



## Denver Asset Building Coalition Welcome New Volunteers to Tax Season 2012

Thank you for your interest in preparing tax returns for low income families and individuals. You don't need to be an accountant or even a computer whiz to lend a hand to Denver's hard-working low-income families. You have the opportunity to help as a Tax Assistor, a Greeter or a Screener. Tax Assistors learn about preparing taxes and work one-on-one with clients throughout the tax season by preparing tax returns and answering questions. DABC provides all the mandatory training you need to get VITA certified by the IRS. Greeters and Screeners are the first volunteers our clients meet and they make sure that our services are accessible to the community. You do not need to be certified to fulfill a Greeter or Screener role. You will find detailed descriptions of all our volunteer positions at [www.DenverABC.org/volunteers.htm](http://www.DenverABC.org/volunteers.htm).

Denver Asset Building Coalition believes that all families deserve a prosperous and secure financial future. Every day our volunteers prepare tax returns for low income families. Without us, they'll miss out on refunds that they can use to clothe their children or be taken advantage of by people not looking out for their best interests.

Follow our 4-step process to volunteer with DABC:

### **Step 1 – Create your Account and supply information in DABC's VolunteerHub**

Go to <http://denverabc.volunteerhub.com> and answer a few simple questions, tell us how you want to help, and create your username and password. You will also select the position you are interested in (Tax Assistor or Greeter or Screener), as well as the site(s) where you want to volunteer.

### **Step 2 – Choose your training in DABC's VolunteerHub**

Choose a training class and a certification camp to attend. While logged into VolunteerHub, sign up for the time that best fits your schedule. There are several dates to choose from and you only need to attend **one class** and **one certification camp**.

New Tax Assistor Class	New Greeter and Screener Class
This mandatory class for new tax assistors and covers the basics of Tax Law, the e-file software (TaxWise) you'll use, DABC site procedures and expectations as well as an agency overview.	This mandatory class for new or returning Greeters, Screeners or Translators and covers important aspects of these roles including our client management system, DABC site procedures and expectations as well as an agency overview.
<b>Saturday December 17<sup>th</sup>, 2011, 9am-5pm</b> <b>Saturday January 7<sup>th</sup>, 2012, 9am-5pm</b> <b>Saturday, January 14<sup>th</sup>, 2012, 9am-5pm</b> <b>Saturday, January 21<sup>st</sup>, 2012, 9am-5pm</b>	<b>Saturday, January 7<sup>th</sup>, 2012, 9am-1pm</b> <b>Saturday, January 14<sup>th</sup>, 2012, 1pm-5pm</b> <b>Saturday, January 21<sup>st</sup>, 2012, 9am-1pm</b>

### **Certification Camps**

DABC wants to ensure our volunteer success. We understand that preparing taxes can be confusing if you are not experienced, and that learning tax law on-line can be a daunting task. Use DABC computer and tax software to complete your basic and intermediate certification. **All new volunteers are required to attend one** of our 8 certification camps. Bring your training materials and you could leave the camp with basic and/or intermediate certification completed. Site coordinators will be available to support you through the process.

### **Certification Camps are held at King Trimble Center 2980 Curtis Street, Denver, CO 80205**

Tuesday, December 20 <sup>th</sup> , 2011 – 5:30pm-8:30pm	Tuesday, January 3 <sup>rd</sup> , 2012 – 5:30pm-8:30pm
Sunday, January 8 <sup>th</sup> , 2012 – 10am-2pm	Tuesday, January 10 <sup>th</sup> , 2012 – 5:30pm-8:30pm
Wednesday, January 11 <sup>th</sup> , 2012 – 5:30pm-8:30pm	Sunday, January 15 <sup>th</sup> , 2012 – 10am-2pm
Tuesday, January 17 <sup>th</sup> , 2012 – 5:30pm-8:30pm	Sunday, January 22 <sup>nd</sup> , 2012 – 10am-2pm

### Information for Tax Professionals and Volunteers with previous VITA experience

CPA's, IRS employees, Enrolled Agents (EA), Certified Financial Planners, professional Tax Preparers, may opt-out of the Tax Law portion of the training, sign up for a "Returning Tax Assistor" training session (A complete training schedule is available on VolunteerHub) and take the Basic & Intermediate certification tests to volunteer with DABC. *All tax professionals are required to register and attend Returning Tax Assistor training regardless of experience.*

### Step 3 – Start preparing for Tax Assistor Certification

**Study** the Basic & Intermediate Tax Law online or using Training Material publications available from DABC:

- [Click here](#) to begin studying tax law online (This link will take you to the IRS Link & Learn Taxes web site or paste this link into your browser: <http://www.irs.gov/app/vita/index.jsp>) or use the VITA Training Guide (Publication 4491) if you prefer working with paper books instead of online.
- The training material publications can be picked up at the Trimble site (2980 Curtis) Monday-Friday, 8:30am-5:30pm or evenings by appointment.

Then **Practice** preparing the tax return scenarios in your training materials to answer questions on your certification test. You can either practice using the online software with the link below, by using paper tax forms found in your training books, or come to Open Lab times at the Trimble Site where you can use the software loaded on DABC computers and have the support of experienced volunteers.

- [Click here](#) to practice preparing tax returns online (or paste this link in your browser: <http://www.voltaxprep.com/>). The link will take you to the Electronic Tax Software Practice Lab associated with Link & Learn Taxes. Enter the site using this password: **learntwo**, and then "Create New User" to be assigned a six-digit user id that will store all your practice tax returns. Write down your six-digit user id.

Finally, **Pass the test** for both Basic and Intermediate

- [Click here](#) Take your Basic & Intermediate Tax Law test online or you can access this site from within the Link & Learn training environment (The link will take you to the VITA Certification Tests or paste this link in your browser: <http://linklearn.webtechteam.com/login.aspx?ReturnUrl=/Default.aspx> ). You will need to create a username and password for the test site so your test results will be recorded. Once you have successfully achieved 80% or better on the Basic & intermediate portions of the test, you will want to print and sign the IRS Volunteer agreement and turn it into to DABC so we can keep it on file.

### Step 4 – Sign up for your shifts

DABC will be hosting 2 sites in 2011 open January 28 through April 16. Register for shifts through VolunteerHub:

	<b>King Trimble Center</b> 2980 Curtis Street Denver, CO 80205	<b>Wells Fargo - Aurora</b> 9000 E Colfax Ave Aurora, CO 80011
<b>Saturday</b>	9am – 5pm	9am – 1pm
<b>Monday and Wednesday</b>	5:30-8:30pm	Not open weeknights

Plan to arrive 15 minutes before the site opens. New volunteers will be paired with experienced volunteers on their first day of volunteering.

**Questions?** Please contact Karen Black, Volunteer Coordinator at 720 865-2433 or email [Karen@DenverABC.org](mailto:Karen@DenverABC.org).