UHD’S VITA IS NOW ONLINE
The University of Houston-Downtown’s VIRTUAL 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.

HOW THE VIRTUAL TAX PREP PROCESS WORKS

01. STEP 1: See If You Qualify
Be classified as one or more of the following:
- $66,000 Annual Income or Less
- Disabled
- College / University Students
- Senior citizen

02. STEP 2: Call for a Quick Consultation
Provide Your Email Address with your name and telephone number and VITA Coordinator will Send an Intake/Interview Sheet (a 13614-C; or 13614-NR) for Completion.
VITA Clinic Phone: 713-222-5328

03. STEP 3: Return Interview Sheet & Gather Tax Documents
- Send Interview Sheet back by E-mail or Wait for ZOOM Invitation.
- Prepares for ZOOM Session by reviewing What to Bring List for appropriate documents needed.

04. STEP 4: Confirm Appointment and Install Zoom
- Call back to confirm Readiness for ZOOM Invitation (Doc and Completion of Taxpayer Intake Sheet)
- Install Zoom Application on phone or computer, and test connection.

05. STEP 5: Attend Zoom Session
VITA Coordinator will Invite you to UHD VITA Face-to-Face ZOOM Session and assign a Tax Return Preparer
- You and the Preparer will be Assigned to a Separate Breakout Room VITA ZOOM (Session Screenshared Tax Return Preparation System utilized as Appropriate)

MARCH 9- APRIL 15
VIRTUAL CLINIC HOURS

<table>
<thead>
<tr>
<th>DAYS</th>
<th>TIME</th>
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</thead>
<tbody>
<tr>
<td>Monday &amp; Wednesday</td>
<td>4:00 P.M. - 6:00 P.M.</td>
</tr>
<tr>
<td>Tuesday &amp; Thursday</td>
<td>9:30 A.M. - 5:30 P.M.</td>
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<tr>
<td>Friday</td>
<td>9:00 A.M. - 3:00 P.M.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:30 A.M. - 1:30 P.M.</td>
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</tbody>
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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
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Website: bit.ly/2Rm8pjo