



United Way Greater Richmond & Petersburg

VOLUNTEER INCOME TAX ASSISTANCE PROGRAM

HOW TO BECOME A VITA VOLUNTEER

1. Complete the volunteer interest form

Find it online at www.yourunitedway.org/volunteer/vita/

2. Attend a volunteer meet and greet information (orientation) session

Register online at <https://www.yourunitedway.org/volunteer/vita/>

Dates available in the fall. **Don't worry; it's not mandatory!**

3. Choose a volunteer role

VITA sites need greeters/screeners, set up crews, tax preparers, and Spanish interpreters.

See volunteer role descriptions at <https://www.yourunitedway.org/volunteer/vita/>

4. Sign up for a training class

Training is provided by IRS-certified tax instructors along with IRS training materials.

We will send you training class information, once you complete your volunteer interest form and confirm your volunteer commitment for the tax season.

If you would like to self-certify, please email wilsona@yourunitedway.org

5. Pass certifications tests

Go to www.linklearncertification.com, the VITA/TCE Certification Test Site. Create an account and take all necessary tests for your desired volunteer role(s).

All tests are open book.

6. Turn in signed Form 13615 Volunteer Agreement & Gov't Photo ID

Sign and save Form 13615 from your Link and Learn Account at www.linklearncertification.com

Email the signed form and gov't photo id to tax@yourunitedway.org

7. Sign up for volunteer shifts!

Sign in at <https://www.yourunitedway.org/volunteer/vita/>

We need a volunteer commitment of at least 1 shift per week, to ensure a successful and efficient tax season!