

KC CASH COALITION, INC.
NEW VOLUNTEER APPLICATION - 2008 TAX SEASON



Thank you for your interest in volunteering and welcome aboard!

Name: _____ Date: _____

Address: _____

City, State, and Zip Code: _____

E-mail Address: _____

Phone Number (Day): _____

Fax Number: _____

Phone Number: _____

Company Name: _____

Title: _____

Company Address: _____

City, State, and Zip Code: _____

Phone Number (Day): _____ Fax Number: _____

KC CASH VITA (Volunteer Income Tax Assistance) sites are open at various locations within the Kansas City metro area from late January through mid-April. The times vary, but most are open evenings and Saturdays. Volunteers are asked to commit to **four hours a week** during the tax season.

Please indicate (X) which position you prefer - (See descriptions on next page)

- | | | | |
|--------------------------|------------------------|--------------------------|------------------|
| <input type="checkbox"/> | Tax Preparer | <input type="checkbox"/> | Trainer |
| <input type="checkbox"/> | Greeter | <input type="checkbox"/> | Site Coordinator |
| <input type="checkbox"/> | Information Assistant | <input type="checkbox"/> | Quality Reviewer |
| <input type="checkbox"/> | Bi-lingual Interpreter | | |

You will be sent more detailed information about the training locations, dates and times as well as the VITA locations, dates, and times that the sites will be open during the 2008 tax season.

Please return completed form by December 31, 2008 to: Carlotta Roberts,
KC CASH Volunteer Committee Chairperson - Missouri Gas Energy – 3420 Broadway
7th FL - Kansas City, MO 64111-2404 – FAX (816) 968-5250 or by e-mail at
carlotta.roberts@sug.com

How did you hear about us? _____

Want to learn more, visit our website at: www.kccash.org



KC CASH COALITION, INC. POSITIONS AND JOB DESCRIPTIONS - 2008

POSITION	JOB DESCRIPTIONS
<p style="text-align: center;">Tax Preparer (Twenty hours of training required for beginning tax preparers or Online courses for returning and experienced tax preparers. Open labs are available for extra practice on the software.) Training begins January 12 and runs through January 31, 2009 Your choice of days, evenings, and weekends classes.</p>	<p>Tax preparers will review client documentation, interview the client, and prepare federal and state income tax returns using computer software. Only basic returns will be prepared – no businesses, rentals, estates, trusts, etc. Volunteers must have basic computer skills and have the ability to use Microsoft Windows type programs. Familiarity completing federal income tax returns is recommended (i.e. completing your own or for someone else)</p>
<p style="text-align: center;">Greeter (Two hour training required) Tuesday, January 13, 2009 9:00 a.m. – 11:00 a.m.</p>	<p>Greeters serve as the initial contact to the clients, help coordinate the traffic flow, and ensure that clients seeking service qualify for free assistance. No tax knowledge is necessary.</p>
<p style="text-align: center;">Information Assistant (Two hour training required) Tuesday, January 13, 2009 9:00 a.m. – 11:00 a.m.</p>	<p>Information assistants are the liaisons between the client and the tax preparer. Responsibilities include gathering appropriate documentation, reviewing information sheets for completion, and providing appropriate referrals as indicated. No tax knowledge is necessary.</p>
<p style="text-align: center;">Bilingual Spanish/English Interpreters (Two hour training required) Tuesday, January 13, 2009 9:00 a.m. – 11:00 a.m.</p>	<p>Spanish/English bilingual interpreters are responsible for facilitating communication between the client and the VITA site volunteers.</p>
<p style="text-align: center;">Trainer (One day of training required) Thursday, December 18, 2008</p>	<p>Trainers prepare volunteers for their service. Experience completing basic federal tax returns and efficiency in using the computer and Microsoft Windows programs, is highly recommended.</p>
<p style="text-align: center;">Quality Reviewer (Tax Preparer training, see above, plus one hour of training required) Friday, January 9, 2009</p>	<p>The quality reviewer checks the completed tax return to ensure its accuracy and completeness. Quality reviewers must be certified at the advanced level, have two years experience preparing tax returns, and complete TaxWise software training.</p>
<p style="text-align: center;">Site Coordinator (One day of training required) Friday, January 9, 2009</p>	<p>Site coordinators are ultimately responsible for all facets of a VITA site, including: set-up, volunteer management, transmission of returns, contacting clients with rejected returns, correcting and retransmitting their returns, assuring that procedures are being followed, maintaining IRS e-file Signature Authorizations, and collecting & submitting forms for data collection.</p>