Choose from these Volunteer SITE LOCATIONS & HOURS:

- Georgetown Community Resource Center
  - Wednesdays 4:30—8:30 pm
  - Saturdays 9—3 pm
- Leander Library
  - Mondays & Thursdays 4:30—8:30 pm
  - Saturdays 9—3 pm
- Taylor City Hall
  - Mondays & Wednesdays 4:30—8:30 pm
  - Saturdays 9—3 pm

ALL SITES OPEN:
January 28—April 16

WCFSC
Williamson County Financial Stability Coalition

Corporate Sponsors

Dell outlet

IBM

Walmart

Coalition Members

IRS

AARP Tax-Aide

WBC Opportunities
Providing Hope • Supporting People

United Way
United Way of Williamson County

Literacy Council of Williamson County

Contact Us

Phone: 512-255-6799
Email: coalition@unitedway-wc.org
Visit: www.wilcofreetaxprep.org

WCFSC
Williamson County Financial Stability Coalition

Looking for a volunteer opportunity that directly impacts working families?

YOUR help is needed to assist low to moderate income families and save them $$$.

Sign up today!

Phone:
512-255-6799
Email:
coalition@unitedway-wc.org
Visit:
www.wilcofreetaxprep.org

OUR FREE TAX CENTERS OFFER:

- Electronic tax filing for families with an income of less than $50,000 a year
- All services are 100% free of charge, allowing clients to avoid costly tax preparation fees

TIME REQUIRED:

- Prior to tax season, volunteer tax preparers will complete up to 16 hours of training and must pass the IRS certification
- During tax season, volunteers commit to one 3 to 4-hour shift per week.
- Evening and Saturday volunteer hours are available

VOLUNTEER BENEFITS:

- Free Training
- Convenient Locations
- Day, weekend, or evening shifts no longer than 3 to 4 hours at a time
- Easily accessible resources available to address questions and concerns
- Rewarding experience of making a difference in the lives of your low to moderate income neighbors
- Learn more about your own taxes & get great professional experience

REQUIREMENTS:

- Comfortable working with a wide range of personalities and backgrounds
- No prior experience necessary

3 WAYS TO VOLUNTEER!

1) TAX PREPARERS:

- Attend free training classes
- Familiar with Windows-based software
- Successfully complete IRS training & certification
- Sign & comply with IRS Volunteer Agreement
- Provide friendly customer service to all clients
- Talk with clients to gather information necessary to process their tax returns
- Identify client's filing status, who qualifies as a dependent, & their eligibility for tax credits
- Prepare tax returns by entering data into tax software
- Explain the tax return to client & answer questions

2) SITE SUPPORT PERSONNEL:

- Assist all clients with sign in upon arrival
- Perform initial screening process of all clients
- Survey clients to determine type of tax assistance appropriate and the tax forms required to complete the tax return
- Verify client has brought the necessary information from which a tax return can be completed
- Monitor site traffic to ensure sufficient time is allowed for all clients being checked-in
- Manage the waiting and entry areas while working to create a pleasant atmosphere at the site
- Provides general assistance to site and clients

3) TRANSLATORS:

- Must be bi-lingual—Spanish/English is preferred
- Performs all Site Support duties in addition to translating between clients and Tax Preparers when necessary

FOR MORE INFORMATION

Phone: 512-255-6799
Email: coalition@unitedway-wc.org
Visit: www.wilcofreetaxprep.org