



2023 Taxes Filed for 2024 Calendar Year GRIC Volunteer Income Tax Assistance (VITA) Program

*The Internal Audit Department is currently **seeking volunteers** to assist with the upcoming income tax service (GRIC VITA Program).*

Employees who volunteer are granted a max of 20 hours administrative leave per pay period approved by Governor.

***Training will be January 9-11, 2024
8:00AM-5:00PM
Lunch Provided***

Greeter/Screeener

- 2-day training includes Code of Conduct, Screener Prep with Certification.
- Screening taxpayer document's; providing forms to taxpayer and ensuring that all are complete, including IRS Intake Form 13614-C; making copies of all required documents for the tax preparer.

Tax Preparer

- 3-day training includes Code of Conduct, Tax Prep (Basic or Advanced) Certification.
- Enter taxpayer data in tax software; contact taxpayer if needed, print tax return. Provide overview to taxpayer, obtain signatures, and answer any question.

Contact Ada Salgado at (520) 562-9552 or Laura Ryan at (520) 562-9563 for details

Your assistance is greatly appreciated!!