

2009 Tax Season Volunteer Opportunities

Volunteers play a critical role in serving low-income Latino families, new immigrants, and elderly taxpayers through the Volunteer Return Preparation Program (VRPP). In concert with The Department of Revenue, CLUES continues to explore opportunities to improve the Volunteer Return Preparation Program and expand our services.

A basic component of quality service is assuring the accuracy of returns prepared at VRPP sites. A number of elements contribute to return preparation accuracy; key among these elements is annual volunteer recruitment, training, and certification.

In the 2008 tax season, CLUES, The Minnesota Department of Revenue and our 30 volunteers served 900 families, more than 500 of whom filed tax returns and received a total of \$ 774,000 in federal and state refunds.

ON & OFF – SITE LOCATIONS

2009 Tax season will be offered at:

CLUES Minneapolis, 720 E Lake Street, 55407, every Tuesday from 5:00 to 8:00 pm.

CLUES St Paul, 797 E 7th Street, 55106, every Thursday from 5:00 to 8:00 pm.

Sagrado Corazón School, every Saturday from 9:00 to 12:00 pm.

Upcoming 2009 tax season

February 3rd to April 14th

We are currently recruiting for:

Tax Preparers, Quality Reviewers, Intake coordinators, and Interpreters

Volunteers Roles:

- ❖ Tax Preparer
- ❖ Quality Reviewer
- ❖ Intake Coordinators
- ❖ Interpreter

Requirements:

Tax Preparers:

- ❖ Enjoy working with diverse communities
- ❖ Enjoy working with numbers
- ❖ Willing to learn basic tax information
- ❖ Computer literate
- ❖ Attend training offered by The Department of Revenue and pass certification test from IRS
- ❖ Preferred, but not required to be bilingual (English/Spanish – English/Somali)

Quality Reviewers:

- ❖ Enjoy working with diverse communities
- ❖ Enjoy working with numbers
- ❖ Pass the Advance VITA test
- ❖ Computer Literate
- ❖ Attention to detail and certify that returns are done properly (Zero errors)

Volunteers Duties:

- ❖ Exhibit basic knowledge of 2009 tax information
- ❖ One on one tax preparation
- ❖ Enter information into 2009 tax software
- ❖ Able to answer tax payers' questions about their tax returns
- ❖ Supervise Intake process
- ❖ Interpret for Tax preparers

As a volunteer you will:

- ❖ Become certified as a Tax Preparer by the IRS.
- ❖ Be able to file your taxes for free.
- ❖ Receive an award letter stating the amount of hours served in the community.
- ❖ Be invited to a recognition dinner hosted by The Department of Revenue.

If you are interested in volunteering for 2009 Tax Season, please contact:

Jonas Parra at 651-556-6616 or e-mail him at jonas.parra@state.mn.us

Alejandro Valenzuela at 612-746-3535 or e-mail him at avalenzuela@clues.org

Paula Hernández at 612-746-3503 or e-mail her at phernandez@clues.org