HOW TO BECOME A VITA VOLUNTEER

1. Register to be a VITA Volunteer at www.volunteervita.org

2. Sign up for classroom training at www.volunteervita.org
   Get trained by IRS-certified tax instructors, meet site coordinators and current volunteers, and receive IRS training materials.

3. Choose your volunteer role
   VITA sites need tax preparers, screeners, site assistants, and quality reviewers.

4. Pass your tests
   Go to www.linklearnertification.com. IRS Publication 6744 contains the test questions. We recommend certifying at the Advanced level.

5. Choose your VITA site
   Check out www.unitedwayfilefree.com for a list of locations in the Nashville, TN area.

6. Contact your site coordinator
   Your site coordinator will be your main resource during the tax season.

7. Decide the days and hours to volunteer
   Let your site coordinator know when you will be at the VITA site.

8. Turn in your certificates
   Print and sign IRS Form 13615 Volunteer Standards of Conduct from Link and Learn. Bring the signed form and your photo ID to your site coordinator.

In partnership with the IRS