



# VITA | Volunteer Income Tax Assistance

## ***FREE Income Tax Preparation!***

At ODU's own VITA site! IRS-certified volunteers provide **free** basic income tax return preparation to qualified individuals.

### **WHEN:**

Mondays and Fridays  
February 1, 2016 through April 15, 2016  
*(Except 3/7 – 3/12)*

### **WHERE:**

Constant Hall, Room 1041

### **TIME:**

Drop-off / Pick-up 1pm to 5pm  
(Walk-ins based on availability)

### **ELIGIBILITY REQUIREMENTS:**

- ▶ Income generally \$54,000 or less
- ▶ No Schedule C (business) with losses
- ▶ No complicated Schedule D (capital gains & losses)

### **WHAT TO BRING:**

- For married filing joint, both spouses must be present
- All Forms W-2 and 1099
- Information for other income
- Information for all deductions/credits
- A copy of last year's tax return
- Proof of account for direct deposit of refund
- Social Security cards or Individual Taxpayer Identification notices/cards for you, your spouse, and/or dependents
- Proof of identification for yourself and/or your spouse
- Total paid to day care provider and their tax ID number
- Birth dates for you, spouse and/or dependents on the return
- Proof of foreign status if applying for ITIN
- Forms 1095-A, B or C (Affordable Health Care Statements)
- For prior year or returns, copies of income transcripts from IRS (and state, if applicable)



### **Questions?**

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