



# FREE Income Tax Preparation



www.jccap.org

**Individuals who earn \$67,000 or less may qualify for the Volunteer Income Tax Assistance (VITA) Program.**

**Please bring these items to the VITA site when you have your tax return prepared:**

- Proof of identification (photo ID)
- Social Security Cards for you, your spouse, and dependents, or a Social Security Number verification letter issued by the Social Security Administration
- Birth dates for you, your spouse, and dependents claimed on the tax return
- Wage and earning statements (Form W-2, W-2G, 1099-R) from all employers
- Interest and dividend statements (Form 1099)
- A copy of last year's federal and state returns, if available
- Proof of bank account routing numbers and account numbers for Direct Deposit, such as a blank check (deposit slip is NOT recommended)
- Total paid for daycare and the daycare provider's tax identification number, the provider's Social Security Number or the provider's business Employer Identification Number
- Tuition Statements (1099-T) and Student Loan Interest Statements (1098-E)
- Form 1095 A, Affordable Health Care Statement (If you purchased health insurance from the Marketplace) or 1095 B or C Health Care Statement from your employer

**To file a married, joint tax return electronically, both individuals on the return must be present to sign.**

**Scheduling begins  
January 21, 2025**

**BY  
APPOINTMENT  
ONLY!**

**814-226-4785 x  
107**

**Clarion  
Brockway  
Brookville  
Reynoldsville  
Punxsutawney**

**Please contact a  
professional preparer  
for complicated returns.**

The IRS's Volunteer Income Tax Assistance (VITA) program has offered free basic tax return preparation to qualified individuals for over 50 years.

All VITA volunteers who prepare returns must take and pass tax law training that meets IRS standards. In addition to requiring volunteers to certify their knowledge of the tax laws, the IRS requires a quality review check for every return prepared at a VITA site prior to filing.



**AmeriCorps  
Seniors**

# FREE INCOME TAX PREPARATION!

*Tax Appointments begin in February!*

## We Will Prepare

### Federal, State, and Local returns for:

- Wages, salaries, etc. (Form W-2)
- Interest Income (Form 1099-INT)
- Dividends Received (Form 1099-DIV)
- State Tax Refunds (Form 1099-G)
- Unemployment Benefits (Form 1099-G)
- IRA Distributions (Form 1099-R)
- Pension Income (Form 1099-R, RRB-1099, CSA-1099)
- Social Security Benefits (SSA-1099)
- Simple Capital Gain/Loss (Form 1099-B)
- Self-employment Income (Form 1099-MISC) *limited*
- Gambling Winnings (Form W-2G)
- Cancellation of Debt (Form 1099-C) *limited*
- Health Savings Accounts (Form 1099-SA) *limited*
- Itemized Deductions *limited*
- Education Credits (Form 1098-T)
- Child Tax Credit
- Earned Income Credit
- Military income (locations vary)

## We Will Not Prepare

- Schedule C with losses
- Complicated & Advanced Schedule D (capital gains and losses)
- Form SS-5 (request for Social Security Number)
- Form 8606 (non-deductible IRA)
- Form 8615 (minor's investment income)
- Form SS-8 (determination of worker status or purposes of federal employment taxes and income tax withholding)
- Rental Income
- Farm Income

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**Leave a clear, detailed message with the location you would like to schedule. Your call will be returned in the order it was received.**

**Please leave only one message.**

## MONDAY

### Clarion Community Action

30 A S Sheridan Road  
Clarion, PA 16214

### The Heritage House

4 Sylvania Street  
Brookville, PA 15825

### Brockwayville Depot

425 Alexander Street Depot  
Brockway, PA 1582

## TUESDAY

### The Foundry

45 W Main Street  
Reynoldsville, PA 15851

## WEDNESDAY

### Clarion Community Action

30 A S Sheridan Road  
Clarion, PA 16214

## THURSDAY

### Jefferson County Housing Authority

201 N Jefferson Street  
Punxsutawney, PA 15767

IRS VITA/TCE return preparation sites are operated by certified volunteers. Site operating hours and services offered may be limited. In addition, by law, some sites provide priority services to seniors. Please be advised that you may not be immediately served. Your patience and understanding is appreciated.