

**At ALL VITA Sites: MUST wear a face mask ALWAYS covering nose and mouth. MUST bring your own pens.
Children/additional people (not required for tax preparation service) are NOT ALLOWED at the sites.**

Site	Site Address	Days & Hours for Drop-Off *	Dates *	
1	Arizona Complete Health Avondale Resource Center	995 E. Riley Drive Avondale, AZ 85323	Tuesdays: 2:00 pm - 4:00 pm Saturdays: 8:30 am - 10:30 am	Tuesdays: Feb. 1 - Apr. 12, 2022 Saturdays: Feb. 5 - Apr. 16, 2022
2	Buckeye Valley Chamber of Commerce	508 E Monroe Ave Buckeye, AZ 85326	Wednesdays: 2:00 pm - 5:00 pm	Wednesdays Feb. 2 - Apr. 13, 2022
3	Citadel of Praise Church	8738 W. Cholla Street Peoria, AZ 85345	Saturdays: 9:00 am - 11:00 am	Saturdays Feb. 5 - Apr. 16, 2022
4	Estrella Mountain Community College Closed on Friday, March 18, 2022	Ocotillo Hall, Room# 115 3000 N. Dysart Rd Avondale, AZ 85392	Fridays: 9:00 am - 12:00 pm	Fridays Feb. 4 - Apr. 15, 2022 Closed on Friday, March 18, 2022
5	Glendale High School	Media Center 6216 W Glendale Ave, Glendale, AZ 85301	Saturdays: 10:00 am - 1:00 pm	Saturdays Feb. 5 - Apr. 9, 2022
6	Littleton Elementary School District Office	Family Welcome Center 1642 S. 107th Avenue, Avondale, AZ 85323	Thursdays: 4:00 pm - 6:00 pm	Thursdays Feb. 3 - Apr. 14, 2022
7	Luke Air Force Base <u>MUST HAVE BASE ACCESS</u>	7383 N Litchfield Rd Bldg. 1150 (Block House) 3rd Floor Glendale, AZ 85309	Mondays: 9:00 am - 10:30 am	Mondays Jan. 31 - Apr. 11, 2022
8	Riverboat Bingo	18300 W. Bell Road Surprise, AZ 85374	Wednesdays: 11:00 am - 1:00 pm	Wednesdays Feb. 2 - Apr. 13, 2022
9	Surprise Resource Center Closed on Monday, Feb. 21, 2022	12425 W. Bell Road Bldg. A, Suite # 124 Surprise, AZ 85378	Mondays: 4:00 pm - 6:00 pm Tuesdays: 4:00 pm - 6:00 pm Thursdays: 9:00 am - 11:00 am	Mondays: Jan. 31 - Apr. 18, 2022 Tuesdays: Feb. 1 - Apr. 12, 2022 Thursdays: Feb. 3 - Apr. 14, 2022
10	YWCA Senior Center, Glendale	8561 N. 61st Avenue Glendale, AZ 85302	Tuesdays: 9:00 am - 10:30 am	Tuesdays Feb. 1 - Apr. 12, 2022

Expected turn-around time for VITA Drop Off Tax Preparation Service is 7-10 days

Tax Preparation service will be provided by IRS certified volunteers on First Come First Serve basis.

Please be respectful and courteous to VITA VOLUNTEERS

We reserve the right to REFUSE SERVICE and to stop taking clients BEFORE the site close time.

Steps to follow for using the VITA Drop-Off Service:

1	Sign-In at the site and completely fill out the Intake Sheet (3 pages) in your car /assigned waiting spots (if available). You will be called on your cell when it's your turn to Drop-Off your tax documents. Maximum 15 minutes are allowed for this 'Drop-Off' meeting with a VITA Volunteer.
2	Sign the (4) Consent forms and ensure ALL the required tax documents are open and out of the envelopes BEFORE coming to see a Volunteer. Social Security Card or ITIN Card/Letter (for ALL persons), Picture ID (for Taxpayer and Spouse) AND Prior year's tax return are REQUIRED to receive the free tax preparation service.
3	Tax Preparation will be done remotely and the customer will be contacted via phone or email to collect any incomplete or additional information required during the preparation/review process.
4	Taxpayer will be given an appointment for the completed 'Tax Return Pick-Up'. Taxpayer and the spouse, BOTH MUST be present for this meeting. Maximum 10 minutes are allowed for the "Pick-Up" appointment.

To find Information on VITA Site Locations in other areas (Phoenix, Mesa, Tempe etc), please visit <https://irs.treasury.gov/freetaxprep/>

Interested in learning basic Tax Law & Becoming a VITA Volunteer?

Visit & Sign-up at: <https://www.turnanewleaf.org/services/financial-empowerment/vita-program.html>



What to Bring to Your Local VITA Site!

- [Social Security Cards](#) or [ITIN](#) and [Birth dates](#) for **EVERYONE** on the tax return
- [Proof of photo identification](#) for both Taxpayer and Spouse (if applicable)
- [Copy of prior year tax return](#)
- [IRS Letter 6475](#), Total amount of Third Stimulus payment received
- [IRS Letter 6419](#), Total amount of **Advance Child Tax Credit** payments received
- Proof of [Bank Account](#) and [Routing number](#) for Direct Deposit/Debit
- Proof of foreign status, if applying for an ITIN
- Wage and earning statements (Form W-2, W-2G, 1099-R, SSA-1099, 1099-Misc, 1099-NEC) from all employers
- Interest and dividend statements (Forms 1099-INT, 1099-DIV)
- Information for all other income (Pensions Form 1099-R, Social Security Statement Form 1099-SSA, Sale of stocks & bonds Form 1099-B)
- Documents for medical deductions, property taxes paid, mortgage interest, auto registration, charity contributions – **all added up** individually.
- Form 1098-T from educational institution to claim education credits
- Amount paid to day care provider, their tax ID number, name, and address
- [Form 1095-A, Health Insurance Marketplace Statement](#)
- **Unmasked copies** of income transcripts from IRS and state, if applicable
- For married filing joint returns, both Taxpayer and Spouse **must be present to sign the tax returns** before it is electronically filed.