

## **VOLUNTEER INCOME TAX ASSISTANCE (VITA)**

### WHO QUALIFIES?

Anyone whose household income is \$49,000 or less – regardless of family size – is eligible for free income tax preparation through a VITA site. Call 2-1-1 to set up an appointment.

### What to Bring

To have your taxes prepared at a VITA site, you **must** bring:

- Valid photo ID, like a driver's license or state identification card
- Your social security card (not a copy) and social security cards for your spouse and dependents if applicable
- Birth dates for yourself, your spouse and your dependents
- Forms W-2, W-2G, and 1099-R (wage and earnings statements from all employers)
- Form 1099 – Interest and dividend statements (you may not have any)
- Total amount paid for Child Care and the provider's identifying number.
- Routing numbers and bank account numbers for direct deposit of your refund.

***If you do not bring these things, you will not be able to have your taxes prepared and you will have to come back another time.***

Other things you might want to bring include:

- A copy of your federal and state tax return from the prior year (if you have it)
- A book or work to do while you wait

If you do not have one of these things, contact Amber Paxton at 517.256.1466 for help.

NOTE: If you are married and filing a joint tax return, both spouses need to sign the required forms.

### What to Expect

Usually, getting your taxes prepared takes 30 to 60 minutes. If you have a large family, worked several jobs, or moved during the year, it may take longer for you.

When you arrive, you will be greeted and asked to fill out an intake form.

Then you will be paired with a certified volunteer tax preparer. The preparer will ask you questions and review the documents you brought. Then he or she will complete the return, with your assistance. The return will be checked for accuracy by a Quality Reviewer. Finally, once approved, the return will either be filed electronically, or you will be given a printed copy to sign and mail.

## VITA Sites

### INGHAM COUNTY:

#### **Allen Neighborhood Center**

1619 E Kalamazoo  
Lansing, MI 48912  
Call 211 to schedule your appointment  
Open: February 29 (Wednesday) 5pm – 8pm  
March 28 (Wednesday) 5pm – 8pm

#### **Capital Area Community Services (Lansing)**

1301 Rensen St  
Lansing, MI 48910  
Call 517-393-7077 to schedule your appointment

#### **Capital Area Community Services (Mason)**

218 E Maple St  
Mason, MI  
Call 517-676-1065

#### **Capital Area District Library (Downtown)**

401 S Capitol  
Lansing, MI 48933  
Call 211 to schedule your appointment  
Open: Mondays & Wednesdays from 6pm to 8pm, February 1 through April 11<sup>th</sup>

#### **Capital Area District Library (Downtown) – ICAN! E-file**

This site allows the client to prepare and e-file their own taxes for free, using the ican! E-file software. Client must have some earned income to qualify, and must be comfortable with the computer.

401 S Capitol  
Lansing, MI 48933  
Call 211 to schedule your appointment  
Open: Tuesdays, from 10am to 3pm & February 7th through April 10<sup>th</sup>

#### **Capitol Commons Senior Apartments**

600 South Sycamore St.  
Lansing, MI 48933  
OPEN TO RESIDENTS OF CAPITOL COMMONS ONLY. If you are a resident, ask the front desk to schedule your appointment for you.  
Open: March 7 (Wednesday) 9am – 3pm & March 21 (Wednesday) 9am – 3pm

#### **Comerica Bank**

101 N Washington Square  
Lansing, MI 48933  
Call 211 to schedule your appointment  
Open: February 4 (Saturday) 10am – 3pm & March 3 (Saturday) 10am – 3pm

**Cristo Rey Community Center**

1717 N High Street

Lansing, MI 48906

Call 211 to schedule your appointment

Open: Mondays and Wednesdays, from 6pm to 8pm, February 1st through April 11th

**Foster Community Center**

200 N Foster Ave

Lansing, MI 48912

Call 211 to schedule your appointment

Open: Saturdays, 10am – 12pm, February 4th through April 14th

**Letts Community Center**

1220 W Kalamazoo St

Lansing, MI 48915

Call 211 to schedule your appointment

Open: Tuesdays and Thursdays from 6pm to 8pm, February 2nd through April 12th

**Michigan State University Business College (BCC)**

Building 80, MSU, East Lansing

Call 211 to schedule your appointment

Open: Fridays, 1pm – 4pm from February 3 through April 13th

**Northwest Initiative**

530 W Ionia (corner of Ionia & Pine), Suite D

Lansing, MI 48933

Call 211 to schedule your appointment

Open: Mondays from 4pm to 8pm (February 6 through April 9th)

Wednesdays from 4pm to 8pm (February 1st through April 11th)

Fridays from 10am to 2pm (February only)

Saturdays from 9am to 2pm (February 4th through April 14th)

**Peckham Industries**

3510 Capital City Blvd

Lansing, MI 48906

**CLOSED SITE – FOR PECKHAM EMPLOYEES ONLY**

9am – 3pm Monday through Friday, February 1 – April 17

**Pilgrim Rest Baptist Church**

5200 Pleasant Grove Road

Lansing, MI 48911

Call 211 to schedule your appointment

Open: 10am – 3pm on the following Saturdays: February 4, 11, 25, March 3, 17, & April 7, 14

**Waverly East Intermediate School**

3131 East Michigan Avenue

Lansing, MI 48917

Call 211 to schedule your appointment

Open: February 7 (Tuesday) from 10am to 3pm & February 16 (Thursday) from 10am to 3pm

**Woodbridge Manor Apartments**

517 E Edgewood Blvd

Lansing, MI 48911

Call 211 to schedule your appointment

Open: Each Tuesday and Thursday from 9:30am – 5:00pm, from January 17 through April 12.

CLINTON COUNTY:

**Capital Area Michigan Works! (St. Johns Service Center)**

101 W Cass St Suite A

St Johns, MI 48879

Call 211 to schedule your appointment

Open: January 23 (Monday) 10am – 3pm & January 30 (Monday) 10am – 3pm

EATON COUNTY:

**Capital Area Community Services**

1370 N Clinton Trail

Charlotte, MI

Call 517-543-5465 to schedule your appointment

**Capital Area Michigan Works! (Charlotte Service Center)**

311 W First St

Charlotte, MI 48813

Call 211 to schedule your appointment

Open: Wednesdays, from 1pm to 5pm, February 1st through April 11th

**Eaton County United Way**

311 W First St

Charlotte, MI 48813

Call 211 to schedule your appointment

Open: February: All Tuesdays AND Thursdays, from 5pm to 8pm, March 6th through April 10th – Tuesdays only from 5pm to 8pm