

Sample article for organizations to use to reach customers (696 word count)

Post the following article on your websites and/or use in other communication vehicles for people to consider a rewarding volunteer experience.

Take the step to become a tax volunteer — a chance to touch many lives

Have you ever considered volunteering in your community? Learn to prepare taxes and make a difference at the same time. How? It's simple. You can help prepare taxes free of charge by becoming a volunteer through the [Volunteer Income Tax Assistance or Tax Counseling for the Elderly programs](#).

You'll receive training to provide free tax help for low-to-moderate income families who need assistance preparing their tax returns. More than 96,000 people said "yes" to making a difference and prepared more than 3.7 million returns at thousands of tax sites nationwide.

How does this program work? As a tax volunteer, you'll be assigned to work with a sponsoring organization. You'll first receive training and then begin volunteering at a location in your community. Training is offered online and, in some cases, supplemental training is offered in a classroom setting. Tax sites are open days, nights and weekends, and the hours are flexible.

Don't know that much about taxes? Don't worry — you'll get specialized training. You can also choose a volunteer role that doesn't require tax law certification.

Here are some of the volunteer roles needed at free tax preparation sites:

Greeter/Screeners — As a greeter/screener, you'll greet everyone visiting the site. You'll screen taxpayers to determine the type of assistance they need and confirm they brought all the necessary documents to have their tax returns completed. *Tax law certification is not required for this position.*

Interpreter — As an interpreter, you'll provide language interpretation services to customers who are not fluent in English. *Basic tax knowledge is helpful but not required for this position.*

Tax Preparer — As a volunteer tax preparer, you'll complete and be successfully certified in tax law training, including the use of electronic filing software, to provide free tax return preparation for eligible taxpayers.

Quality Reviewer — Quality reviewers conduct a quality review of all tax returns completed by volunteer tax preparers, ensuring that every taxpayer receives quality service and an accurate tax return.

Computer Specialist or Troubleshooter — The computer specialist has a working knowledge of personal computers, software and communications systems. *Tax law certification is not required for this position.*

Tax Coach — Tax coaches work at self-preparation sites. While working at the site, you'll provide tax law assistance and help taxpayers navigate Web-based, self-preparation software while they prepare their tax returns. *Tax law certification is required for this volunteer role.*

Site Coordinator/Administrator — If you have excellent organizational and leadership skills, volunteering as the site coordinator/administrator may be the position that fits you best. The site coordinator acts as the primary resource for sharing knowledge of the program and assists with any issues that may arise. You'll develop and maintain schedules for all volunteers to ensure adequate

coverage, and that the supplies and equipment at your site are stocked and operational. *Tax law certification is not always required for this position.*

Interested? For more details, submit your contact information using the [Form 14310, VITA/TCE Volunteer Sign Up](#). Also, include the city and state where you want to become a volunteer. Your information will be forwarded to the sponsoring organizations in your area for further contact.

Become a VITA or TCE tax volunteer! It's a rewarding way to give back to your community.

NOTE TO EDITOR: Below are links to helpful information for promoting our volunteer efforts.

IRS YouTube

[Volunteer Income Tax Assistance Recruitment](#)

Summertime Tax Tip

[Become a tax volunteer and make a difference in your community - STT-2015-22](#)

On Twitter? Send these tweets:

Want to learn how to prepare taxes and help others? Become a volunteer. Visit <http://go.usa.gov/DSK9>

Want to help provide #tax preparation services to those unable to prepare their tax returns? Become a #taxvolunteer, visit <http://go.usa.gov/DSK9>