

Volunteer Income Tax Assistance

Begins - February 4, 2026, 1:00 pm to 5:00 pm

Ends - April 6, 2026 - Last Drop Off Day

Drop Off - Mondays & Wednesdays, 1:00 pm to 5:00 pm

Pick Up Day - Thursdays 1:00 pm to 3:00 pm

STEP 1

No appointment needed to drop off tax documents,
Taxpayer(s) must be present **(Required)**
to verify identification
Total Income must be **less than \$84,000**



STEP 2

Pick up a Yellow Intake form and fill out **All Pages**,
Sign and Date by Taxpayer(s)

Complete and Sign White Taxpayer(s) Consent form

STEP 3

Documents needed:

- A. Drivers License/Photo ID for each Taxpayer(s) on Tax Return **(Required)**
- B. Social Security Card / ITIN Cards **(Required)** for everyone in the house - children, spouse, other dependents, etc.
- C. W2's, Social Security Benefit Statement, 1099-R, 1099-INT, 1099-DIV, 1099-B, NEC-1099, MISC-1099, 1098, 1095-A, B, or C
- D. Tax forms that report other types of income, such as Schedule K-1 for trusts, partnership and property tax statements
- E. Copy of Last Years Return
- F. Child Tax Credit Letter 6419, total amount of advance payments received **(Required)**
- G. Bank account number and routing number for refund direct deposit **(Required)**
- H. Itemized deductible expenses, doctors, prescriptions, charitable contributions, donation receipts