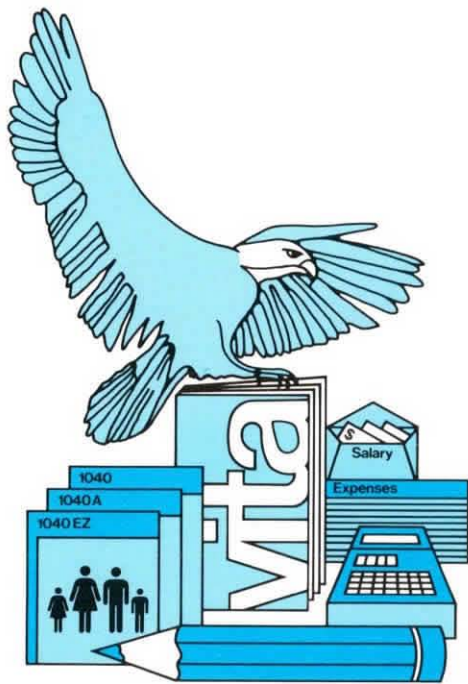


Help Other People With Their Tax Returns



Volunteer Income Tax Assistance



Department of the Treasury
Internal Revenue Service
Publication 724 (Rev. 7-84)

The VITA Program

VITA is a program designed to provide free assistance at community locations. Volunteers assist people with simple tax returns, particularly lower income, elderly, non-English speaking and handicapped taxpayers.

Volunteers can participate in various VITA program activities. In addition to helping with preparation of tax returns, they may be involved in administrative responsibilities of site coordination or arranging publicity.

Volunteers include: college students enrolled in accounting, business management and law; members of professional accounting organizations; members of retirement, religious, military and civic groups; and employees of social action agencies.

Free Training

IRS training sessions focus on the preparation of Form 1040EZ, 1040A and the basic Form 1040. New trainees receive a four-to-five day basic course while experienced volunteers attend a one-to-three day refresher course. All volunteers may take the VITA training on a self-instructional basis. Training includes testing to ensure accurate service to VITA taxpayers.

VITA training materials and instructors are provided free by the Internal Revenue Service. Training is conducted at a time and location convenient to volunteers and instructors. Generally, these sessions are offered in December through January each year.

Support Assistance

IRS assistance following training is designed to enhance the ability of volunteers to provide accurate service to taxpayers.

Technical assistance on tax questions is available by calling IRS. A special toll-free Hotline is provided for VITA volunteers. VITA prepared returns are reviewed randomly by IRS and immediate feedback is provided to volunteers at each site to maintain the high quality of VITA service.

The local IRS Public Affairs Office will assist volunteers in their efforts to secure necessary publicity for sites. The IRS Taxpayer Education Coordinator will help by providing general information on successful organization and management procedures used by other volunteer groups.

Your Help Is Needed

If you...

- want to help lower income, elderly, non-English speaking and handicapped individuals.
- can meet and deal with a variety of people,
- have experience in the preparation of income taxes,
- have general administrative or publicity experience,
- take pride in complete and accurate work,
- are willing to successfully complete the IRS training program,
- can spend an average of at least two hours a week on VITA from January 1 through April 15, then...

your help is needed.

VITA Interest Card

To participate in the VITA program in your area, complete the attached VITA Interest Card and mail to the IRS office nearest you. If you have any questions call the VITA Coordinator at the telephone number shown on the other side of this brochure.

Volunteerism

"We live in a society that always has depended on volunteers of different kinds—some who can give money, others who give time and a great many who freely give their special skills, full time or part time. If you look closely, you will see that almost anything that really matters to us, anything that embodies our deepest commitment to the way human life should be lived and cared for depends on some form—more often, many forms—of volunteerism."

—Margaret Mead and Rhoda Metraus,
Aspects of the Present.
Courtesy of William Morrow and Company, Inc.

Addresses and Telephone Numbers for IRS VITA Coordinators

Unless otherwise noted telephone numbers are not toll free and will involve long distance charges to callers outside of the local calling area.

ALABAMA

500 22nd Street, South
Birmingham, AL 35233
(205) 254-0403
Toll Free (800) 424-1040

ALASKA

P.O. Box 1500
Anchorage, AK 99504
Anchorage, 276-1040
Elsewhere Zenith 3700

ARIZONA

2120 N Central, Stop 470
Phoenix, AZ 85004
(602) 261-3861
Toll Free (800) 424-1040

ARKANSAS

P.O. Box 3778
Little Rock, AR 72203
(501) 378-5685
Toll Free (800) 424-1040

CALIFORNIA

Los Angeles
P.O. Box 3151
Los Angeles, CA 90053
Los Angeles City Area
(213) 688-4574
Toll Free 1 (800) 424-1040

San Francisco
450 Golden Gate Avenue
P.O. Box 36136, SF-13-6-02
San Francisco, CA 94102
(415) 556-0880
Toll Free (800) 424-1040

Laguna Niguel
Chet Holifield Fed. Bldg.
2400 Avila Road
Laguna Niguel, CA 92677
(714) 831-4067
Toll Free 1 (800) 424-1040

Sacramento
801 'I' Street, SA1607
Sacramento, CA 95814
(916) 440-2351
Toll Free 1 (800) 424-1040

San Jose
P.O. Box 100
San Jose, CA 95103
(408) 291-7114
Toll Free 1 (800) 424-1040

COLORADO

1050 17th Street
Denver, CO 80265
(303) 825-7041
Toll Free (800) 424-1040

CONNECTICUT

135 High Street, Stop 120
Hartford, CT 06103
(203) 244-3064

DELAWARE

P.O. Box 28
Wilmington, DE 19899
(302) 573-6400
Toll Free 1 (800) 424-1040

DISTRICT OF COLUMBIA

P.O. Box 1076
Baltimore, MD 21203
(202) 488-3100, Ext. 2222

FLORIDA

P.O. Box 35045, Stop 620.1
Jacksonville, FL 32202
(904) 791-2514
Toll Free (800) 424-1040

GEORGIA

P.O. Box 1037, Rm. 512
Federal Office Building
Attn: TPE Coordinator
Atlanta, GA 30370
(404) 221-6662
Toll Free (800) 424-1040

HAWAII

PJKK Federal Building
300 Ala Moana Blvd., #1002
Honolulu, HI 96850
(808) 546-2803

IDAHO

550 W. Fort, Box 041
Boise, ID 83724
(208) 336-1040
Toll Free (800) 424-1040

ILLINOIS

Chicago
P.O. Box 1193
Chicago, IL 60690
(312) 886-4669
Toll Free 1 (800) 424-1040

Springfield
P.O. Box 398
Springfield, IL 62705
(217) 492-4288
Toll Free 1 (800) 424-1040

INDIANA

P.O. Box 44211
Indianapolis, IN 46244
(317) 269-6326
Toll Free (800) 424-1040

IOWA

P.O. Box 1337, Stop 28
Des Moines, IA 50305
(515) 284-4870
Toll Free 1 (800) 424-1040
Ext. 4870

KANSAS

412 S. Main Street
Wichita, KS 67202
(316) 269-6112
Toll Free 1 (800) 424-1040

KENTUCKY

P.O. Box 1216
Louisville, KY 40201
Louisville 582-6259
Toll Free 1 (800) 424-1040

LOUISIANA

500 Camp Street, Stop 21
New Orleans, LA 70130
(504) 589-2801
Toll Free 1 (800) 424-1040

MAINE

P.O. Box 1020
Augusta, ME 04330
(207) 622-8308
Toll Free 1 (800) 424-1040

MARYLAND

P.O. Box 1076
Baltimore, MD 21203
(301) 962-2222
Toll Free 1 (800) 424-1040
Ext. 2222

MASSACHUSETTS

P.O. Box 9088
Boston, MA 02203
(617) 223-5177
Toll Free 1 (800) 424-1040

MICHIGAN

P.O. Box 32500, Rm. 2445
Detroit, MI 48232
Detroit 226-3674
Toll Free 1 (800) 424-1040

MINNESOTA

316 Robert Street, Stop 73
St. Paul, MN 55101
(612) 725-7320
Toll Free 1 (800) 424-1040

MISSISSIPPI

100 W. Capital Street
Suite 504
Jackson, MS 39269
(601) 960-4526
Toll Free (800) 424-1040

MISSOURI

P.O. Box 1147
H. W. Wheeler Station
St. Louis, MO 63188
(314) 425-5660
Toll Free 1 (800) 424-1040
Ext. 5660

MONTANA

Federal Building, 301 S. Park
Drawer 10016
Helena, MT 59626
(406) 449-5392
Toll Free (800) 424-1040

NEBRASKA

15th and Dodge, Stop 27
Omaha, NE 68102
(402) 221-3501
Toll Free 1 (800) 424-1040

NEVADA

P.O. Box 16046
Las Vegas, NV 89101
Las Vegas 385-6291
Reno 784-5521
Toll Free 1 (800) 424-1040

NEW HAMPSHIRE

80 Daniel Street
Portsmouth, NH 03801
(603) 436-7720 ext 772
Toll Free 1 (800) 424-1040

NEW JERSEY

P.O. Box 476, Rm. 1103
Newark, NJ 07101
(201) 645-6478
Toll Free (800) 424-1040

NEW MEXICO

517 Gold Ave., S.W.
P.O. Box 1967
Albuquerque, NM 87103
Toll Free (800) 424-1040

NEW YORK

Manhattan
P.O. Box 3036
Church Street Station
New York, NY 10008
(212) 264-3310

Brooklyn

P.O. Box 606
Brooklyn, NY 11202
(212) 330-7673

Albany

O'Brien Federal Office Bldg.
Clinton and North Pearl Sts.
Albany, NY 12207
(518) 472-3636

Buffalo

P.O. Box 1040
Niagara Square Station
Buffalo, NY 14201
(716) 846-4007

NORTH CAROLINA

320 Federal Place
Room 121
Greensboro, NC 27401
(919) 378-5620
Toll Free (800) 424-1040

NORTH DAKOTA

P.O. Box 2461
 Fargo, ND 58108
(701) 237-5771 Ext. 5105
Toll Free 1 (800) 424-1040

OHIO

Cincinnati
P.O. Box 3459
Cincinnati, OH 45201
(513) 684-2828
Toll Free 1 (800) 424-1040
Ext. 2828

Cleveland

P.O. Box 99184
Cleveland, OH 44199
(216) 522-3414
Toll Free (800) 424-1040
Ext. 3414

OKLAHOMA

200 Northwest 4th Street
Attn: T:EC
Oklahoma City, OK 73102
(405) 272-9531
Tulsa (918) 583-5121
Toll Free (800) 424-1040

OREGON

1220 S.W., 3rd-10th Floor
Portland, OR 97204
(503) 221-3960
Toll Free 1 (800) 424-1040

PENNSYLVANIA

Philadelphia
P.O. Box 12080
Attn: TPE Coordinator
Philadelphia, PA 19106
(215) 597-0512
Toll Free 1 (800) 424-1040

Pittsburgh

P.O. Box 2488, Rm 1122
Pittsburgh, PA 15230
(412) 644-6504
Toll Free 1 (800) 424-1040

RHODE ISLAND

P.O. Box 6627
Providence, RI 02940
(401) 528-4276

SOUTH CAROLINA

1835 Assembly Street
Room 466
Columbia, SC 29201
(803) 765-5278
Toll Free (800) 424-1040

SOUTH DAKOTA

P.O. Box 370
Aberdeen, SD 57401
(605) 225-0250, Ext. 262
Toll Free 1 (800) 424-1040

TENNESSEE

P.O. Box 1107
Nashville, TN 37203
(615) 257-7291
Toll Free (800) 424-1040

TEXAS

Austin
300 E. 8th Street, Stop 630
Austin, TX 78701
(512) 482-5314
Toll Free (800) 424-1040

Houston

3223 Briarpark, Stop 6030BP
Houston, TX 77042
(713) 953-6432
Toll Free (800) 424-1040

Dallas

1100 Commerce Street
Stop 410
Dallas, TX 75242
(214) 767-1428
Toll Free (800) 424-1040

UTAH

465 South 4th East
Salt Lake City, UT 84111
(801) 524-4060
Toll Free 1 (800) 424-1040

VERMONT

Federal Office Building
11 Elmwood Avenue, Rm. 429
Burlington, VT 05401
(802) 951-6370

VIRGINIA

P.O. Box 10049
Richmond, VA 23240
(804) 771-2289
Toll Free 1 (800) 424-1040

WASHINGTON

915 Second Avenue,
Rm. 2356, MS-660
Seattle, WA 98174
(206) 442-5515
Toll Free 1 (800) 424-1040

WEST VIRGINIA

P.O. Box 1666
Parkersburg, WV 26102
(304) 422-8551, Ext. 1255
Toll Free (800) 424-1040

WISCONSIN

P.O. Box 493
Milwaukee, WI 53201
(414) 291-3302
Toll Free 1 (800) 424-1040

WYOMING

308 W. 21st Street
Cheyenne, WY 82001
(307) 772-2162

Outside the 50 States:

PUERTO RICO

Federal Courthouse Bldg.
Chardon Street, Rm. 300
Hato Rey, PR 00917
(809) 753-4646

Other:

FOREIGN OPERATIONS DISTRICT

1325 K Street, N.W.
Washington, DC 20225
(202) 566-6581