



Franciscan Community Development Center of Fairview
VITA DROP-OFF PROCEDURE
 2021 Tax Season

Site	Site Address	Packet <u>Pick up Only</u>	D rop-Off & Final return Pick- up by <u>Appointments Only</u>	Site Open & Close dates
Franciscan CDC VITA	239 Anderson Ave. Fairview NJ 07022	*Monday-Fridays: 9am-3:30pm and 6:30pm-8:00pm *Saturday: 10am-1pm	*Monday-Fridays: 6:45pm -7:45pm *Saturday: 10am-1:00pm	OPEN: January 25 th /CLOSE: April 15 th LAST FILING DAY APRIL 18th ,2022

Expected turn-around time for Virtual VITA Online/ Drop Off Tax Preparation Service is 7-10 days

Steps to follow for using the VITA Drop-Off Service:

1. Intake Packet Pick Up – *Monday-Fridays: 9am-3:30pm/6:30-8:00pm and Saturday 10 am -1:00PM. You may also download and print the packet online from our website: <https://www.franciscancdc.org/vita-program.html>
2. Intake Process- Follow and complete the instructions in the packet, sign the required CONSENT FORMS and ensure you have ALL YOUR REQUIRED DOCUMENTS for your filing status. Enclose all documents and forms inside the pickup envelope if applicable and CALL to make your DROP Off Appointment. APPOINTMENTS WILL NOT BE GIVEN IF YOU DO NOT HAVE ALL THE INFORMATION.
3. Drop-Off the completed packet (including prior year's tax return) at the VITA site during the scheduled days and hours by Appointment only
4. Tax Preparation will be done remotely and the client will be contacted via phone by their scheduled Appointment only
5. Taxpayer will obtain a copy of the filed tax return at the VITA Site by Appointment only. Married filing joint tax returns- (husband and wife must be present during pick up appointment).
6. No children permitted during drop off/pick up appointments.

PLEASE ALLOCATE 2 TO 3 HOURS for the COMPLETION of your RETURN

Call for APPOINTMENT:

Monday, Tuesday & Thursday	10 AM- 3PM	201.870.1219/201.941.1000
Monday, Tuesday, Wednesday & Thursday	2:30 PM- 4:30 PM	201.870.0426 (Spanish ONLY)
Friday & Saturday	9 AM -12 PM	201.941.1000
Tuesday	4 PM -7 PM	201.941.1000/201.941.2977

* Subject to Day/Time change and additional/early closures due to unforeseen circumstances and without any prior notice.

To find Information on VITA Site Locations in other areas (Bergen/Hudson County), please visit <https://irs.treasury.gov/freetaxprep/>



FRANISCAN CDC Virtual VITA

Free Online or Drop-Off Income Tax Preparation & E-file Service

Who Qualifies

- ◆ Income less than \$73,000
 - ◆ Elderly /Seniors
 - ◆ Disabled individuals
 - ◆ College Students
 - ◆ Active Duty & Veterans*
 - ◆ First Responders*
 - ◆ Teachers*
- * No income limit restriction

For Online Service : MUST HAVE:

Email Address AND
Computer, scanner with internet access OR
Smart device with internet access (tablet or smart phone and ability to upload and take CLEAR images of documents)

For On-Site Drop-off / Pick Up Service (Appointment Only):

- * Must bring own & wear a mask
- * Bring your own pens please
- * Only the Taxpayer & Spouse are permitted to be present
- * NO CHILDREN PERMITTED

Required Information:

- ◆ **MUST BRING** - Photo identification for the taxpayer and the spouse
- ◆ **MUST BRING** - Social Security Cards or ITIN for ALL members of the household to be claimed on the return.
- ◆ **MUST BRING** - Last year's Tax Return
- ◆ Proof of Income, **1099R** (pension/annuity), **1099 Misc.** (for contractual jobs, self-employed; expenses totaled up by categories), **1099 SSA** (Social security benefits statement), **1099 INT**, **1099 DIV**, **1099 K** (ride-share service), cash tips, or any other kind of income
- ◆ If itemizing costs of all medical expenses (added up), Mortgage interest statement, Vehicle registration and charitable contributions (Less than \$500 for non-cash donations)
- ◆ **Form 1098T** (Tuition statement plus other education expenses e.g books, supplies, computer etc.) for claiming education credits
- ◆ **Form 1095A** of health insurance was bought from Marketplace
- ◆ Proof of Health Insurance (Form **1095-B** or **1095-C**)
- ◆ **Letter 6475**- Your 3rd Economic Impact Payment
- ◆ **Letter 6419** Child Tax Credit, Child care expenses and provider's information including EIN/SSN, name and address, Cash payments required notarized letter.
- ◆ **Bank Routing number** and **Account number** for direct deposit / debit
- ◆ If filing a joint return, **Taxpayer & Spouse MUST** be present during the final review and for signing the return.

Tax Preparation service will be provided by IRS certified volunteers by **Appointment Only**

Please refer to our web page for instructions and downloading 'Intake Packet'

<https://www.franciscancdc.org/vita-program.html>

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