

# IMPORTANT INFORMATION

## V. I. T. A.

(VOLUNTEER INCOME TAX ASSISTANCE)

Monday February 4 until Monday April 15, 2013

HOURS: Monday thru Friday from 8:00 am to 3:00 pm  
NO returns will be started after 2:15 pm

**PLEASE SIGN IN**, have a seat and wait your turn – you will be called in the order you signed in. While waiting, please complete 3 pages of the **INPUT SHEET**.

Only **1** tax return per person.

**BY FEDERAL LAW** (no exceptions) – you must show a current valid Drivers License, current valid State ID, or a current valid Student ID.

**BY FEDERAL LAW** (no exceptions) – VITA must physically see a **SOCIAL SECURITY CARD** for every person listed on the tax return. This is **REQUIRED** before a refund can be processed.

No Schedule “D” or Rental Schedules will be processed until March.

**ANY DISTURBANCE’S** – security will be called, and you will be asked to leave - immediately.

No State of PA Tax return completed **unless** you have your Federal Tax return completed by V.I.T.A.

*State of PA – Tax Office – 411 7<sup>th</sup> Ave – Rm 240*

*Chamber of Commerce Building – 412-565-7540*

**ALL CELL PHONES MUST BE TURNED OFF!**