



# Tax Preparer (Virtual)

As a Tax Preparer volunteer, you will prepare federal and state tax returns based on the information provided by the taxpayer in the Intake Interview. This role requires you to complete the Tax Preparer training provided by United Way of Tucson and Southern Arizona. We provide all the necessary training and equipment; prepare tax returns for households across Arizona from the comfort of your own home.

## What is VITA?

United Way of Tucson and Southern Arizona's VITA program is dedicated to providing free, quality tax preparation services to families and individuals throughout Arizona. By becoming a VITA volunteer, you will have a direct impact on the financial well-being of hundreds of households in your community by helping them maximize their refund and receive one of the largest paychecks they'll receive all year.

## What will I do?

- Work with a team of virtual volunteers to prepare accurate federal and state tax returns
- Communicate with taxpayers virtually through Get Your Refund
- Answer tax-related questions and advise taxpayers
- Maintain confidentiality of taxpayer information

## What makes me a good fit?

- Strong verbal and communication skills
- Good interpersonal skills and comfortable working with a wide range of people
- Thorough attention to detail
- **No prior tax knowledge necessary**, we will provide all necessary training

## How much time will I spend volunteering?

- Minimum of 40 hours during tax season
- One day per week from mid-January to mid-April

## What will I get out of it?

- Demonstrate a commitment to community service
- Satisfaction of knowing that you had a direct impact on your community
- Flexible volunteer hours
- Free IRS-approved tax preparation training by tax experts
- Develop a life-long skill
- Knowledge of and hands-on experience in income tax preparation
- Opportunities for advancement into more experienced roles
- IRS-approved Continuing Credit for Enrolled Agents and accountants
- Experience in customer service and one-on-one taxpayer consultations
- Expand your resume

## How do we support you?

- Mentorship from highly experienced volunteers and United Way staff
- Opportunities for development into leadership roles
- Connections to other unique volunteer opportunities
- **Free** training and IRS VITA certifications

## How do I get involved?

- Attend 24 hours of tax law training (in-person or online at your own pace)
- Pass the IRS certification exam to achieve certification at the Advanced level
- Pass the IRS Standards of Conduct exam
- Pass the Intake/Quality Review exam
- Complete the Hub Training

Visit [unitedwaytucson.org/vita/volunteer](https://unitedwaytucson.org/vita/volunteer) to get started!