

# FREE TAX PREPARATION

**JANUARY 27 - APRIL 15, 2020**



## CLINIC HOURS

**JANUARY 27 - MARCH 7**

DAYS	TIME
Tuesday & Thursday	9:30 A.M. - 5:30 P.M.
Friday	9:00 A.M. - 3:00 P.M.
Saturday	9:30 A.M. - 1:30 P.M.

**MARCH 9- APRIL 15**

DAYS	TIME
Monday & Wednesday	4:00 P.M. - 6:00 P.M.
Tuesday & Thursday	9:30 A.M. - 5:30 P.M.
Friday	9:00 A.M. - 3:00 P.M.
Saturday	9:30 A.M. - 1:30 P.M.

## PROGRAM DESCRIPTION

The University of Houston-Downtown's **Volunteer Income Tax Assistance (VITA)** program offers free tax help to people who make \$66,000 or less and need assistance in preparing their own tax returns. IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals.

### Who's Eligible?

Be classified as one or more of the following:

- \$66,000 Annual Income or Less
- College / University Students
- Disabled
- Senior citizen

## LOCATION

**University of Houston-Downtown**  
Marilyn Davies College of Business  
(Shea Street Building)  
320 North Main Street,  
Houston, Texas 77002-1001

**ROOM: B-226**

### Parking

Metered parking around/next to the  
Shea/Business Building

## WHAT TO BRING

- W-2, 1099-MISC, etc.
- Student, Fee Bills
- 1099-DIV, 1099-INT Interest & dividend
- Total paid for daycare, provider's EIN
- Social Security cards
- ITIN assignment letter
- Donation documentation
- Property taxes paid
- 1095, Health Insurance Statements
- Health Insurance Exemption Certificate
- Income transcripts from IRS, if applicable
- Bank routing and account numbers
- Both spouses' for MFJ
- **IRS Form 13614-C**

## NON-RESIDENT ALIENS

- Passport
- Form I-94, Arrival and Departure Record
- Photo ID
- Foreign status proof
- Birth dates for all family members
- W-2, W-2G, 1099-R, 1099-Misc
- 1042-S
- **IRS Form 13614-NR**

## CONTACT

Email: [uhdvita@uhd.edu](mailto:uhdvita@uhd.edu)

VITA Clinic Phone: 713-238-1918

Website: [bit.ly/2Rm8pja](http://bit.ly/2Rm8pja)

