

# VOLUNTEER INCOME TAX ASSISTANCE TRAINING SCHEDULE: 2022-2023 COMMUNITY VOLUNTEERS

REVISED OCTOBER 2022

<b>PROJECT/EVENT</b>	<b>VITA TAX PROJECT</b>	RSVP at <a href="mailto:taxproject@unitedwayrgv.org">taxproject@unitedwayrgv.org</a> for all trainings! Bring a laptop to all events except orientation. Study kits will be available at training events or at the United way office starting November 2022 (956) 548-6880
<b>ORGANIZER</b>	<b>UNITED WAY OF SOUTHERN CAMERON COUNTY</b> 634 E. LEVEE ST BROWNSVILLE TX 78520 Call: (956) 548-6880 Email: <a href="mailto:taxproject@unitedwayrgv.org">taxproject@unitedwayrgv.org</a>	

TRAINING OPPORTUNITIES	DATE	TIME	LOCATION
<b>VITA TRAINING PAGE - START HERE</b> All the instructions, links and resources you will need to train and certify as a VITA Volunteer are now available online at United Way's VITA Training Page.	Nov. 8 – Jan. 9	Self-paced	<a href="https://www.unitedwayrgv.org/vita-volunteer-training">https://www.unitedwayrgv.org/vita-volunteer-training</a> A VITA Training link is located at the right top corner of the UW webpage: unitedwayrgv.org
<b>VITA ORIENTATION</b> Learn about the program and how to certify as a volunteer tax preparer or helper.	Tuesday, Nov.15	5:30pm-7:30pm	UWSCC 634 E. Levee St, Brownsville TX Conference Room (look for sign) (956)548-6880
<b>Pick Up Study Kit</b> PUB 4012 Resource Guide & PUB 6744 Test Book. Call to confirm availability. Use online e-pubs until then.		Mon – Fri 8am-4pm	UWSCC 634 E. Levee St, Brownsville TX Conference Room (look for sign) (956)548-6880
<b>BASIC CERTIFICATION STUDY GROUP</b> <u>Tues:</u> Orientation & Practice Problem; <u>Wed:</u> Continue working problems (VITA-Train practice problems)	Tues/ Wed Nov. 29 & 30	5:30pm-7:30pm	UWSCC 634 E. Levee St, Brownsville TX Conference Room (look for sign) (956)548-6880
<b>BASIC CERTIFICATION STUDY GROUP</b> Tues: Orientation & Practice Problem; Wed: Continue working problems (VITA-Train practice problems)	Tues/ Wed Dec. 6 & 7	5:30pm-7:30pm	TSC – ITECC, Rm F-6 301 Mexico Blvd. Brownsville
<b>TAX PREPARATION CLASS</b> FOR NEW VOLUNTEERS Basic & Advanced. Tues & Wed: Work scenario problems with Ms. Solis (South Texas Scenarios practice problems)	Tues/ Thurs Dec. 13 & 15	5:30pm-7:30pm	UWSCC 634 E. Levee St, Brownsville TX Conference Room (look for sign) (956)548-6880
<b>CERTIFICATION STUDY GROUP</b> NEED HELP? This is an informal study group in which you can ask questions about tax law, practice scenario problems or how to start testing.	Saturday Dec. 17	9am-12pm	UWSCC 634 E. Levee St, Brownsville TX Conference Room (look for sign) (956)548-6880
<b>TSPO SOFTWARE TRAINING</b> (CHOOSE ONE DAY ONLY) This training is mandatory for all volunteer tax preparers. Contact United Way if you have a conflict.	Fri/Sat Jan. 6 & 7	9am-3pm	TSC 1700 Ridgely Rd, Brownsville TX Tandy- Computer Lab 212
<b>VOLUNTEER SERVICE - NEXT STEPS</b> See VITA Training Page for instructions (Step 5- Public Service). Submit F13615 and sign up for service hours.	January (after you certify)	N/A	<a href="https://www.unitedwayrgv.org/vita-volunteer-training">https://www.unitedwayrgv.org/vita-volunteer-training</a> A VITA Training link is located at the right top corner of the UW webpage: unitedwayrgv.org

**Trainings:** If you do not have dual monitors at home please log on to the zoom meeting on your smart phone and log onto Practice Lab on your computer before the training event begins. You will need a PUB 4012 (print or e-pub) and practice problems. Print problems before event or request a print from United Way. Find study group problems at VITA-Train, and Ms. Solis' class problems will be sent to you when you RSVP. Email your RSVP to United Way to receive a Zoom meeting link. The link directs you to the meeting without requiring you to download the app. You can input the meeting ID and password if you have the zoom app installed on your device. The meeting codes are the same for all events, so you can reuse links. Review the VITA Training Page before attending a study group.

**Site Coordinator Reminder:** Site Coordinator training events and deadlines are not listed on this schedule. Please contact UWSCC for more information. Bring a laptop to any in-person events that may be scheduled.