

# 2023-2024 VITA VOLUNTEER TRAINING SCHEDULE

**Thank you for joining us this tax season as a United Way VITA volunteer and help families in our region get the tax credits and refunds they've earned. By offering tax preparation services at no cost, together we are closing gaps and creating opportunities for families to achieve financial stability.**

## WHAT IS VITA?

- VITA stands for Volunteer Income Tax Assistance and is a volunteer-supported program that helps people, with household incomes of up to \$64,000 annually, prepare and electronically file their federal and state tax returns at no cost.

## WHAT DOES IT TAKE TO BECOME A VOLUNTEER?

- Commit to just one, four-hour long shift per week from mid-January through mid-April.
- Have a willingness to help people in the community.
- No prior experience required.
- Spanish-speaking/bi-lingual volunteers needed.

## WHAT WILL I DO AT MY TAX SITE AS A VOLUNTEER?

- Prepare and electronically file income tax returns.
- Greet filers or manage appointment schedules.
- Help filers learn about ways to save and stretch their refunds.
- Act as a translator for volunteers and filers.
- Work with one household per hour on average.



## TRAINING SCHEDULE:

**January 20 - 21, 2024**  
9:00 a.m. - 4:00 p.m.  
University of Hartford

**January 27 - 28, 2024**  
9:00 a.m. - 4:00 p.m.  
Trinity College

**February 3 - 4, 2024**  
9:00 a.m. - 4:00 p.m.  
Eastern Connecticut State University



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Training**



**LIVE UNITED**

**JOIN US: GIVE. ADVOCATE. VOLUNTEER.**



# FREQUENTLY ASKED QUESTIONS:

## WORRIED THAT YOU DON'T HAVE THE TIME TO VOLUNTEER?

Never fear - volunteer as a Tax Preparer, Intake Specialist, or Financial Wellness Promoter for as little as three to four hours per week for just 12 weeks, beginning in mid-January.

## CONCERNED THAT THERE WON'T BE A TIME OR PLACE THAT WILL WORK WITH YOUR SCHEDULE?

Shifts are available evenings, weekends or during the day, seven days a week. The Village has 24 locations in East Hartford, Enfield, Hartford, Manchester, Putnam, South Windsor, Stafford, Storrs, Vernon, West Hartford, Willimantic, and Windsor.

## WORRIED THAT YOU ARE NOT A "TAX PERSON"?

We have you covered - the tax software is an online application, much like TurboTax, and we provide all of the tax law and software training you need for FREE (training would begin in December through early January).

## DON'T WANT TO GO TO A PHYSICAL SITE, BUT STILL WANT TO HELP?

No worries - Virtual VITA is available, allowing you to prepare tax returns remotely.

## WANT TO GIVE BACK TO THE COMMUNITY, BUT WANT TO HAVE REAL IMPACT IN REAL TIME WITH REAL PEOPLE?

Done - give back to the communities where you live, work and/or worship! Each volunteer hour results in an average refund of \$2,658 to a community member to be reinvested in our local economies. Over the course of a tax season, you will be responsible for helping bring tens of thousands of dollars to the Greater Hartford community and helping families get on a path toward financial security.

## WANT SKILLS BASED VOLUNTEERING THAT USES THE TALENTS AND/OR INTERESTS THAT ARE UNIQUE TO YOU?

This is it – build, or perhaps expand existing skills that will help the community and can also help you with your own taxes. Plus, you will receive IRS certification (we re-certify annually).

## VOLUNTEER KEY DATES:

### Registration:

Now through January 26, 2024

Email Taniqua Huguley at [thuguley@unitedwayinc.org](mailto:thuguley@unitedwayinc.org) to learn more

### Training and Certification:

December through late January

### VITA Sites Open:

Late January 2024 (this is the earliest date for sites to open; not all sites will open on this date)  
HRA sites open up on January 18th

**NOTE:** *These dates are approximate. To ensure the best placement of volunteers, we request you complete the registration, training and certification as soon as you can.*

Still have questions? Please contact **Taniqua Huguley** at [thuguley@unitedwayinc.org](mailto:thuguley@unitedwayinc.org) or 860.493.1104



*VITA is the best place to help our community people.*  
- 2022 VITA Volunteer



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**JOIN US: GIVE. ADVOCATE. VOLUNTEER.**

