



**MAKE A DIFFERENCE
BY DEDICATING A
FEW HOURS TO HELP
THE COMMUNITY'S
TAX NEEDS**

Become a VITA Volunteer with United Way of Hunterdon County!

VITA (Volunteer Income Tax Assistance) is a program administered by United Way of Hunterdon County (UWHC) and sponsored by the IRS. UWHC operates VITA sites throughout Hunterdon County during the tax season to prepare free tax returns for low-to-moderate income families/individuals and those that speak limited English. After the tax season, UWHC's Volunteer Center continues to offer VITA appointments throughout the year.

In addition to providing tax preparation, our volunteers can assist clients with filling out their Property Tax Reimbursement forms (PTR) and help individuals obtain an ITIN. All VITA services are free of charge.

Volunteers who join VITA help bring back over \$1 million dollars to individuals that work or live in Hunterdon County through tax refunds each tax season!

"Este programa me ha ayudado mucho para poder declarar mis impuestos, ya que es gratuito y los voluntarios son muy amables e inspiran confianza."

("This program has helped me on doing my taxes since it's free and the volunteers are very nice and inspire trust.")

Arturo, VITA client

"United Way is an organization that has been very helpful because of the hearts that are committed, caring, and understanding to the needs of those they serve. I am very grateful to them. They helped me with tax preparation and explained it."

Andrea, VITA client



"My second year as a VITA volunteer was an enjoyable and fulfilling experience. It provided me an opportunity for personal growth and learning while allowing me to contribute to and give back to our community. The other seasoned preparers were extremely helpful and supportive. Every aspect of this program was a pleasure to be part of."

Jeff Switzer, VITA volunteer

GIVE. ADVOCATE. VOLUNTEER.



How do I sign up to be a volunteer?
Contact Viveka Af Trolle, VITA Manager
908-237-1689 ext. 129
viveka@uwhunterdon.org



VITA Frequently Asked Questions

Will I receive training?

Yes, you will be provided with the knowledge and skills needed to perform your role with confidence. Training includes tax law, computer software application, and orientation to the VITA program. Training is free.

What does tax preparer training involve?

The training program is approximately 35 hours. Training is online and done at your own pace. You will receive IRS training materials to guide you through your studies.

How much time is involved in volunteering?

Typically volunteers work 8-10 hours per week during the tax filing season.

I have prior tax preparation experience. Do I need additional training?

Yes. To be a volunteer VITA tax preparer you must take the IRS provided training and pass the test, you will be certified as a basic or advanced preparer. Additional training will be provided by our own experienced volunteers.

What will I be doing as a volunteer tax preparer?

You will work one-on-one with individuals and families to e-file their taxes through a secure program provided by the IRS.

What skills do I need?

You do not need professional tax-law experience to be a volunteer tax preparer, however basic computer literacy, attention to detail, IRS certification (provided by the IRS), and customer service skills are very important.

Where and when will I volunteer?

Volunteer hours are flexible during the tax season, and will be scheduled based on your availability. Volunteer shifts are offered on weekdays during morning, afternoon, and evening hours and some Saturdays during the day.

What if I have questions when preparing returns?

Each tax preparation location is supervised by a trained Site Coordinator and a Quality Reviewer who provide you with support, and answer your questions as they arise.

Are volunteers required to have a criminal background check?

Yes, but at no cost to the volunteers. United Way of Hunterdon County obtains and pays for background checks.



Tax Year 2022 Vita Volunteers

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