



# Help Other People With Their Tax Returns

## Did You Know

There's something YOU can do about taxes?

There's something very good you can do about taxes. You can help people in your community who need assistance with their tax returns. You'll get free IRS training, and there's on-the-spot satisfaction you receive again and again as a VITA volunteer using your knowledge to help other people.

## You and Volunteer Income Tax Assistance

As a VITA volunteer, you'll help people who probably need tax help the most...those with a low to limited income, individuals with disabilities, non-English-speaking, and elderly taxpayers. And you'll be giving the help at convenient places, such as neighborhood community centers, libraries, churches, and shopping centers. A number of locations also offer electronic filing.

## How can you help?

You have a number of choices. It depends on what you'd like to do, your skills and knowledge. In addition to being a tax assister you could serve as an instructor, a site coordinator or a publicity director.

## What if you can use some training, or brushing up?

The training is yours. Instruction and materials are FREE. IRS employees or volunteers train you how to prepare Forms 1040EZ, 1040A and the basic 1040 and related schedules.

Volunteers also provide assistance and return preparation for prior year federal income tax returns, as well as, the earned income and advanced income tax credit.

New volunteers generally receive four-to-five days' instruction; experienced individuals, a one-to-two-day refresher. There's also self-instruction. A test on the material in the training guide shows whether you can do the job. Training is usually available December through January at a convenient location.

## How else does the IRS back you up?

Technical assistance helps you ensure that taxpayers receive accurate assistance. A special toll-free Hotline answers your technical tax questions when you're helping taxpayers. The IRS

randomly reviews volunteer-prepared returns and provides immediate feedback to help you maintain quality service.

Upon request, accommodations for persons with disabilities will be provided by sponsoring organizations in cooperation with the IRS.

Look to the IRS for help in obtaining publicity and for information on running your VITA site. Your IRS Taxpayer Education Coordinator is available before, during, and after training to help you have a successful program.

## How can you qualify?

You qualify if you...

- can meet and deal with a variety of people,
- have experience or can learn about preparing income taxes,
- have general administrative or publicity experience,
- take pride in complete and accurate work,
- are willing to complete the IRS training program and
- can spend several hours a week on VITA from January 1 through April 15.

## How do you get involved in VITA?

To join VITA in your area, just call the Taxpayer Education Coordinator at the number listed on the back of this brochure, or mail the attached VITA Interest Card to the IRS office nearest you.

## A Tribute to You And Other Americans Who Are Volunteers

"We live in a society that always has depended on volunteers of different kinds—some who can give money others who give time and a great many who freely give their special skills, full-time or part-time. If you look closely you will see that almost anything that really matters to us, anything that embodies our deepest commitment to the way human life should be lived and cared for depends on some form—more often, many forms—of volunteerism."

— Margaret Mead and Rhoda Metraus.  
Aspects of the Present  
Courtesy of William Morrow and Company Inc.

To get the most up to date tax products and information visit us on the *World Wide Web* at:  
<http://www.irs.ustreas.gov>

## Addresses and Telephone Numbers for IRS Taxpayer Education Coordinators

Unless otherwise noted telephone numbers are not toll free and will involve long distance charges to callers outside of the local calling area. Contacts by mail should be made to the attention of the "Taxpayer Education Coordinator."

### ALABAMA

600 S. Maestri Place  
Stop 21  
New Orleans, LA 70130  
(504) 558-3007  
Toll-Free 1 (800) 829-1040

### ALASKA

915 Second Avenue  
MS-480  
Seattle, WA 98174  
(206) 220-5776  
Toll-Free 1 (800) 829-1040

### ARIZONA

210 E. Earll Drive  
Stop 4040 PX  
Phoenix, AZ 85012-2623  
(602) 207-8333  
Toll-Free 1 (800) 829-1040

### ARKANSAS

55 North Robinson Street  
Stop 1040 OKC  
Oklahoma City, OK 73102  
(405) 297-4125  
Toll-Free 1 (800) 829-1040

### CALIFORNIA

*Los Angeles*  
300 N. Los Angeles Street  
Room 5119  
Los Angeles, CA 90012  
(213) 894-4574  
Toll-Free 1 (800) 829-1040

*San Francisco*  
1301 Clay Street  
Suite 1520S  
Oakland, CA 94612-5210  
(510) 637-2473  
Toll-Free 1 (800) 829-1040

*Laguna Niguel*  
24000 Avila Road  
Room 3361  
Laguna Niguel, CA 92677  
(714) 360-2094  
Toll-Free 1 (800) 829-1040

*Sacramento*  
1301 Clay Street  
Suite 1520S  
Oakland, CA 94612-5210  
(510) 637-2473  
Toll-Free 1 (800) 829-1040

*San Jose*  
55 South Market Street  
Stop HQ-6300  
San Jose, CA 95113  
(408) 494-8123  
Toll-Free 1 (800) 829-1040

### COLORADO

600 17th Street  
Stop #6400 DEN  
Denver, CO 80202-2490  
(303) 446-1659  
Toll-Free 1 (800) 829-1040

### CONNECTICUT

135 High Street, Stop 116  
Hartford, CT 06103-1185  
(860) 240-4154  
Toll-Free 1 (800) 829-1040

### DELAWARE

31 Hopkins Plaza, Room 615A  
Baltimore, MD 21201  
(410) 962-2222/2402  
Toll-Free 1 (800) 829-1040

### DISTRICT OF COLUMBIA

31 Hopkins Plaza, Room 615A  
Baltimore, MD 21201  
(410) 962-2222/2402  
Toll-Free 1 (800) 829-1040

### FLORIDA

*Jacksonville*  
400 West Bay Street  
Stop 6450  
Jacksonville, FL 32202-0045  
(904) 232-2514  
Toll-Free 1 (800) 829-1040

*Ft. Lauderdale*  
Building A, Room 270  
Stop 6030  
One N. University Drive  
Fort Lauderdale, FL 33324-2019  
(954) 423-7636  
Toll-Free 1 (800) 829-1040

### GEORGIA

Peachtree Summit Bldg. NW  
401 W. Peachtree St., N.W.  
Room 531, Stop 902D  
Atlanta, GA 30365  
(404) 331-3408  
Toll-Free 1 (800) 829-1040

### HAWAII

915 Second Avenue  
MS-480  
Seattle, WA 98174  
(206) 220-5776  
Toll-Free 1 (800) 829-1040

### IDAHO

600 17th Street  
Stop #6400 DEN  
Denver, CO 80202-2490  
(303) 446-1659  
Toll-Free 1 (800) 829-1040

### ILLINOIS

230 South Dearborn Street  
Room 1710, 6602 CHI  
Chicago, IL 60604-1132  
(312) 886-1572  
Toll-Free 1 (800) 829-1040

### INDIANA

P.O. Box 44211  
Room 517, Stop 66  
Indianapolis, IN 46244  
(317) 226-6543  
Toll-Free 1 (800) 829-1040

### IOWA

310 W. Wisconsin Avenue  
Stop 6712 MIL  
Milwaukee, WI 53203-2221  
(414) 297-3302  
Toll-Free 1 (800) 829-1040

### KANSAS

1222 Spruce Street  
Stop 1022 STL  
St. Louis, MO 63103  
(314) 539-3660  
Toll-Free 1 (800) 829-1040

### KENTUCKY

801 Broadway  
MDP 46, Room 481  
Nashville, TN 37203-3836  
(615) 736-2280  
Toll-Free 1 (800) 829-1040

### LOUISIANA

600 S. Maestri Pl., Stop 21  
New Orleans, LA 70130  
(504) 558-3007  
Toll-Free 1 (800) 829-1040

### MAINE

JFK Federal Building  
15 New Sudbury St., Rm. 760  
Boston, MA 02203  
(617) 565-4325  
Toll-Free 1 (800) 829-1040

### MARYLAND

31 Hopkins Plaza, Room 615A  
Baltimore, MD 21201  
(410) 962-2222/2402  
Toll-Free 1 (800) 829-1040

### MASSACHUSETTS

JFK Federal Building  
15 New Sudbury St., Rm. 760  
Boston, MA 02203  
(617) 565-4325  
Toll-Free 1 (800) 829-1040

### MICHIGAN

P.O. Box 330500, Stop 45  
Detroit, MI 48232-6500  
(313) 226-3674  
Toll-Free 1 (800) 829-1040

### MINNESOTA

316 North Robert Street  
Stop 6610 STP  
St. Paul, MN 55101-1474  
(612) 290-3320  
Toll-Free 1 (800) 829-1040

### MISSISSIPPI

600 S. Maestri Place  
Stop 21  
New Orleans, LA 70130  
(504) 558-3007  
Toll-Free 1 (800) 829-1040

### MISSOURI

1222 Spruce Street  
Stop 1022 STL  
St. Louis, MO 63103  
(314) 539-3660  
Toll-Free 1 (800) 829-1040

### MONTANA

600 17th Street  
Stop #6400 DEN  
Denver, CO 80202-2490  
(303) 446-1659  
Toll-Free 1 (800) 829-1040

### NEBRASKA

310 W. Wisconsin Avenue  
Stop 6712 MIL  
Milwaukee, WI 53203-2221  
(414) 297-3302  
Toll-Free 1 (800) 829-1040

### NEVADA

210 E. Earll Drive  
Stop 4040 PX  
Phoenix, AZ 85012-2623  
(602) 207-8333  
Toll-Free 1 (800) 829-1040

### NEW HAMPSHIRE

JFK Federal Building  
15 New Sudbury St., Rm. 760  
Boston, MA 02203  
(617) 565-4325  
Toll-Free 1 (800) 829-1040

### NEW JERSEY

P.O. Box 668  
Newark, NJ 07101-9788  
Toll-Free 1 (800) 829-1040

### NEW MEXICO

210 E. Earll Drive  
Stop 4040 PX  
Phoenix, AZ 85012-2623  
(602) 207-8333  
Toll-Free 1 (800) 829-1040

### NEW YORK

*Manhattan*  
P.O. Box 3036  
Church Street Station  
New York, NY 10008-3036  
(212) 436-1021  
Toll-Free 1 (800) 829-1040

### Brooklyn

10 Metrotech Ctr.,  
625 Fulton St.  
Brooklyn, NY 11201  
(718) 488-3655  
Toll-Free 1 (800) 829-1040

### Albany

P.O. Box 606  
Buffalo, NY 14225-0606  
(716) 686-4777  
Toll-Free 1 (800) 829-1040

### Buffalo

P.O. Box 606  
Buffalo, NY 14225-0606  
(716) 686-4777  
Toll-Free 1 (800) 829-1040

### NORTH CAROLINA

320 Federal Place  
Room 120  
Greensboro, NC 27401  
(910) 378-2193  
Toll-Free 1 (800) 829-1040

### NORTH DAKOTA

316 North Robert Street  
Stop 6610 STP  
St. Paul, MN 55101-1474  
(612) 290-3320  
Toll-Free 1 (800) 829-1040

### OHIO

P.O. Box 3459  
Cincinnati, OH 45201  
(513) 684-5826  
Toll-Free 1 (800) 829-1040

### OKLAHOMA

55 North Robinson Street  
Stop 1040 OKC  
Oklahoma City, OK 73102  
(405) 297-4125  
Toll-Free 1 (800) 829-1040

### OREGON

915 Second Avenue  
MS-480  
Seattle, WA 98174  
(206) 220-5776  
Toll-Free 1 (800) 829-1040

### PENNSYLVANIA

600 Arch Street  
Room 4452  
Philadelphia, PA 19106  
(215) 597-6710  
Toll-Free 1 (800) 829-1040

### RHODE ISLAND

135 High St., Stop 116  
Hartford, CT 06103-1185  
(860) 240-4154  
Toll-Free 1 (800) 829-1040

### SOUTH CAROLINA

320 Federal Place  
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Greensboro, NC 27401  
(910) 378-2193  
Toll-Free 1 (800) 829-1040

### SOUTH DAKOTA

316 North Robert Street  
Stop 6610 STP  
St. Paul, MN 55101-1474  
(612) 290-3320  
Toll-Free 1 (800) 829-1040

### TENNESSEE

801 Broadway, MDP 46  
Room 481  
Nashville, TN 37203-3836  
(615) 736-2280  
Toll-Free 1 (800) 829-1040

### TEXAS

*Austin*  
300 East 8th St.  
M/C 6610 AUS  
Austin, TX 78701  
(512) 499-5439  
Toll-Free 1 (800) 829-1040

### Dallas

1100 Commerce St.  
M/C 6610 DAL  
Dallas, TX 75242  
(214) 767-1428  
Toll-Free 1 (800) 829-1040

### Houston

8701 S. Gessner  
Stop 6610 HAL  
Houston, TX 77074  
(281) 721-7070  
Toll-Free 1 (800) 829-1040

### UTAH

600 17th Street  
Stop #6400 DEN  
Denver, CO 80202-2490  
(303) 446-1659  
Toll-Free 1 (800) 829-1040

### VERMONT

JFK Federal Building  
15 New Sudbury St., Rm. 760  
Boston, MA 02203  
(617) 565-4325  
Toll-Free 1 (800) 829-1040

### VIRGINIA

P.O. Box 10049  
Room 10-502  
Richmond, VA 23240  
(804) 771-2289  
Toll-Free 1 (800) 829-1040

### WASHINGTON

915 Second Avenue  
MS-480  
Seattle, WA 98174  
(206) 220-5776  
Toll-Free 1 (800) 829-1040

### WEST VIRGINIA

P.O. Box 10049  
Room 10-502  
Richmond, VA 23240  
(804) 771-2289  
Toll-Free 1 (800) 829-1040

### WISCONSIN

3 1 0 W. Wisconsin Avenue  
Stop 6712 MIL  
Milwaukee, WI 53203-2221  
(414) 297-3302  
Toll-Free 1 (800) 829-1040

### WYOMING

600 17th Street Stop  
#6400 DEN  
Denver, CO 80202-2490  
(303) 446-1659  
Toll-Free 1 (800) 829-1040

### Outside 50 States & Foreign Countries:

#### GUAM

Taxpayer Service Division  
PDN Building, Room 902  
Agana, Guam 96910  
(671) 472-7471

#### PUERTO RICO

Mercantile Plaza Bldg.  
Room GF-05  
Ponce de Leon Ave.  
Stop 27 1/2  
Hato Rey, P.R. 00917  
(809) 759-4560  
Toll-Free 1 (800) 829-1040

#### Other Foreign Countries:

**OFFICE OF ASSISTANT COMMISSIONER (INTERNATIONAL)**  
950 L'Enfant Plaza  
S.W. Promenade Level  
Washington, DC 20024  
(202) 874-1332

#### Phone Number for People With Impaired Hearing Who Have TDD Equipment

All areas in U.S., including Alaska, Hawaii, Virgin Islands, and Puerto Rico:  
1-800-829-4059

#### Hours of TDD Operation

8:00 A.M. to 6:30 P.M. EST  
(Jan. 1-April 1)  
9:00 A.M. to 7:30 P.M. EDT  
(April 2-April 15)  
9:00 A.M. to 5:30 P.M. EDT  
(April 18-Oct. 28)  
8:00 A.M. to 4:30 P.M. EST  
(Oct. 29-Dec. 31)