

# 2018 VITA Income Tax Preparation Schedule



For information and appointments -

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**FINAL**

\*SITE CLOSED (\*site closed that day – no tax returns being done)

<b>Barre:</b> Capstone Community Action, 20 Gable Place						Walk in or by appointment (# above)					
Monday	3-7 pm	2/5	2/12	<del>2/19</del> * CLOSED	2/26	3/5	3/12	3/19	3/26	4/2	4/9
Tuesday	3-7 pm	2/6	2/13	2/20	2/27	<del>3/6</del> * CLOSED	3/13	3/20	3/27	4/3	4/10
Thursday	9am-3pm	2/8	2/15	2/22	3/1	3/8	3/15	3/22	3/29	4/5	4/12

<b>Barre:</b> Aldrich Public Library, 6 Washington St.						Walk in or by appointment (# above)					
Saturday	10am-2pm	2/10	2/17	2/24	3/3	3/10	3/17	3/24	3/31	4/7	4/14

<b>Bradford:</b> Bradford Library, 21 South Main St.						Call Marcy 802-291-0525					
Thursday	4-7 pm	2/8	2/15	2/22	3/1	3/8	3/15	3/22	3/29	<del>4/5</del> *CLOSED	4/12
Saturday	9-11:30 am	ONLY on		2/10	2/17	3/3	3/17	3/31	4/14		

<b>Corinth:</b> Blake Memorial Library, 676 Village Rd. East Corinth						Call Marcy 802-291-0525					
Monday	4-7 pm	2/5	2/12	<del>2/19</del> * CLOSED	2/26	3/5	3/12	3/19	3/26	<del>4/2</del> *CLOSED	4/9

<b>Montpelier:</b> Kellogg-Hubbard Library, 135 Main St.						Walk in or by appointment (# above)					
Wednesday	2-7 pm	2/7	2/14	2/21	2/28	3/7	3/14	3/21	3/28	4/4	4/11

<b>Morrisville:</b> VFW, 28 VFW St. (Pleasant St.)						By appointment only (# above)					
Thursday	Appointments Only	2/8	2/15	2/22	3/1	3/8	3/15	3/22	3/29	4/5	4/12
Saturday	9am-1pm	ONLY on		2/24	No other Saturdays						

<b>Northfield:</b> Brown Public Library, 93 S. Main St.						Walk in or by appointment (# above)					
Thursday	5:30-7 pm	2/15	2/22	3/1	3/8	3/15	3/22	3/29	4/5	4/12	

<b>Randolph:</b> Capstone, 12 Prince St.						Call office Randolph 728-9506 to schedule					
Monday	5-7:30 pm	2/5	2/12	<del>2/19</del> CLOSED*	2/26	3/5	3/12	3/19	3/26	4/2	4/9
Wednesday	5-7:30 pm	2/7	2/14	2/21	2/28	3/7	3/14	3/21	3/28	4/4	4/11

<b>South Royalton:</b> Vermont Law School, 164 Chelsea St.						Walk in or appointment (802-831-1363)					
Monday	5:30-8:30 pm	2/12	<del>2/19</del> CLOSED*	2/26	<del>3/5</del> CLOSED*	3/12	3/19	3/26	4/2	4/9	
Wednesday	5:30-8:30 pm	2/14	2/21	2/28	<del>3/7</del> CLOSED*	3/14	3/21	3/28	4/4	4/11	

<b>Waitsfield:</b> Evergreen Place, 5308 Main St.						Walk in or by appointment (# above)					
Wednesday	3-6 pm	2/7	2/14	2/21	2/28	3/7	3/14	3/21	3/28	4/4	4/11
Thursday	By Appointment Only										

## **Items to Bring for Tax Return Preparation:**

All taxpayers need to bring item numbers **1 and 2** below, **plus** all other items which **apply to you**.

1.  **Photo ID** (adults); if married, filing jointly, both spouses must be present
2.  **Social Security Card** for you, spouse, and dependents
3.  ITIN (*Individual Taxpayer Identification Number*) only for people who do not have a SS# and are not eligible to obtain one; generally applies to resident and non-resident aliens
4.  Wage statements from all employers (W-2)
5.  Interest and Dividend Statements (1099-INT, 1099-DIV)
6.  Retirement Income - IRA and Pension statements (1099-R)
7.  Social Security annual statement for retired people (SSA-1099)
8.  Social Security Disability - if applicable, proof of amount (SSDI and SSI)
9.  Other income statements (1099-C, 1099-MISC, W2-G) including unemployment compensation (1099-G)
10.  If Self-employed – record of all gross receipts and expenses
11.  Other statements received, such as Mortgage Interest Statement (1098), Tuition Statement (1098-T), and Student Loan Interest (1098-E)
12.  Vermont Health Connect statement (1095-A) IF you receive health insurance from VHC; other health insurance forms helpful but not required (1095-B/C)
13.  Health Insurance Exemption Certificate IF you received one from Vermont Health Connect (VHC); or letter from VHC if you are still waiting for certificate
14.  Bank routing and account numbers (written) if electing direct deposit
15.  Statement from registered daycare provider if applicable
16.  **Homestead Declaration** - Current Property Tax bill for homeowners
17.  **Renter's Rebate** - Original Landlord Certificate (LC-42); OR computer printout with code number if Landlord completed certificate online
18.  **IF** applying for Renter's Rebate or Property Tax Adjustment (aka Prebate), bring taxable and non-taxable income and SS# for everyone who lived with you during year
19.  Last year's Federal and State income tax returns can be helpful if available