

# IMPORTANT INFORMATION

## V. I. T. A.

### (VOLUNTEER INCOME TAX ASSISTANCE)

Monday February 3 until Tuesday April 15, 2014

- Monday thru Friday – **FIRST COME FIRST SERVE**  
NO returns will be started after 2:30 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. Income limit is \$52,000.00
- **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 DISTURBANCES** – security will be called, and you will be asked to leave - immediately.
- IRS Taxpayer Advocate Service – 1-877-777-4778.
- 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!**