VOLUNTEER INCOME TAX ASSISTANCE
TRAINING SCHEDULE: 2023-2024
COMMUNITY VOLUNTEERS

Project: **VITA TAX PROJECT**
Organizer: **UNITED WAY OF SOUTHERN CAMERON COUNTY**
634 E Levee St   Brownsville, Tx   (956) 548-6880

Email: taxproject@unitedwayrgv.org
Text: (956) 556-2112   [Replies between 8am- 4:30pm]

October	November	December
Answers to exams will not be given at any point. Volunteers can, however, send their answers to a site coordinator for feedback.	**Accnts/ Basic Scenarios** — Nov 7th 5:30-7:30pm Create accounts: VITA Central, Practice Lab, input answers Scenario 1- Geronimo and Sandra Castro	**Basic Certification** — Dec 5th 5:30-7:30pm IRS PUB 6744 will be handed out to volunteers once they arrive.
	Basic Scenarios — Nov 8th 5:30-7:30pm 2. Julio C Villareal 4. Esperanza and Manuel Garza 3. Michelle Munoz	**ADVANCE CERTIFICATION** — Dec 6th 5:30-7:30pm IRS PUB 6744 will be handed out to volunteers once they arrive.
Orientation — Oct 17th 5:30-7:30pm Learn about the program, how to certify as a volunteer tax preparer or helper, volunteer standard of conduct, ethics training, and answer exam questions.	**1095-A / Self- Employment** — Nov 14th 5:30-7:30pm Schedule C Marketplace 1099-Misc 1099-NEC	**ADVANCE CERTIFICATION** — Dec 12th 5:30-7:30pm IRS PUB 6744 will be handed out to volunteers once they arrive.
Orientation — Oct 18th 5:30-7:30pm Learn about the program, how to certify as a volunteer tax preparer or helper, volunteer standard of conduct, ethics training, and answer exam questions.	**Advance Scenarios** — Nov 15th 5:30-7:30pm 1. Sergio Trevino 2. Rosa and Manuel Sanchez 3. Antonio Sequera (Variation)	**ADVANCE CERTIFICATION** — Dec 13th 5:30-7:30pm IRS PUB 6744 will be handed out to volunteers once they arrive.
TAX 101- LESSON — Oct 24th 5:30-7:30pm 1040 Who must file? Intake 13615-C Filing Status Dependent	**Advance Scenarios** — Nov 28th 5:30-7:30pm 4. Luis and Maria Sequera 5. Adolfo and Patricia Arguelles	**Happy Holidays!**
TAX 101- LESSON — Oct 25th 5:30-7:30pm What is gross income? Credits vs. Deductions Taxable Types of Credits Nontaxable	**Basic Certification** — Nov 29th 5:30-7:30pm IRS PUB 6744 will be handed out to volunteers once they arrive.	

Trainings: Any change to the schedule will be sent via email or text message. Make sure to submit a VITA volunteer application to be added to the database. Ensure to have your log-in information prior to attending study sessions to avoid delays. VOLUNTEERS SHOULD BRING THEIR OWN ELECTRONIC DEVICE (LAPTOP, MAC, IPAD, ETC)