

VITA TAX SITE DROP-OFF INSTRUCTIONS

The Centro para Familias Hispanas/Hispanic Family Center VITA Tax Site at 2013 N. Raleigh Blvd in Raleigh (27604) is operating as a *Drop-Off Only* site on Saturdays from January 29, 2022 through April 9, 2022. Please read and follow all instructions below.

STEP 1: DOWNLOAD your intake form (Form 13614-C), Virtual Consent Form (Form 14446), and Site Questionnaire. Fill out all forms completely and place them in a large envelope along with your W2s, 1099s and all other pertinent 2021 tax documents. Additionally, gather your Photo ID(s), Social Security Cards/ITIN letters (for taxpayers and all dependents), and bank routing # and account # for direct deposit to bring with your forms and tax documents. To save time, you can include copies of IDs, SS Card/ITIN letter and bank deposit info in your envelope. The VITA Site staff WILL NOT begin processing your return without all these required forms and ID documents. If possible, please bring a copy of your 2020 tax return.

STEP 2: SCHEDULE a Drop-off appointment on the website or call 919-286-1822 (M-F 9AM-Noon, 1PM-4PM) for assistance. DROP OFF all forms and tax documents at your scheduled time at 2013 N. Raleigh Blvd. Some drive-ups (without an appointment) may be taken as time allows between **9 AM and 11:30 AM**. At time of drop off, certified VITA volunteers will review your forms and tax documents, and make a copy of your IDs, SS Cards/ITINs and Direct deposit information if you haven't already done so. Please ensure you have an accurate phone number and email address on your technology form so that we may contact you regarding your return.

STEP 3: RETURN to the site on a Saturday (2/5/22 - 4/9/22) between **11:30 AM and 1:30 PM** to participate in the quality review of your tax return to ensure accuracy. After you are satisfied that it is correct, you will need to grant us permission to E-File your return via Form 8879. A copy of your completed return and all tax documents will be returned to you at this time. Note: a pick-up appointment is NOT needed and should NOT be scheduled - come in and let us know you are picking up a return. Retain your tax documents in a safe place for at least three years for your records.

*** In response to COVID-19 revised guidelines, your return may be prepared/reviewed by certified volunteers at current location (2013 N. Raleigh Blvd) or an alternate location.*

*REQUIRED PAPERWORK

- *FORM 13614-C - Intake/Interview & Quality Review Sheet
- *FORM 14446 - Virtual VITA/TCE Taxpayer Consent
- *Site Questionnaire
- Letter 6475 (mailed to you from the IRS in January 2022 if you received a 2021 Stimulus payment)
- Letter(s) 6419 (mailed to you from the IRS in January 2022 if you received Advance Child Tax Credit (CTC) payments in 2021). Spouses filing jointly will each receive a 6419 Letter. If you received monthly Advance CTC payments in 2021 but did not receive Letter 6419, you may obtain the information by either:
 - Go to www.irs.gov/ctcportal. To verify your identity, you will need to provide a photo of an identity document such as a driver's license, state ID, or passport. You will also need to take a selfie with a smartphone or a computer with a webcam to verify your identity.
 - Call 800-908-4184