



FREE TAX PREPARATION SERVICE

available to individuals who make less than \$60,000/year.

IRS-certified tax preparers provide free tax filing for everyone who meets the income qualifications.

Make sure to bring:

- Photo ID
- Social Security or ITIN cards:
You, Your Spouse, and dependents
- Checking or Savings Bank Account and Routing Numbers
- ALL W-2s and 1099s
- Prior Year's Tax Return

VITA Center Service Dates:

February 3, 2025 until
April 15, 2025.

Hours:

Monday 10:00am-8:00pm
Tuesday 5:30pm-9:00pm
Thursday 10:00am-8:00pm

Location:

St. Mark The Evangelist -
Smyth Pastoral Center
1100 W 15th St. Plano, TX 75075

Scan QR Code
for appointment:



A confirmation email and text reminder will be sent to the email address provided.



FREE TAX PREPARATION SERVICE

available to individuals who make less than \$60,000/year.

IRS-certified tax preparers provide free tax filing for everyone who meets the qualifications.

Make sure to bring:

- Photo ID
- Social Security or ITIN cards:
You, Your Spouse, and dependents
- Checking or Savings Bank Account and Routing Numbers
- ALL W-2s and 1099s
- Prior Year's Tax Return

VITA Center Service Dates:

February 1, 2025 until
April 12, 2025.

Hours:

Wednesday 5:30pm-8:00pm
Saturday 10:00am-5:00pm

Location:

Schimelpfenig Library
5024 Custer Road Plano, TX 75023

Scan QR Code for appointment:



A confirmation email and text reminder will be sent to the email address provided.

VITA (Volunteer Income Tax Assistance)
Email: VITA@ccdallas.org | Phone #: 972-587-8800



VOLUNTEER INCOME TAX ASSISTANCE (VITA) VOLUNTEER:

TAX PREPARER - Volunteers needed to help provide tax preparation assistance

CHECK IN VOLUNTEER - Volunteers needed to help welcome clients **ages 18 and up**

Key Responsibilities:

- Tax Preparer: Prepare and file basic/advanced federal tax returns for eligible taxpayers
- Check In Volunteer: Assist clients checking in for their appointment and ensuring they have correct documentation

Qualifications:

- No prior tax preparation experience is necessary (training provided in early January)
- Strong attention to detail and excellent organizational skills
- Ability to communicate clearly and effectively with clients from diverse backgrounds
- Comfortable working with basic computer software and online tax preparation tools
- "Tax Preparer" Volunteers only - Must be willing to complete IRS certification exams (Advanced) prior to the start of the tax season
- Commitment to one shift a week (2-3 hour shifts)

Time & Locations:

Saint Mark the Evangelist Catholic Church 1105 W. 15th Street, Plano, TX 75075

Monday | 10:00 a.m. - 8:00 p.m.

Tuesday | 5:30 - 9:00 p.m.

Thursday | 10:00 a.m. - 8:00 p.m.

**Schimelplenig Library
5024 Custer Rd Plano, TX 75023**

Wednesday | 5:30 - 8:00 p.m.

Saturday | 10:00 a.m. - 5:00 p.m.

**SCAN
QR Code to
volunteer:**

