



Denver Asset Building Coalition Welcome Returning Volunteers to Tax Season 2012

Thank you for your renewed interest in joining the Denver Asset Building Coalition's (DABC) annual effort to help thousands of low income families file their tax returns. DABC is dedicated to helping families make the most of their money. Preparing tax returns is one of the ways DABC works to aid these families in becoming financially self sufficient. In the process our volunteers learn about taxes, have fun, and give back to the community.

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.

Renewing your commitment to volunteer is easy with our 4-step process:

Step 1 – Update your account information in VolunteerHub

Go to <http://denverabc.volunteerhub.com> and click on Your Account (upper right hand corner on Events page). Tell us how you want to help this year by selecting the position you are interested in (Tax Assistor or Greeter or Screener), as well as the site(s) where you want to volunteer for 2012. You will notice a few changes in volunteer hub for this tax season that allows us to get to know our volunteers even better! If you change your address, email address or phone number, please email the volunteer coordinator so that we can update our contact list.

Returning volunteers who are interested in helping train or be a site coordinator should email karen@denverabc.org so we can get you further involved with the DABC.

Step 2 – Choose your training in 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**.

Returning Tax Assistor Class	Returning Greeter and Screener Class
This mandatory class for tax assistors who volunteered with DABC in the past will cover updates to the e-file software you'll use, new 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.
Thursday, December 15th, 2011, 5:30pm-8:30pm Thursday, January 12th, 2012, 5:30pm-8:30pm Saturday, January 14th, 2012, 9am-12pm	Saturday, January 7th, 2012, 9am-1pm Saturday, January 14th, 2012, 1pm-5pm Saturday, January 21st, 2012, 9am-1pm

Certification Camps

DABC wants to ensure our volunteer success. To support you when working on your basic & intermediate certification tests, we encourage you to come to one of our 8 Certification Camps and use DABC computers and tax software. Site coordinators will be available to support you through the process. You could leave the camp with basic and/or intermediate certification completed.

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

Tuesday, December 20th, 2011 – 5:30pm-8:30pm
 Sunday, January 8th, 2012 – 10am-2pm
 Wednesday, January 11th, 2012 – 5:30pm-8:30pm
 Tuesday, January 17th, 2012 – 5:30pm-8:30pm

Tuesday, January 3rd, 2012 – 5:30pm-8:30pm
 Tuesday, January 10th, 2012 – 5:30pm-8:30pm
 Sunday, January 15th, 2012 – 10am-2pm
 Sunday, January 22nd, 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. *Please remember that all tax professionals are required to register and attend TaxWise e-file and Site Procedures training regardless of previous experience. After completing the test, print your Volunteer Agreement and bring it with you to the training class.*

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 Monday-Friday, 8:30am-5:30pm or evenings by appointment.

Step 3 – Start preparing for Tax Assistor certification (continued)

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 you'll want to "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 29 through April 16. Register for shifts through VolunteerHub:

	King Trimble Center 2980 Curtis Street Denver, CO 80205	Wells Fargo - Aurora 9000 E Colfax Ave Aurora, CO 80011
Saturday	9am – 5pm	9am – 1pm
Monday and Wednesday	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.

Thank you!