

VOLUNTEER INCOME TAX ASSISTANCE

(REMEMBER YOU MUST CALL 2-1-1 FIRST TO SCHEDULE AN APPOINTMENT)

VITA PROGRAM INFORMATION

Service description: Provides income tax preparation for low to moderate income individuals and families. The Lansing site will help with back taxes.

Eligibility: Tri-County residents with household income of less than \$50,000 per year.

Application process: Appointment is required. Callers should contact the office in their county.

Documents required:* Drivers license or State ID

* Proof of Social Security numbers or ITIN for self, spouse and dependents, if applicable.

* Proof of income: W-2, Unemployment form 1099-G, Pension form 1099-R, Social Security SSA-1099, SSI award letter, Interest/Dividends Form 1099-INT or 1099-DIV, DHS Assistance annual statement, Child Support annual statement, Gambling/Lottery Winnings W-2G all as applicable

* Copy of 2008 tax return if available

* Proof of other expenses, such as: Medical or HMO premiums paid for self and/or family, dependent care expenses, student loan interest, course materials or tuition

* Homeowners: Proof of taxable value of home, as well as summer & winter property tax bills for 2009 (Michigan Homestead Property Tax Credit)

* Renters: rental contract, rent receipts for 2009, landlord's name and address (Michigan Homestead Property Tax Credit) *Cost of heat for 11/01/08-10/31/09 (Home Heating Credit)

* For direct deposit: bank's name, routing number and account number

Fees: No fee for service.

Application process: Call 2-1-1 to schedule an appointment

SITES IN THE TRI-COUNTY AREA

CAPITAL AREA COMMUNITY SERVICES -- EATON SERVICE CENTER
1370 N. Clinton Trail
Charlotte, MI 48813

CAPITAL AREA MICHIGAN WORKS!
CHARLOTTE MICHIGAN WORKS SERVICE CENTER
311 W. First St.
Charlotte, MI 48813

MICHIGAN STATE UNIVERSITY
SERVICE LEARNING & CIVIL ENGAGEMENT
27 Student Services Building
East Lansing, MI 48824-1113
(517) 353-4400

BLACK CHILD AND FAMILY INSTITUTE
835 W. Genesee
Lansing, MI 48915

CAPITAL AREA COMMUNITY SERVICES -- LANSING SERVICE CENTER
1301 Rensen
Lansing, MI 48910

CAPITAL AREA DISTRICT LIBRARY
DOWNTOWN LANSING LIBRARY
401 S. Capitol
Lansing, MI 48933

CAPITOL COMMONS
600 S. Sycamore
Lansing, MI 48933

COMERICA BANK
101 N. Washington
Lansing, MI 48933
Services: VITA Program Sites

CRISTO REY COMMUNITY CENTER

1717 N. High St.

Lansing, MI 48906

LANSING NETWORK CENTERS/ALLEN NEIGHBORHOOD CENTER

1619 Kalamazoo St.

Lansing, MI 48912

LANSING PARKS AND RECREATION/FOSTER COMMUNITY CENTER

200 N. Foster St.

Lansing, MI 48912

LANSING PARKS AND RECREATION/LETTS COMMUNITY CENTER

1220 W. Kalamazoo

Lansing, MI 48915

NORTHWEST INITIATIVE

1012 N. Walnut Street

Lansing, MI 48906

PILGRIM REST BAPTIST CHURCH

5200 Pleasant Grove Road

Lansing, MI 48911

UNION MISSIONARY BAPTIST CHURCH

500 S. Martin Luther King Boulevard

Lansing, MI 48915

WAVERLY PUBLIC SCHOOLS-EAST INTERMEDIATE

3131 West Michigan Avenue

Lansing, MI 48917

CAPITAL AREA MICHIGAN WORKS!

ST. JOHNS MICHIGAN WORKS SERVICE CENTER

101 W. Cass St., Suite A

St. Johns, MI 48879