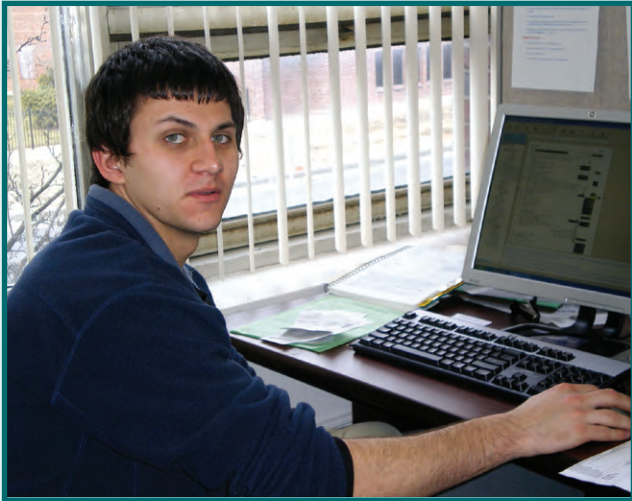


**A REWARDING VOLUNTEER EXPERIENCE AWAITS YOU...  
BE A VITA VOLUNTEER!**



HELPING PEOPLE. CHANGING LIVES.

**SPRINGFIELD PARTNERS**  
for Community Action

619 State Street  
Springfield, MA 01109  
(413) 263-6500  
vita@springfieldpartnersinc.com



**CHANGING LIVES...**

SPRINGFIELD PARTNERS SERVES ABOUT **20,000** RESIDENTS ANNUALLY THROUGH THE FOLLOWING PROGRAMS AND INITIATIVES:

- Asthma Outreach
- Community Health Advocacy
- Eviction Clinics
- Financial Literacy Workshops
- First-Time Homebuyer Education
- HUD-certified Housing Counseling
- Individual Development Accounts (IDAs) for Adults and Youths
- Information, Outreach and Referrals to many programs, including health insurance and SNAP (food stamps)
- Low-Income Taxpayer Clinics (LITC)
- Mammogram Referrals
- Total Health Project
- New Beginnings Child Care Center
- Senior Community Employment
- Springfield Food Policy Council
- Telephone Reassurance
- Volunteer Income Tax Assistance (VITA)
- Weatherization Assistance

*Established as a non-profit in 1964 under the Economic Opportunity Act, the mission of Springfield Partners for Community Action is to empower people in need to attain self-sufficiency and economic stability.*

[www.springfieldpartnersinc.com](http://www.springfieldpartnersinc.com)

**OUR MISSION IS TO EMPOWER PEOPLE IN NEED TO ATTAIN SELF-SUFFICIENCY & ECONOMIC STABILITY.**

**HELPING PEOPLE...**

**GIVE A FEW HOURS – GET THOUSANDS OF DOLLARS FOR SPRINGFIELD FAMILIES.**



...SINCE  
**1964**



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**BE A VITA VOLUNTEER!**

## BE A VITA VOLUNTEER!

### GIVE A FEW HOURS — GET THOUSANDS OF DOLLARS FOR SPRINGFIELD FAMILIES.

VITA (Volunteer Income Tax Assistance) is a program operated by Springfield Partners for Community Action and sponsored by the IRS.

Springfield Partners operates several VITA sites in the greater Springfield area, open at varied hours during the late January to mid-April tax season.

VITA volunteers are trained and certified by the IRS to prepare and file state and federal tax returns. Volunteers spend a few hours a week at a VITA site, filing tax returns for low- to moderate-income taxpayers, and for taxpayers who are disabled or speak limited English. Volunteers can also serve as greeters and site coordinators.

VITA volunteers are needed for the upcoming tax season. Volunteers who can give translation assistance in Spanish, Russian, Vietnamese and other languages are welcomed.

#### FREQUENTLY ASKED QUESTIONS (FAQ):

##### ■ I want to volunteer. Do I need to have tax preparation experience?

No. Springfield Partners staff provides a comprehensive training session, offered in December or January, using curriculum developed by the IRS. Volunteers will learn how to prepare a basic Form 1040 and supporting schedules, as well as Massachusetts and Connecticut tax returns.

##### ■ Where would I be working?

Springfield Partners operates VITA sites in several greater Springfield locations, and you can choose the site most convenient for you.

##### ■ What if I make an error on a client's tax return?

All site operations are officially endorsed by the IRS,



which releases volunteer tax preparers from personal liability. Volunteers' work is closely supervised, and all returns are reviewed before being transmitted to the IRS.

##### ■ Does VITA certification count as professional training or experience?

Yes – VITA-certified tax preparers have a marketable, resume-boosting career skill! Potential employers will value both the volunteer service and the professional experience.

##### ■ Can I get college or internship credit?

Many colleges offer course credits or internship credits to VITA volunteers. Check with your academic advisor for details.

##### ■ What's a site coordinator?

Site coordinators are experienced volunteers who review tax preparers' returns and prepare them for transmission to the IRS. A few VITA sites are managed by highly experienced site coordinators.

##### ■ I'm not interested in preparing taxes. Can I still volunteer?

Yes. Volunteers can be site greeters, helping clients fill out intake forms and performing other tasks.

**YES!** I am interested in volunteering for the VITA program; please contact me.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Please e-mail me information about Springfield Partners news and events.

I am interested in these VITA Volunteer Roles:

- Client Greeter/Intake Specialist
- Tax Preparer
- Site Coordinator

Please list any foreign languages in which you are fluent:

\_\_\_\_\_

Please list any past experience as a VITA volunteer or as a tax preparer:

\_\_\_\_\_

\_\_\_\_\_

Please mail the completed form to Springfield Partners for Community Action, Attn: VITA Coordinator, 619 State St., Springfield, MA 01109.

