

Instructions for Mail-In Option (Free Tax Preparation by VITA volunteers)

Items must be received by April 1st 2023

- Print and complete the following intake forms found at Shawnee.k-state.edu. Make sure the forms are signed and an accurate phone number and email address is provided. We cannot prepare your taxes without a phone number where we can reach you.
 - A. [Form 13614-C](#) (Intake & Interview Sheet)
 - B. [Form 14446](#) (Virtual Consent Form) **complete page 3 only**
 - C. [Form 8879](#) (E-file Signature Authorization) **Fill out name and social security numbers at the top of page then sign and date under part 2**
- **Send photo copies of all the following:**
 - Government issued photo id of taxpayer and spouse
 - Social Security cards or SS number verification letters or Individual Tax Payer Identification number letters for you, your spouse, and any dependents born on or before 12/31/2022
 - All of your tax documents (See list)
 - A voided check if you want direct deposit
 - Mail all of the above from steps 1 & 2 to the following address:

**Shawnee County VITA
4021 SW 10th Street, #323
Topeka, KS 66604**

Once we have received all needed documentation, one of our volunteers will prepare your tax return then call you to review it. We will then electronically submit your return to the IRS and required states. A copy of the return will be mailed to you.

Documents needed:

- W-2 forms from all 2022 jobs
- All 1099's
 - 1099-G- unemployment benefits or a state refund in 2022
 - 1099-INT- interest received from a financial institution, or the year-end statement showing any interest
 - Any other 1099 forms including SSA-1099 (Social Security), 1099-DIV, 1099-MISC, and 1099-NEC
 - 1099R- distributions from annuities, IRA's, retirement plans, pensions, etc.
- 1095 (health insurance forms)
- 1098 (tuition)
- Economic Impact payment amounts
- Any IRS notices received in 2022 for any person on the tax return, including IRS Letter 6475 for the 3rd EIP, IRS Letter 6419 for the 2021 advanced child tax credit, and any current protection PIN numbers, if assigned
- W-2G (Gambling income)
- 2022 Property Tax statement or receipt if claiming Homestead Credit
- If itemizing deductions- include medical expenses including insurance, property tax for home and car, mortgage interest and charitable donations

Free Income Tax Assistance

(for individuals and families with low-moderate incomes)



2023 Shawnee County Sites Open February 1st-April 15

Site hours/days/procedures are subject to change. Please check the [KSRE-Shawnee County website for updates](http://KSRE-ShawneeCounty.k-state.edu)

**Questions? Call a VITA
volunteer at
785-207-9427**

Please leave a message if your call is not answered and someone will get back with you.

Concerned about a site being open when you need it? Don't want to wait in line? Use our secure [Mail-in option](#). Directions for mail-in preparation included.

Notice- Volunteers will NOT prepare:

- Schedule C- Profit or Loss from a Business with expenses over \$35,000
- Complicated and Advanced Schedule D (capital gains & losses)
- Schedule E (Rents and Royalties)
- Schedule F
- Returns with virtual currency
- Form 8615 (Minor's Investment Income)
- Returns for clients currently involved in a bankruptcy proceeding

Free Income Tax Assistance Sites

VITA <i>Sites vary in the scope of returns completed. Site coordinators have the final decision over scope.</i>	AARP <i>AARP's focus is for seniors.</i>
CRC CARE Center at Lundgren School , 1020 NE Forest Avenue By appointment only, No walk-ins – call 785-969-9951 Call after Wednesday, January 18 (Site opens Feb. 3)	Jayhawk Area Agency on Aging , 2910 SW Topeka Blvd. By appointment only, No walk-ins- call 785-235-1367 (Site opens Feb. 6)
North Topeka VITA , 1620 Northwest Gage (East of Skinners) IBEWLU 226 Building 4:00 pm to 8:00 pm Wednesdays and Fridays (sign up begins when the doors open at 4:00 pm) (Site opens Feb. 3)	Avondale East Community Center , 455 SE Golf Park Blvd By appointment only, No walk-ins- call 785-233-1365 (Site opens Feb. 1)
East Topeka VITA – (se habla español) 708 SE Lime Mondays 10:00 am to 3:00 pm (Site opens Feb. 6)	
Rossville Community Library , 407 N. Main Street, Rossville 1 st Saturday in Feb., March, April - 9:00 am to 3:00 pm OR Drop off during library hours Call 785-584-6454 for info.	
Topeka & Shawnee Co. Library , 1515 SW 10 th By appointment only, No walk-ins - call 785-969-9951 Call after Wednesday, January 18 (Site opens Feb.2)	
Washburn University VITA , 1700 SW College - Law Building - 1st Floor South Entrance Feb.4, March 4, March 26, April 8, April 15 9:00 am to 5:00 pm, doors close at 4:00 pm	



The Asset Building Coalition of Shawnee County expresses thanks to the community partners who support the free tax sites by offering space, computers, printers, and supplies. Those partners include each of the tax sites listed in this flyer as well as K-State Research & Extension - Shawnee County and the United Way of Greater Topeka. To find free tax sites outside of Shawnee County call the IRS at 1-800-906-9887.



K-State Research and Extension is committed to providing equal opportunity for participation in all programs, services and activities. Program information may be available in languages other than English. Reasonable accommodations for persons with disabilities, including alternative means for communication (e.g., Braille, large print, audio tape, and American Sign Language) may be requested by contacting the event contact Susan Fangman before March 15, 2023 at 785-232-0062 ext. 103 or sfangman@ksu.edu. Requests received after this date will be honored when it is feasible to do so. Language access services, such as interpretation or translation of vital information will be provided free of charge to limited English proficient individuals upon request.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

K-State Research and Extension is an equal opportunity provider and employer.