

Tax Resources

CCNYPA staff and VISTA staff are not tax professionals. We cannot give tax advice. However, we can point you toward resources that may be able to help you in preparing for and filing your taxes.

VISTA Member Handbook Chapter 5: Financial Support

This chapter includes information on tax obligations and withholdings. View this chapter online here:

<https://www.vistacampus.gov/chapter-5-financial-support-0>

VISTA Campus Tax Webinar

The VISTA Campus has an on-demand, pre-recorded webinar about your benefits and tax basics. Through this link you will find the webinar video, webinar PowerPoint slides, and eight additional tax resources to assist you:

<https://www.vistacampus.gov/resources/vista-benefits-and-taxes-just-basics>

VITA Free Tax Preparation

VISTAs may be eligible for free tax preparation services through an IRS program called Volunteer Income Tax Assistance (VITA). Learn more about the program here:

<https://www.irs.gov/individuals/free-tax-return-preparation-for-you-by-volunteers>

VITA typically runs from January until April. This program is generally available to those who make less than \$54,000 in that tax year, although requirements vary from region to region. Contact your local program to determine their eligibility criteria. Some sites require you to make an appointment in advance while other sites may accept walk-in clients. Find a program near you here:

<https://www.irs.gov/individuals/free-tax-return-preparation-for-you-by-volunteers>

This program locator tool may not always be up-to-date, so also check with your local United Way and do a Google Search on free tax preparation and your area. Some locations may call their VITA program another name such as Money In Your Pocket (MIYP).

Be sure to bring all required documents with you to your appointment. The tax preparers will not be able to assist you if you do not bring the required documents. You can find a list of required documents here:

<https://www.irs.gov/individuals/checklist-for-free-tax-return-preparation>

VITA Training Curriculum

Even further, you can easily access the training curriculum that VITA tax volunteers use. The training is updated each year at the end of November. Find the different curricula available here and click “Link & Learn Taxes” to get started:

<https://www.irs.gov/individuals/volunteer-training-curriculums-and-delivery-method-options>

W-2

You will receive your W-2 in the mail from Michele. It will look similar to your paystub, so be certain to hold onto it. You will need your W-2 to file your taxes. Be certain that Michele has your correct mailing address so you can receive your W-2, especially for the January after your VISTA term ends.

W-4

You filled out a W-4 at the beginning of your VISTA term to submit to Michele. Contact Michele if you would like to change your tax withholdings at any time throughout the year.