



Make Tax Time Pay!
Claim **ALL** the Tax Credits You Earned!

TAX PREPARER – 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 the 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 provide FREE tax return preparation to taxpayers in the community, including low to moderate income, disabled, and elderly individuals.

Commitment and Training:

Orientation ~ October/November (1 hour session, optional).

Certification Training~ December –January (10-20 hours, online)

- Go to: www.irs.gov and search: Link & Learn program – “Basic” module.
- Returning volunteers are encouraged to certify at Intermediate and/or Advanced.

Process-Based Training* ~ December/ January ([1] 6 hr classroom/computer session).

- Returning volunteers can chose to attend a 2 hr session in lieu of a 6 hr session.

Volunteer Tax Preparers at tax sites ~ late January – mid April (schedule to fit your need).

Responsibilities:

- Completion of training sessions in order to be certified to do tax preparation;
- Enthusiasm and commitment in providing tax assistance to individuals and families;
- Commitment to work a minimum of 4 sessions/15 hours during the tax season (more is always desired).

Qualifications:

- Willingness to share time, skills, and interests;
- Basic computer skills for inputting tax return information;
- Ability to deal with the public in a helpful and supportive manner;
- Be friendly, dependable and flexible; and
- Willingness to learn tax law applicable to low and moderate income filers.

Support Available:

A Site Coordinator will be available at each site to answer questions and prepare returns that are beyond the knowledge and training of the Volunteer Tax Preparer.

* *All 6 hour sessions are held on Saturdays.
Trainings available in Butler and Hamilton Counties.*

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

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