

# Income Tax Preparation Services

## Introduction

Many low-income students are first-time tax filers. They need assistance in preparation and guidance. Student income tax preparation services on campus can provide students accessibility and expediency, allowing them to focus on their studies.

Beyond the first time filers, there are still many who may not know the best routes to take or how to get the biggest return. For low-income students needing assistance, a campus based program or a plan with recommendations can make a big difference.



## Free IRS Tax Software

- For those comfortable filing their own taxes free tax prep software guides are available and provide easy instructions.
- Easy to connect students with site.



## VITA Programs

- Campuses partner with Volunteer Income Tax Assistance Programs (VITA) to host tax prep on campus.
- Students volunteer as part of a service learning course to assist other students.
- VITA events are open to the general public, but can benefit low-income students at the institution.
- VITA events build community-campus relations.

## Implementation

Campuses that partner with Volunteer Income Tax Assistance Programs (VITA) provide a service to the community as well as their low-income students. In order to optimize the programs benefits most schools will use students as volunteers, providing valuable experience and a possible service learning opportunity for the student.

Many schools likely have VITA locations nearby already, so if your school does not host one, be sure you know where to send students to find a location (see "Tools to File for Free" to the right).

Get familiar with these valuable resources listed on the right of this user guide so you can best assist students in tax season and start the process of hosting a VITA program.

*"A properly administrated student VITA program is a win-win-win-win for the university, the community, student volunteers, and potential employers."*

## Best Practices

- Share tax tools with students at tax time.
- Use available online resources (See "Tools to File for Free" below)
- Be aware of VITA sites near campus, in order to refer students.
- Students with unresolved tax issues should use [Taxpayer Advocate Services](#) (an independent organization within the IRS).

## Resources

### Tools to File for Free

- [IRS Free Tax Return Preparation](#)
- [IRS Free File Program](#)

### How to Start a VITA Program

- [The VITA Program](#)

### Campuses with VITA

- [How to Become a VITA Volunteer](#)
- [Bunker Hill Community College Free Income Tax Service](#)
- [University of Toledo Income Tax Services](#)
- [California State University Long Beach VITA](#)

### TBR Resources

- [UT College of Law VITA Program](#)