

# VITA June Reopening Information

VITA is excited to be able to support you in getting your taxes done! Below is important information about the new way we will be doing tax returns in June. Please read all information below and be ready with all your tax documents when you come to your appointment.

## Basic Safety Protocols

- We are strongly encouraging you to wear a mask as we want to keep you and our volunteers safe.
- Volunteers will be required to wear a mask during their volunteer shifts.
- If you experience any of the following symptoms DO NOT come to your appointment:
  - Fever
  - Cough
  - Shortness of Breath
- If you experience any **two** of the following symptoms DO NOT come to your appointment:
  - Chills, muscle pain, headache, sore throat, new loss of taste or smell
- If you receive notice that you have been exposed to COVID-19 through contact tracing you must notify VITA immediately so notice can be provided to other volunteers and clients who may have been exposed. Call 319-538-4217.

## Who Are We Doing Income Tax Returns For?

- We are only doing tax returns for people who had appointment that were cancelled because of the virus. We are NOT open to the public.
- If you did not have an in-person appointment in March or April, we will not be able to do your taxes in June. We have a limited number of appointments available and are serving people who already had appointments.
- If you did not have an appointment with us, here are other tax filing options:
  - Free Alternative Tax Filing Options
    - <https://www.irs.gov/filing/free-file-do-your-federal-taxes-for-free>
    - [myfreetaxes.com](https://myfreetaxes.com)

## How to Schedule Your Appointment

- We will be doing approximately 15-minute intake appointments where you will leave your tax information with us and pick it up a week or two later once it is complete.
- Click [HERE](#) to find an appointment time that works for you.

- You can also move your appointment if you need to without having to call to reschedule.
- If this does not work, please call 319-538-4217
  - Please try to sign up online first before calling.

## What to Bring to Your Appointment?

- Please click [HERE](#) to see what you need to bring to your appointment

## Where to Go for Your Appointment

- VITA Location:
  - Human Services Campus  
Rex Eno Conference Room on the Second Floor  
317 7<sup>th</sup> Ave SE Cedar Rapids, IA 52401

## What Happens When You Come to Your Appointment?

- Please make sure you have all your forms when you arrive for your appointment.
- Please arrive 15 minutes before your appointment to fill out paperwork in the reception area.
- Please wear a mask to your appointment.
- When you arrive, check in with the greeter at the front desk. They will help you get your intake form and send you to an intake specialist when you are ready.
- If you forget a form, please work with your intake specialist to figure out how you will get us that form.
- No more than 10 people (including volunteers and clients) will be allowed in the conference room at any one time.

## How Do You Know When Your Taxes Are Done?

- We will call you when your taxes are done. Your taxes won't be filed until you pick them up, review them with you, and get a signature.
- The caller will work with you to figure out a time to come in so that we space out people coming in for appointments and people picking up their taxes.

## Other Information

- We have a limited number of volunteers who are will be able to work due to the virus. This means we may not have enough appointments for people who want them.
- Scheduling appointments is on a first come-first serve basis.
- We apologize for any issues this causes but this is new for us too and we want to help you as best as we can!
- If you have any questions, please call 319-538-4217.