



# TAX

# 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

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

### St. Mark the Evangelist- Smyth Pastoral Center

1100 W 15th St.  
Plano, TX 75075

February 3, 2025-  
April 15, 2025.

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

Scan QR Code  
for appointment:



### Schimelpfenig Library

5024 Custer Rd  
Plano, TX 75023

February 1, 2025-  
April 12, 2025.

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

Scan QR Code  
for appointment:



VITA (Volunteer Income Tax Assistance)  
Email: [VITA@ccdallas.org](mailto: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  
1100 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.

**Schimelpfenig 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:

