



January 9, 2018

The VITA program will complete tax returns beginning Thursday, February 1st and finishing up on Thursday, April 12th. As a general rule appointments will be made on Mondays from 5pm-8pm, Tuesdays from 5pm-8pm, and Thursdays from 5pm-8pm. We will also have appointments available on the following Saturdays from 9am-12pm: February 3rd, February 17th, March 3rd, March 17th and April 7th (If needed).

To be eligible to schedule an appointment you will need to return the following information:

- 1) Intake/Interview & Quality Review Sheet (registration form)
- 2) Application for Services
- 3) Statement of Grievance and Appeals
- 4) Copies of ID/Social Security Cards for everyone on your return—we can make copies for you if needed

If you are able to make your own copies, please mail this information into LCCAP ATTN: VITA PO Box 189, 241 W. Grant St., New Castle, PA 16103. A staff person will review your information and contact you to clarify any questions and schedule an appointment. You may also come in to our office to drop off your paperwork between the hours of 8:30-4:30.

When it is your appointment time, you will need to bring with you your ID and tax information (1099s, w-2s, direct deposit information, etc).

ALL face to face tax appointments will occur at LAWRENCE COUNTY COMMUNITY ACTION PARTNERSHIP:
241 W. GRANT ST. NEW CASTLE, PA

In addition to face-to-face appointments, anyone wishing to use VITA will also be able to drop off their tax information. You will need to provide the information listed above and sign a consent form (f14446-Virtual Consent). Please clearly mark your envelope as VITA and also provide your name and phone number. The volunteers and consultants will complete your return and contact you to sign and pick them up when they are finished. The last day to drop off tax packages will be March 30th. Your patience is appreciated! It is important to note that there is often delay in completing drop off packages due to:

- 1) Incomplete Tax Information provided by the participant (missing w-2s, 1099s, and/or bank information)
- 2) Face to Face Appointments taking precedence over dropped off packages.

No returns will be processed until February 1, 2018.

We look forward to serving you this tax season!

Sincerely,

Kathy E Presnar
VITA Site Coordinator