



- **Come to the VITA office to pick up an Intake Form.**
- **Two persons or one family at a time in the VITA lobby.**
- **Take the Intake Form with you to fill out in your car or at home.**
- **Bring the Intake Form back to VITA with ALL your tax documents and Proof of ID and Social Security cards for ALL adults and dependents on the return.**
- **An IRS-Certified Volunteer will copy your proofs of ID for all adults and dependents on the tax return.**
- **Review the Intake Form with a volunteer for accuracy and completeness.**
- **Schedule your appointment to return for completed taxes. IRS-Certified Tax Preparers will process your dropped-off tax return in approximately the next two weeks.**
- **Return to the VITA office at your scheduled appointment time when you review, sign, and pick up your tax documents.**
- **Volunteers will electronically file your tax return to the IRS.**

Volunteer Income Tax Assistance is a free service
No cost. No hidden fees.

**113 N 7th St
785-827-1312**





Free Tax Preparation Services

for moderate and low-income individuals and families (generally \$56,000 and below) VITA's IRS-certified volunteers can complete your basic federal and Kansas tax returns, including figuring your Earned Income and Homestead tax credits.

Bring with you to VITA to have the free assistance:

- Government-issued photo ID
- Social Security cards or Social Security number verification letters or Individual Tax Payer Identification number letters for you, your spouse, and any dependents born on or before December 31, 2024
- Birth dates for all individuals listed on the tax return
- All 2024 wage and earning statements, Forms W-2, W-2G, 1099-R, 1099-Misc. 1099-NEC) from all employers, self-employment, retirement, pensions, annuities, IRA.
- All 2024 interest and dividend statements, Forms 1099-INT, 1099-DIV
- Refund of state/local income taxes, 1099-G
- Disability Income, 1099-R, W-2
- Social Security or Railroad Retirement Benefits, SSA-1099, RRB-1099.
- Form 1095-A, Affordable Healthcare Statement if you have this coverage
- A copy of last year's federal and state returns, if available
- Total paid for daycare and provider's tax identifying number, i.e., Social Security or Employer ID number
- 2024 Property Tax bills if claiming the Homestead Tax Credit.
- Bank account routing and account numbers for direct deposit of your refund (a blank check or bank card)
- Record of Advanced Child Tax Credit payments received in 2024 if received
- Current phone number

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