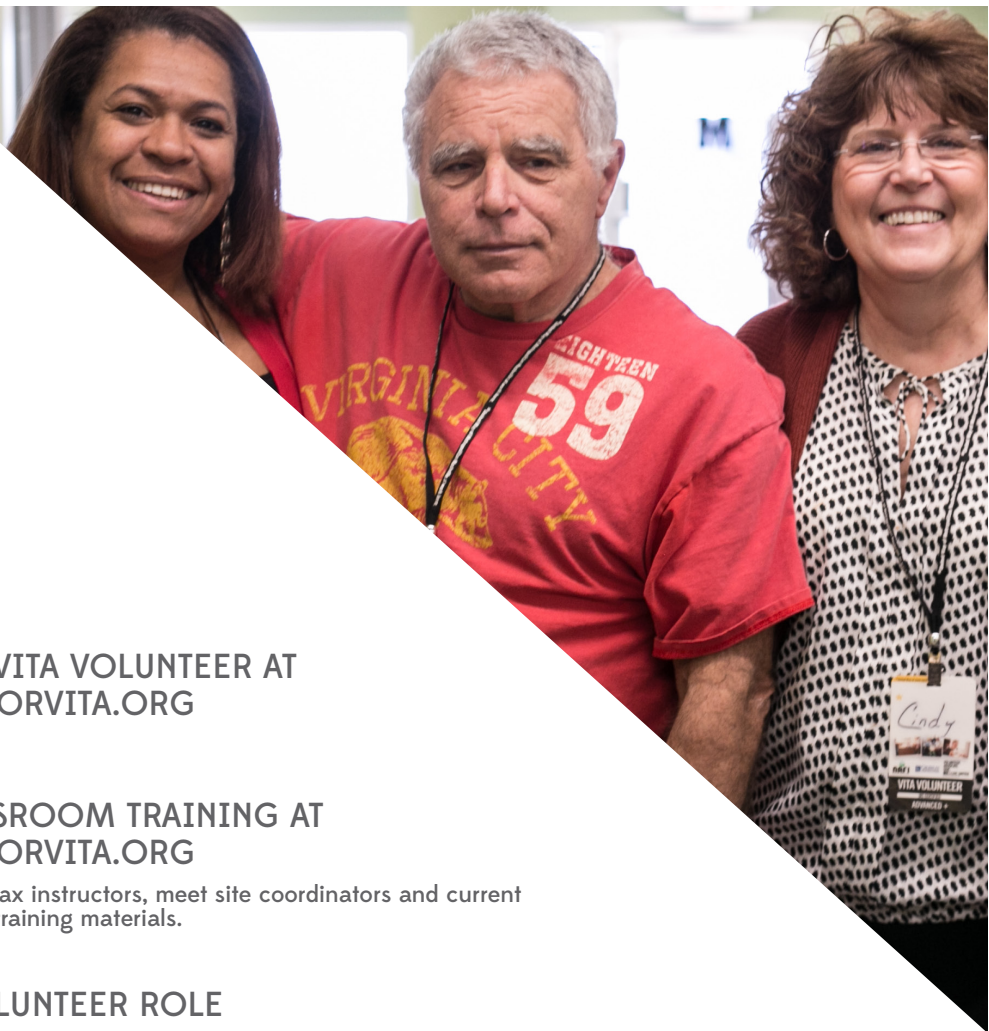


# HOW TO BECOME A VITA VOLUNTEER



- 1** REGISTER TO BE A VITA VOLUNTEER AT [WWW.VOLUNTEERFORVITA.ORG](http://WWW.VOLUNTEERFORVITA.ORG)



- 2** SIGN UP FOR CLASSROOM TRAINING AT [WWW.VOLUNTEERFORVITA.ORG](http://WWW.VOLUNTEERFORVITA.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.linklearncertification.com](http://www.linklearncertification.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](http://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.



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