The Community Action Akron Summit Earned Income Tax Credit (EITC) is recruiting volunteers for the 2020 Tax Filing Season. **The EITC Program of Akron** promotes awareness and access to the federal Earned Income Tax Credit for workers earning less than $56,000 a year. No experience is necessary and training is provided at no cost.

Volunteers 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, and Health Savings Accounts.
- **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 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.
- **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. This position provides support and guidance to volunteers who prepare electronic tax returns for low and moderate-income taxpayers. Site Coordinators will receive required IRS certification training at no cost.

- **The following training methods are available:**
    - Classroom (5-12 hours)
    - www.irs.gov under keyword Link and Learn (web-based training)
    - Self-Study (study at your convenience)

Training material for either of the above options are available upon request.

- **(TaxSlayer Software training available in January 2020)**. (TaxSlayer is a 3 to 4-hour training course with option available for longer training time if necessary).

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