



# Make Tax Time Pay!

Claim ALL the Tax Credits You Earned!

## GREETER/SCREENER - Volunteer Description

***“It’s Money in Your Pocket”*** offers free tax preparation to low and moderate income residents of Butler County. **Our goal is to ensure that people file their taxes, take advantage of all the credits for which they are eligible, avoid paying high fees to commercial tax preparers, and receive all the money due to them by avoiding the high interest rates of Refund Anticipation Loans.** The tax preparation sites will be located throughout Butler County. Volunteer Tax Preparers, trained and certified by the IRS, will prepare tax returns at no cost and file them electronically, so the filer can expect a quick refund. We will also offer banking services so filers, who do not have a bank account, can open an account and choose to have their returns deposited directly into their account.

### **Purpose of Position:**

To greet and screen all tax filers to determine whether they are eligible for the program.

### **Commitment and Training:**

Greeter/Screening Training ~ January (1 hour)

Late January – mid April (Commit to work at least 4 sessions; more is always desired)

### **Responsibilities:**

- Welcome all tax filers visiting the site to create a pleasant atmosphere;
- Perform screening of all tax filers;
- Distribute resource materials to each filer;
- Maintain a sign-in sheet and assign filers to Tax Preparers as they become available;
- Monitor site to ensure enough time is allowed for all taxpayers to receive assistance;
- Consult with Site Coordinator regarding tax filers with complicated returns to determine if they can be served at the site or should be referred to another site; and
- Assist Tax Preparers and the Site Coordinator as needed.

### **Qualifications:**

- Basic tax knowledge is helpful, but not necessary. Screeners are encouraged to go to: [www.irs.gov](http://www.irs.gov). and search Link and Learn program;
- Complete Greeter/Screening training;
- Ability to deal with the public in a helpful and supportive manner;
- Possess good organizational skills; and
- Be friendly, dependable and flexible.

**Support Available:**

Orientation and training by Project Manager; on-site support provided by the Site Coordinator.

If you're interested in volunteering or to receive additional information, please contact:

**Kate Nolan, EITC Project Manager**  
**Legal Aid Society of Southwest Ohio**  
**362-2860**  
[knolan@lascinti.org](mailto:knolan@lascinti.org).