HOW TO BECOME A TAX PREP VOLUNTEER

1. CHOOSE YOUR VOLUNTEER ROLE
   VITA sites need tax preparers, screeners, and quality reviewers.

2. SIGN UP FOR VITA TRAINING
   Get trained by IRS-certified tax instructors and receive IRS training materials.

3. PASS YOUR TESTS
   Go to www.linklearncertification.com.

4. CHOOSE WHEN AND WHERE YOU WILL VOLUNTEER
   Let your Site Coordinator know when you will be at the VITA site.

5. CONTACT YOUR SITE COORDINATOR
   Your Site Coordinator will be your main resource during the tax season.

6. TURN IN YOUR CERTIFICATES
   Print and sign IRS form 13615 Standards of Conduct from Link and Learn.