

# Volunteer with NYC Free Tax Prep

## 2018 Tax Season Information

### Learn to prepare taxes and make a difference for NYC!

Many New Yorkers qualify to file their taxes for free ... but often spend hundreds of dollars to have their taxes prepared.

**NYC Free Tax Prep** provides trusted, professional filing for thousands of New Yorkers. We need your help as a volunteer to prepare taxes and help New Yorkers keep their whole refund.

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Volunteers with NYC Free Tax Prep work one-on-one with clients to prepare returns and help them claim important tax benefits like the Earned Income Tax Credit (EITC). You will receive high-level training and support with every return. Working with your clients, you will see the impact of your work immediately and gain hands-on knowledge of the tax system. NYC Free Tax Prep has more than 200 sites throughout the city, open days, evenings and weekends, making your commitment easy to schedule.

#### Role and responsibilities:

- Prepare state and federal tax returns using tax software
- Work with NYC Free Tax Prep provider staff and other volunteers to provide high-quality customer service
- Direct clients to other financial health resources provided on-site (if available)

#### Skills required:

No previous tax experience is necessary!

- Computer proficiency
- Ability to effectively communicate and engage with clients
- Passion for connecting with people

#### Commitment and timeline

October-December 2017:

- Connect with an NYC Free Tax Prep provider
- Attend volunteer info session

November 2017-January 2018:

- Complete 16-20 hours of in-person and online training
- Successfully complete (open book) IRS certification tests

January-April 2018:

- Volunteer one 5-hour shift per week (commitment varies by provider)

**For more information:** Visit [bit.ly/IRSVol](http://bit.ly/IRSVol) or contact [glouis@dcal.nyc.gov](mailto:glouis@dcal.nyc.gov).  
**Information on NYC Free Tax Prep Providers on reverse**

## NYC Free Tax Prep Providers

### AARP Tax Aide

Sites in all five boroughs

**Web:** [http://www.aarp.org/money/taxes/aarp\\_taxaide/](http://www.aarp.org/money/taxes/aarp_taxaide/)

**Additional details:** Advanced Certification Preferred

### Ariva Inc.

Sites in The Bronx

**Contact:** Maribel Montilla, Tax Program Director

**Email:** [mmontilla@ariva.org](mailto:mmontilla@ariva.org), **Phone:** 718-690-9868

**Additional Details:** All certification levels welcome, Advanced Certification preferred. We ask volunteers to commit to a minimum of 4 shifts during the tax season.

### The Bronx Neighborhood Housing Services

Sites in The Bronx

**Contact:** Yanira Luna, VITA Site Coordinator

**Email:** [y.luna@bronxnhs.org](mailto:y.luna@bronxnhs.org), **Phone:** 718-881-1180

**Web:** [www.bronxnhs.org](http://www.bronxnhs.org)

**Additional Details:** All certification levels welcome.

### Chhaya CDC

Site in Queens

**Contact:** Gurpreet Singh, Financial Counselor

**Email:** [gurpreet@chhayacdc.org](mailto:gurpreet@chhayacdc.org)

**Phone:** 718-478-3848

**Web:** <http://chhayacdc.org/>

**Additional Details:** Preferred language skills - Hindi, Punjabi, Nepali, Tibetan, Urdu, Bangla, Tamil or Spanish

### Community Tax Aid

Sites in The Bronx, Manhattan, and Queens,

**Contact:** Judy Russell, Secretary

**Email:** [CTAJudyRussell@aol.com](mailto:CTAJudyRussell@aol.com)

**Phone:** 646-200-5080

**Web:** [www.communitytaxaidnyc.org](http://www.communitytaxaidnyc.org)

**Additional Details:** No IRS training required. Must attend CTA training (2 Monday evenings or all day 1 Saturday). Preferred language skills - Japanese, Korean, Mandarin, Cantonese, and Spanish.

### The Financial Clinic

**Contact:** Stefan Hench, Director of Services

**Email:** [shench@thefinancialclinic.org](mailto:shench@thefinancialclinic.org)

**Phone:** 646-810-4050, ext. 128

**Web:** <https://thefinancialclinic.org/vita-tax-assistance/>

**Additional Details:** Language skills - Spanish

### Food Bank For New York City

**Contact:** Alana Akong, Manager, Volunteer Engagement

**Email:** [volunteer@foodbanknyc.org](mailto:volunteer@foodbanknyc.org)

**Phone:** 212-566-7855

**Web:** <http://www.foodbanknyc.org/volunteer/>

### Grow Brooklyn

Sites in Brooklyn and Manhattan

**Contact:** Zade Haobsh, Director of Operations of the Free Tax Program

**Email:** [zade@growbrooklyn.org](mailto:zade@growbrooklyn.org)

**Phone:** 917-627-7516

**Web:** [www.growbrooklyn.org/vita-tax-prep/volunteer/](http://www.growbrooklyn.org/vita-tax-prep/volunteer/)

**Additional details:** Preferred language skills - Spanish, Russian, Chinese dialects. Advanced Certification Preferred

### MMCC

Sites in The Bronx

**Contact:** Dewayne Lee

**Email:** [dlee@mmcc.org](mailto:dlee@mmcc.org), **Phone:** 347-334-1309

**Web:** [mmcc.org](http://mmcc.org)

**Additional Details:** All certification levels welcome.

### Urban Upbound

Sites in The Bronx, Brooklyn, Manhattan, and Queens

**Contact:** Tatiana Williams, Director of Tax

**Email:** [Tatiana@urbanupbound.org](mailto:Tatiana@urbanupbound.org)

**Phone:** 718-784-0877

**Web:** <http://urbanupbound.org/volunteer/>

**Additional Details:** Advanced Certification Preferred. Training is available Monday through Friday before tax season. We ask volunteers to commit to one day (8 hours) or two days (4 hours) per week for the tax season.

*Updated: September 27, 2017*