

To All Tax Payers

The Gila River Indian Community Volunteer Income Tax Assistance (VITA) program will resume tax preparation services on June 1, 2020. The IRS has extended the 2019 Tax deadline to July 15, 2020.

For the safety of the VITA volunteers and the tax payers, this office will be practicing the following guidelines according CDC:

Appointments are highly encouraged for tax preparations. Please call 520-562-9551 to schedule an appointment. Appointments are available Monday through Friday from 9:00am to 3:00pm.

The tax payer(s) will be the only individual(s) to be present for their appointment. Parent(s)/guardian(s) are encouraged not to bring any minors to the appointment in order to reduce the number of people in the room.

There will be areas labeled in order to maintain a safe 6 feet distance following the Social Distancing recommendations per CDC guidelines.

Walk-ins for tax preparations will be considered drop-offs. All drop-offs will be at a designated location. A VITA volunteer will review all documentation. for the following during drop-off:

An Intake Form 13614-C (yellow) completed and signed. The Primary taxpayer signature is required and if filing a joint return, the Secondary taxpayer signature is also required.

A completed GRIC Intake/Interview and Quality Review Sheet (purple).

Proof of identification (Government photo ID, Tribal ID). If filing a joint return, both spouses must be present to sign required authorization forms and provide their identification.

Social Security Cards or an ITIN letter for the tax payer, your spouse and all dependents.

Wages and earning statements (W2, W2-G, 1099-R, 1099 Misc., etc) from all employers.

Interest and dividend statements from banks (Form 1099-INT), if received.

Scholarships (1098-T), if received.

Total paid to daycare provider, including the daycare provider's name, address and tax identification information, such as a social security number or Employer Identification Number (EIN), if applicable.

Lastly, the taxpayer must provide an operating phone number. This phone number is needed in case there are questions concerning the tax return and once the drop off return is completed, VITA volunteers will be calling individuals back to review the tax return before it is electronically transmitted.