The Akron Summit Earned Income Tax Credit (EITC) is recruiting volunteers for the 2019 Tax Filing Season. **The EITC Program of Akron** promotes awareness and access to the federal Earned Income Tax Credit for workers earning less than $55,000 a year.

Volunteers are needed for the following:

- **Tax Preparation**: Prepare tax returns for clients at a neighborhood tax site. Tax preparers receive IRS certification training at no cost. To prepare taxes, IRS Certification is required. You must past a certification test at any level you prefer Basic and Advance which are two separate stand along courses. IRS will continue to offer optional certification paths for Military, International, Health Savings Accounts, and Cancellation of Debt.

  Training methods available via:
    - Classroom (9-12 hours)
    - www.irs.gov under keyword Link and Learn (web-based training)
    - Self Study (study at your convenience with self test)

  Training material for either of the two options are available upon request. TaxSlayer Software training available in January 2019. TaxSlayer is a 3 to 4-hour training course with option available for longer training time if necessary.

- **Greeters/Office Assistants**: Greet taxpayers at a neighborhood tax site, verify appointments, maintain walk-in sheets, direct the flow, assists taxpayers in organizing required paperwork and make needed copies. Certification of the revised volunteer standard of conduct (VSC) is required.

- **Intake Assessors and Quality Reviewers:**   Tax Law Certification is required for **Intake Assessors** who will assists clients with completion of the Intake and Interview form and verifies that they have all the required documentation in order to determine filing status and have return prepared. Tax Law Certification is required for **Quality Reviewers** who will review the return for possible mistakes or omissions utilizing a quality control form. Once certified **Quality Reviewers** training is provided at no cost.

- **Site Coordinators:** Should have minimum of one to three years' income tax preparation experience. They are responsible for management of a community-based computerized tax preparation site operated by Community Action Akron Summit. These positions provide support and guidance to volunteers who prepare electronic tax returns for low and moderate-income taxpayers. They are also responsible for ensuring prompt transmission and handling of rejected transmittal through the supervision of site staff**.** Site Coordinators will receive required IRS certification training at no cost.

Contact: EITC Administrator Gloria McGhee at 330-572-8277 or gmcghee@ca-akron.org.