford, CT 06103-1185
(860) 240-4154
Toll-Free 1(800) 829-1040

SOUTH CAROLINA

320 Federal Place
Room 120
Greensboro, NC 27401
(910) 378-2193
Toll-Free 1(800) 829-1040

SOUTH DAKOTA

316 North Robert Street
Stop 6610 STP
St. Paul, MN 55101-1474
(612) 290-3320
Toll-Free 1(800) 829-1040

TENNESSEE

801 Broadway, MDP 46
Room 481
Nashville, TN 37203-3836
(615) 736-2280
Toll-Free 1(800) 829-1040

TEXAS

Austin
300 East 8th St.
M/C 6610 AUS
Austin, TX 78701
(512) 499-5439
Toll-Free 1(800) 829-1040

Dallas
1100 Commerce St.
M/C 6610 DAL
Dallas, TX 75242
(214) 767-1428
Toll-Free 1(800) 829-1040

Houston
8701 S. Gessner
Stop 6610 HAL
Houston, TX 77074
(281) 721-7070
Toll-Free 1(800) 829-1040

Utah
600 17th Street
Stop #6400 DEN
Denver, CO 80202-2490
(303) 446-1659
Toll-Free 1(800) 829-1040

VERMONT

JFK Federal Building
15 New Sudbury St., Rm. 760
Boston, MA 02203
(617) 565-4325
Toll-Free 1(800) 829-1040

VIRGINIA

P.O. Box 10049
Room 10-502
Richmond, VA 23240
(804) 771-2289
Toll-Free 1(800) 829-1040

WASHINGTON

915 Second Avenue
MS-480
Seattle, WA 98174
(206) 220-5776
Toll-Free 1(800) 829-1040

WEST VIRGINIA

P.O. Box 10049
Room 10-502
Richmond, VA 23240
(804) 771-2289
Toll-Free 1(800) 829-1040

WISCONSIN

3 1 0 W. Wisconsin Avenue
Stop 6712 MIL
Milwaukee, WI 53203-2221
(414) 297-3302
Toll-Free 1(800) 829-1040

WYOMING

600 17th Street Stop
#6400 DEN
Denver, CO 80202-2490
(303) 446-1659
Toll-Free 1(800) 829-1040

Outside 50 States & Foreign Countries:

GUAM

Taxpayer Service Division
PDN Building, Room 902
Agana, Guam 96910
(671) 472-7471

PUERTO RICO

Mercantile Plaza Bldg.
Room GF-05
Ponce de Leon Ave.
Stop 27 1/2
Hato Rey, P.R. 00917
(809) 759-4560
Toll-Free 1(800) 829-1040

Other Foreign Countries:

OFFICE OF ASSISTANT COMMISSIONER (INTERNATIONAL)
950 L'Enfant Plaza
S.W. Promenade Level
Washington, DC 20024
(202) 874-1332

Phone Number for People With Impaired Hearing Who Have TDD Equipment

All areas in U.S., including Alaska, Hawaii, Virgin Islands, and Puerto Rico:
1-800-829-4059

Hours of TDD Operation

8:00 A.M. to 6:30 P.M. EST
(Jan. 1-April 1)
9:00 A.M. to 7:30 P.M. EDT
(April 2-April 15)
9:00 A.M. to 5:30 P.M. EDT
(April 18-Oct. 28)
8:00 A.M. to 4:30 P.M. EST
(Oct. 29-Dec. 31)