

BENEFITS FOR YOU

- ❖ **Gain experience:** It counts as relevant experience on your resume!
- ❖ **Enhance resume:** Expand your volunteer activities section
- ❖ **IRS certification:** Every student who completes program requirements receive an official IRS certification
- ❖ **Recognition:** Outstanding volunteers will receive personalized recommendation letters that, upon request, will be forwarded to your potential employers
- ❖ **Community service hours:** Each volunteer will receive an official letter indicating their hours of participation
- ❖ **Explore taxation:** You never know, you might like it so much, you will decide to pursue a career in taxation
- ❖ **Save money:** Never pay again or let your family & friends pay for simple tax return preparation
- ❖ **Develop leadership skills:** Become a leader and a manager, make a difference in your life and career
- ❖ **Make friends:** You will be working closely with other students just like yourself for a few months
- ❖ **Good karma:** You will be helping your community and people in need

And remember, this program is completely FREE of charge to you!

Fill out an application NOW!

www.baruch.cuny.edu/vita

TO APPLY

www.baruch.cuny.edu/vita

QUESTIONS?

BaruchVITA@gmail.com

FACEBOOK USERS

VITA is now on Facebook! Search keyword "Baruch VITA" and join our group.

The Stan Ross Department of Accountancy

Presents

V I T A

VOLUNTEER INCOME
TAX ASSISTANCE PROGRAM

Our Sponsors:



Our Friends:

Beta Alpha Psi Honor Society

Zicklin Tax Society

Golden Key International Honor Society

ASCEND

Starr Career Development Center

WHAT IS VITA?

The Volunteer Income Tax Assistance (VITA) program is an outreach program started in 1969 and facilitated by the Internal Revenue Service (IRS). VITA offers free tax assistance to low-to-moderate income taxpayers who struggle with their tax returns.

Baruch VITA is unique because it is one of the largest college-sponsored VITA programs in the nation. It is also the only program sponsored by a New York City college that sends volunteers to external locations for tax return preparation.

BARUCH VITA IN 2009

Some highlights for the year:

- ❖ Six locations
- ❖ More than 350 volunteers
- ❖ Over 6,100+ tax returns prepared
- ❖ Claimed \$5.7 million+ in tax refunds
- ❖ Redesigned training
- ❖ First year as an official club

BARUCH VITA IN 2010

This year's VITA Program will be even bigger and better.

We will continue to streamline our training curriculum and roll out study groups to make sure that each of you receives the basic tax knowledge you need. Plans are underway to improve the recognition system, ensuring you will receive the proper awards for your hard work. We will also implement e-filing at selected locations.

We are reaching out to other clubs and corporations to enhance your experience at Baruch.

Remember, our bottom line goal is to make this an unforgettable volunteer experience for YOU.

Don't miss your chance to be part of VITA!

REQUIREMENTS

These are the requirements if you want to sign up for the VITA program:

- ❖ **Major:** All majors are welcomed. Accounting classes are not required
- ❖ **GPA:** No GPA requirement
- ❖ **Credits:** No minimum number of credits (i.e. freshmen are encouraged to join!)
- ❖ **Experience:** No prior experience or tax knowledge necessary

In short, the only requirement is to be ready, willing, and able to learning taxes and helping those in need. We will train you in everything you need to know.

PROGRAM SCHEDULE

- ❖ Apply online: www.baruch.cuny.edu/vita
- ❖ Complete online multiple-choice quiz in December prior to training
- ❖ Attend 3-day tax training sessions on weekends in January
- ❖ Pass in-class open-book exam after training
- ❖ Be assigned to one of your top three volunteer location choices
- ❖ Prepare at least 15 tax returns and volunteer a minimum of 3 hours a week from February through April 15 (flexible hours, including weekends)
- ❖ Party! Be recognized during the Recognition Ceremony & Award Dinner in May

Interested?

Go to
www.baruch.cuny.edu/vita
NOW!

WANT TO DO MORE?

So you think doing basic tax returns is not challenging enough? Want to take VITA experience further? Here is how.

Aside from Volunteer Tax Preparers we are always looking for dedicated individuals to fill these positions:

❖ **Assistant Coordinators**

Spread the word about VITA to potential volunteers and clients by designing and distributing flyers and brochures, speak at information tables and Open Houses, respond to Facebook and email inquiries, assist with training logistics, grade exams, assign volunteers to preferred locations, assist with planning end-of-year ceremony, be ready to help whenever needed

❖ **Training Assistants**

Assist in revamping of curriculum by designing training materials, assisting alumni trainers during January's training sessions, answering student questions, grading the tests

❖ **Site Managers (Returning Volunteers ONLY)**

Supervise a VITA site: manage volunteers; perform quality review for all tax returns; answer more complex tax questions; keep track of statistics, timesheets, forms and supplies; recognize outstanding volunteers; promote service to local community; make sure everything runs well

If you are interested, send your resume to Baruchvita.applications@gmail.com and come in for an interview so we can meet face-to-face.

Don't you want a leadership role that allows you to develop transferable skills and better establish yourself with professionals? Join us.

Learn taxation. Volunteer. Make new friends.