

1. Is the tax preparation service really free?

- Yes, we do not charge clients with their tax preparation and will file all federal and Indiana state returns electronically, free of charge. Additionally, we will prepare out of state returns, which you will have to mail in yourself.

2. Who will be preparing my tax return?

- IRS-certified student volunteers will be preparing your individual tax returns using computer software provided to us by the IRS. Also, all tax returns are overseen and checked by a VITA Site Coordinator, who is certified at the "Advance" level or beyond.

3. What items do I need to bring with me to the VITA site to have my taxes prepared?

- Proof of Identification
- Social Security Cards for you, your spouse and dependents and/or a Social Security Number verification letter issued by the Social Security Administration
- Birth dates for you, your spouse and dependents on the tax return
- Current year's tax package if you received one
- Wage and earning statement(s) Form W-2, W-2G, 1099-R, from all employers
- Interest and dividend statements from banks (Forms 1099)
- A copy of last year's Federal and State returns if available
- Bank Routing Numbers and Account Numbers for Direct Deposit
- Total paid for day care provider and the day care provider's tax identifying number (the provider's Social Security Number or the provider's business Employer Identification Number)
- If a taxpayer is a non-custodial parent and is claiming a child, [Form 8332](#) must be completed.
- To file taxes electronically on a married filing joint tax return, both spouses must be present to sign the required forms

4. Where are you located?

- The VITA program will be conducted at the Valparaiso University School of Law, 656 S. Greenwich Street in the Student Lounge. Click [here](#) for directions to the School of Law.

5. I need to contact the Valparaiso University School of Law VITA program directly to ask a question, make an appointment, or cancel an appointment.

- Phone: (219) 465-7900
- Email: valpo.vita@gmail.com
- Make Appointments: Please use our [online appointment form](#) to make an appointment

- Cancel Appointment: Please call or email VITA at the above phone number and email address