

Sample article for organizations to use to reach customers (495 word count)

Post the following article on your websites and/or use in other communication vehicles for people to consider a rewarding volunteer experience.

Choose your tax volunteer role

So you're considering taking the step to become a tax volunteer, but you're not exactly sure what that role entails. For the more than 93,000 volunteers who are recruited each year, the Volunteer Income Tax Assistance and Tax Counseling for the Elderly programs offer a variety of different roles and there's bound to be one that fits your skills and interests.

In addition to preparing taxes for people at tax sites, you can help in other ways where tax knowledge is not a requirement. Below is a listing of some of those duties that are an essential and critical part of the VITA and TCE program.

Greeter/Screeners

You greet everyone visiting the site to help create a pleasant atmosphere. You screen taxpayers to determine the type of assistance they need and confirm they have the necessary documents to complete their tax returns. Tax law certification is not required for this position.

Interpreter

You provide free language interpreter services to customers who are not fluent in English. Basic tax knowledge is helpful, but it is not required for this position.

Site Administrator/Coordinator

You have excellent organizational and leadership skills. You are the primary resource for sharing your knowledge of the program and are available to assist with any issues that may arise. You develop and maintain schedules for all volunteers to ensure adequate coverage, and make sure supplies and equipment are available at your site. Tax law certification is not always required for this position.

Tax Preparer

Using the fun, interactive Web-based software, you'll have access to the online courses that teach you to accurately prepare income tax returns for individuals. You go at your own pace and obtain your required certifications along the way.

Quality Reviewer

You review tax returns completed by volunteer tax preparers, ensuring that every taxpayer receives top quality service and that the tax returns are error-free. You must be tax law certified at the level of the tax returns you review.

Computer Specialist or Troubleshooter

You have a working knowledge of personal computers, software and communications systems. Tax law certification is not required for this position. If working at a self-prepare site, you must become familiar with the various tax software option(s) available at your site. Although you may have less taxpayer interaction than most volunteers, you must be patient with those individuals who may not be as computer literate.

Tax Coach

You provide tax law assistance based on the level of your certification required for this volunteer role. The key to this role is remembering that you only help guide the taxpayer as they complete their return and not to input the data for them.

To learn more about becoming a volunteer, complete and email [Form 14310 VITA/TCE Volunteer Sign Up](#) to TaxVolunteer@irs.gov. Make sure to include all of your contact information along with the city and state where you want to volunteer. A local IRS representative will direct you to the nearest organizations offering free tax help. Become a volunteer and see what a difference it can make in your life and the lives of others.

NOTE TO EDITOR: Below are links to helpful information to help you promote your volunteer efforts:

YouTube

Volunteer Income Tax Assistance Recruitment
<https://www.youtube.com/watch?v=E98kSoy892M>

On Twitter...

Learn to prepare #taxes and help others too. For more information, go to <http://go.usa.gov/DSK9> or visit #IRS.gov, type in #taxvolunteer

Volunteer this year. Help others prepare #taxes. Want more info about this great opportunity? Get info at <http://go.usa.gov/DSK9> #IRS #taxvolunteer

Say YES and volunteer to prepare taxes. Train online. More info at IRS.gov, key in #taxvolunteer <http://go.usa.gov/DSK9>