

# Volunteer Income Tax Assistance Program (VITA)

## Free Tax Preparation

*What is VITA? The VITA Program offers free tax help to low- to moderate-income (\$50,000 and below) people who cannot prepare their own tax returns. Certified volunteers sponsored by Northeastern State University receive training to help prepare basic tax returns for the community. Northeastern State University (Broken Arrow campus) and Community Action is now offering this program to you if you qualify. Please call at 918-486-2471 today to schedule your appointment.*

**When:** January 22<sup>th</sup> –April 15<sup>th</sup> (Closed Spring Break March 14-22)

**Where:** Northeastern State University (Broken Arrow Campus)

3100 E New Orleans Broken Arrow

Building E Room 118 Library

\*101<sup>st</sup> & Creek Turnpike-From Creek Turnpike exit on E 101<sup>st</sup> St South-From Coweta take OK-51 towards Broken Arrow, Turn left on S 225<sup>th</sup> E Ave/Evans Rd then turn right on E 101<sup>st</sup> St South.



### Hours of Operation:

Monday 5:30PM-8:30 PM

Tuesday 1:30 PM-4:30 PM

Thursday 2:00 PM-8:30 PM



### These items are required to have taxes prepared and must be brought to the VITA site:

- **Picture proof of identification**
- Social Security Cards for you, your spouse and dependents and/or a Social Security Number verification letter issued by the Social Security Administration
- **Birth dates for you, your spouse and dependents on the tax return**
- Wage and earning statement(s) Form W-2, W-2G, 1099-R, from all employers
- Interest and dividend statements from banks (Forms 1099)
- A copy of last year's Federal and State returns *if available*
- Bank Routing Numbers and Account Numbers for Direct Deposit
- Total paid for day care provider and the day care provider's tax identifying number (the provider's Social Security Number or the provider's business Employer Identification Number)
- **All documents issued that states "furnished to the IRS".**
- **To file taxes electronically on a married filing joint tax return, both spouses must be present to sign the required forms.**

**CALL COMMUNITY ACTION TODAY AND  
SCHEDULE YOUR APPOINTMENT @**

**(918) 486-2471**

**\*WALK-INS ALSO WELCOME\***