

# FREE Virtual Community Tax Preparation 2020 Federal and Nebraska State Returns

**Volunteer Income Tax Assistance (VITA) Site Schedule**  
Schedule an appointment at <https://vita.unl.edu/signup/>

When scheduling your tax preparation appointment, please choose a site location and date.  
All appointments will be completed virtually.

	SITE NAME	DATES AVAILABLE
<b>MONDAY</b>	Southeast Community College	Feb 1 – Apr 5
<b>TUESDAY</b>	Center for People in Need	Feb 2 – Mar 23
	F Street Community Center	Feb 2 – Apr 6
<b>WEDNESDAY</b>	Asian Community & Cultural Center	Feb 3 – Apr 7
	Lincoln City Libraries	Feb 3 – Apr 7
<b>THURSDAY</b>	Asian Community & Cultural Center	Feb 4 – Apr 8
	Lincoln City Libraries	Feb 18 – Apr 8
	Southeast Community College	Feb 4 – Apr 8
	Lincoln City Libraries	Feb 4 – Apr 8
<b>FRIDAY</b>	<b>No VITA sites open</b>	
<b>SATURDAY</b>	Nebraska Unions	Jan 30 – Mar 6
	Lincoln City Libraries	Feb 20 – Apr 3
<b>SUNDAY</b>	Lincoln City Libraries	Feb 7 – Mar 14

**All tax documents are to be uploaded 7 days prior to scheduled appointment.**

**ALL RETURN TAX PREPARATION BE WILL COMPLETED REMOTELY.**

**No tax return preparers will be at scheduled sites.**



# TO HAVE YOUR TAXES PREPARED VIRTUALLY, UPLOAD:

## AUTHORIZATION FORMS:

- **Intake and Interview Sheet** (13614C)
- **Virtual Authorization** (14446)

## IDENTIFICATION:

- **Social Security Cards** or **ITIN Letters** for EVERYONE who will be included on the return
- **Photo ID** for ALL tax return signers (BOTH spouses must sign if filing jointly)

## INCOME:

- **W-2s** for wages, **W-2Gs** for gambling income
- **1099s** for interest, dividends, unemployment, state tax refunds, pension or 401-K distributions, and other income
- **Records** of revenue from self-employment or home-based businesses

## EXPENSES:

- **1098s** for mortgage interest, student loan interest (1098-E), or tuition (1098-T), statement of property tax paid
- **Statement of college student account** showing all charges and payments for each student on the return
- **Childcare receipts**, including tax ID and address for childcare provider
- **1095s** showing creditable health insurance coverage
- **Records** of expenses for self-employment or home-based businesses

Checking or Savings account information for direct deposit/ direct debit  
Last year's tax return – **REQUIRED** for MyFreeTaxes self-preparation

**PLEASE NOTE: The scope of work that can be done within the VITA site is defined by the IRS. If your return is considered “out of scope” for this site, our VITA Volunteers will not be able to prepare your return.**

This **includes**, but is **not limited** to the following:

- **CANNOT** prepare the return if a **Depreciation schedule** is required or a **Schedule F (Farm)** is required.
- **CANNOT** prepare the return if self-employment or home-based business:
  - Has a net loss
  - Has self-employed, SEP, SIMPLE, or qualified retirement plans
  - Has more than \$10,000 in expenses
  - Has employees
- **CANNOT prepare a return with casualty or theft losses.**
- **MAY** be able to prepare a return with **Schedule E (rental income)** or **Schedule K-1 (partnership or trust income)**
- **MAY** be able to prepare a return with income from **dividends, capital gains, or minimal brokerage transactions.**
- **NOT** all sites prepare multiple state returns.

**For SNAP (Food Stamp Program) assistance please call the  
SNAP Outreach hotline at 1-855-444-5556.**