



Moorehead College of Business Volunteer Income Tax Assistance (VITA) Program

Grambling State University offers **FREE** tax return preparation services to eligible individuals through our Volunteer Income Tax Assistance (VITA) Program. Our IRS-certified volunteers provide secure, reliable, and confidential assistance to help taxpayers accurately prepare and file their federal and state tax returns.

## HOW THE TAX PREP PROCESS WORKS

### STEP 1: See If You Qualify

Be classified as one or more of the following:

- \$89,000 Annual Income or Less
- College / University Students
- Disabled
- Senior citizen

### STEP 2: Call for a Quick Consultation

Provide Your Email Address with your name and telephone number and VITA Coordinator will Send an Intake/Interview Sheet

### STEP 3: Return Interview Sheet & Gather Tax Documents

- Send Interview Sheet back by E-mail or Wait for ZOOM Invitation.
- Prepares for ZOOM Session by reviewing **What to Bring** list for appropriate documents needed.

### STEP 4:

Confirm Appointment and Install Zoom  
Call back to confirm Readiness for ZOOM Invitation. (DOC and Completion of Taxpayer Intake Sheet)  
Install ZOOM Application on phone or computer and test connection.

### STEP 5: Attend In-Person or Zoom Session

VITA Coordinator will Invite you to UHD VITA Face-to-Face ZOOM Session and assign a Tax Return Preparer.

- You and the Preparer will be Assigned to a Separate Breakout Room VITA ZOOM (Session Screenshared Tax Return Preparation System utilized as Appropriate).



# FREE TAX HELP!



FEBRUARY 9 – OCTOBER 15

## ONLINE CLINIC HOURS

DAYS	TIME
MONDAY-THURSDAY	12:00PM – 4:00PM
FRIDAY	9:00AM- 12:00PM

## WHAT TO BRING

- W-2, 1099-MISC, etc.
- Student Fee Bills
- 1099-DIV, 1099-INT Interest & dividend
- Total paid for daycare, provider's EIN
- Social Security cards
- ITIN assignment letter
- Donation documentation
- Property taxes paid
- 1095, Health Insurance Statements
- Health Insurance Exemption Certificate
- Income transcripts from IRS, if applicable
- Bank routing and account numbers
- Both spouses for MFJ
- IRS Form 13614-C

## NON-RESIDENT ALIENS

- Passport
- Form I-94, Arrival and Departure Record
- Photo ID
- Foreign status proof
- Birth dates for all family members
- W-2, W-2G, 1099-R, 1099-Misc
- 1042-S
- IRS Form 13614-NR

### CONTACT

Email: [vita@gram.edu](mailto:vita@gram.edu)

VITA Clinic Phone: (318)274-2795

Website: <https://gram.edu/academics/majors/business/vita.php>

QR Codes For Self Service Tax Preparation:

