

FREE VIRTUAL TAX PREP SERVICE

IRS-Certified Volunteers help you get your FULL REFUND



Community Action's VIRTUAL Volunteer Income Tax Assistance (VITA) prepares tax returns at NO COST for:

- individuals who make \$35,000 or less
- families who make \$55,000 or less

WHAT DO YOU NEED:

- Internet Access
- Email Address
- Required documents listed on back of this flyer
- Ability to take pictures of required documents to upload with tax forms (*usually done with smartphone*)

If you don't have access to the above technology, please call us at the number below for drop off options.



Call 651-603-5884 to schedule your appointment.



COMMUNITY ACTION PARTNERSHIP OF RAMSEY & WASHINGTON COUNTIES

450 Syndicate Street North
Saint Paul, MN 55104

www.capr.org

STEP 1: Call Us for an Appointment

Call 651-603-5884 and leave a message. We will call you back to ask some questions and schedule an appointment.

STEP 2: Fill out Tax Forms & Upload Required Documents

We will send an email with the link to your digital tax return. Follow the directions in the email to fill out your tax forms and upload all of the required documents (*see back of this flyer*).

STEP 3: Intake Video Appointment

We will send an email with the link to a GoToMeeting video appointment. Download GoToMeeting before your appointment. At the scheduled time, click on the link to participate in a video interview with your tax preparer.

STEP 4: Review & Sign Return

We will schedule a second video appointment to discuss your completed return. After this appointment we will send a form to your email for you to sign. Once you sign the form, your tax return will be submitted and you will be mailed a paper copy.

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WHAT TO UPLOAD:

[FOR EACH PERSON ON THE RETURN]

- Social Security card or Individual Taxpayer Identification Number (ITIN) card
- Photo Identification
- Income statements or forms:
 - Wages from all jobs (Form W-2)
 - Interest (Form 1099-INT)
 - Dividends (Form 1099-DIV)
 - Retirement Plans (Form 1099-R)
 - Gambling Winnings (Form W-2G)
 - Unemployment (Form 1099-G)
 - Social Security Benefits (Form SSA-1099)
 - Miscellaneous Income (1099-MISC)
 - Sale of Stock (1099-B)
- Scholarships and Grants (1098-T)
- Health Insurance Purchased via MNSure (Form 1095-A)

UPLOAD IF IT APPLIES:

- Prior year's tax return (if available)
- Verification of health insurance for each person listed on the return (1095-A or B)
- Checking and/or savings account & routing numbers
- Year-end income statements for MFIP, SSI, MSA, GA, veterans' benefits, and worker's compensation
- Receipts for education expenses for dependents grades K-12
- Tuition expenses paid to attend college (Form 1098-T)
- Paid student loan interest (Form 1098-E)
- Day care expenses paid for dependents. Bring provider's name, address & tax ID or Social Security Number
- Records of cash and non-cash charitable contributions
- Renters: Certificate of Rent Paid (CRP)
- Homeowners: Mortgage interest and real estate taxes paid in 2019 (Form 1098) and Statement of Property Tax Payable in 2020

