



Are you interested in making a real difference in someone's life and in our community?

Consider volunteering for the Tri-CAP VITA (Volunteer Income Tax Assistance) program. No experience is needed. We provide training for all volunteer positions.

- Tri-CAP's VITA Program offers free tax preparation and e-filing services to low and moderate income households
- Volunteers receive free training to become IRS Certified and prepare basic tax returns in our local communities, which is also a great asset on a resume
- For CPA's and financial professionals, the volunteer time provides continuing education credits from the IRS.
- The Tri-CAP VITA sites are located in St. Cloud and Waite Park. Training begins mid-January and the season ends in April 15.

Volunteer Positions Available:

Tax Site Assistant:

- Greets taxpayers, explain the process, and give them paperwork to complete
- Go over completed tax return with customers and secure necessary signatures

Tax Preparer:

- Prepares Federal, State, and Property tax returns using TaxSlayer software.
- Works cooperatively with staff and other volunteers to provide high-quality service to clients
- Maintains strict confidentiality

Tax Reviewer:

- Reviews prepared returns for accuracy. Must have 80 hours or 2 years' experience filing income taxes

*Note: The safety of our volunteers and clients is top priority. We will have reduced contact with the general public and are offering clients a drop-off appointment option. All meetings will observe social distancing, masks are required, and plexi-glass has been installed.

**For more information: Call 320-251-1612
or visit our website to submit an application: www.tricap.org**