

# FREE Community Tax Preparation 2021 Federal and Nebraska State Returns

## Volunteer Income Tax Assistance (VITA) Site Schedule

Schedule an appointment at <https://vita.unl.edu/signup/> beginning January 15th

When scheduling your tax preparation appointment, please choose a site location and date.

All sites listed below, will be face-to-face; virtual preparation is available in addition to facilitated self-assistance (FSA).

All sites will follow local health department guidelines of wearing masks, physical distancing, and hand washing.

	SITE NAME	ADDRESS	Hours	DATES AVAILABLE
MONDAY	Southeast Community College	8800 O Street, T-102	5:00 PM to 7:00PM	Jan 31- Apr 11 (Closed Feb 7, Mar 7, Apr 4)
	Indian Center	1100 Military RD	4:30 PM to 7:30 PM	Jan 31-Apr 11
TUESDAY	F Street	1225 F Street	4:30 PM to 6:30 PM	Jan 25 – Apr 12
WEDNESDAY	Anderson Library	3635 Touzalin Ave	5:00 PM to 7:00 PM	Feb 2 – Apr 6
	Center for People in Need	3901 N 27th, Unit 1	11:00 AM to 1:00 PM	Feb 2 – Mar 30
	Southeast Community College	8880 O Street, T-102	5:00 PM to 7:00 PM	Feb 2 - Apr 6 (Closed Mar 16)
THURSDAY	Loren Eiseley Library	1530 Superior Street	5:30 PM – 7:00 PM	Feb 3 - Apr 7
SATURDAY	Nebraska East Union* **	Holdrege & 35th Streets	10:00 AM to 3:00 PM	Jan 22- Mar 5
SUNDAY	Bennett Martin Library	14th & N Street	1:00 PM to 4:00 PM	Feb 6 – Mar 27
	Good Neighbor Center	617 Y Street	1:00 pm to 5:00 pm	Jan 30, Feb 6, Feb 13, & Feb 20

\*East Campus: Enter on Holdrege and 35th.

\*\* Bilingual Site, Spanish

### Site Closure Information

Lincoln Public Schools and/or UNL is closed due to bad weather all VITA sites are closed.

In case of bad weather, tune to KFOR 1240 for cancellations.

For more information call 2-1-1, visit [www.vita.unl.edu](http://www.vita.unl.edu)

### Contact information

If you have questions, contact Lincoln VITA at [vita@unl.edu](mailto:vita@unl.edu) or 402.472.0857



# TO HAVE YOUR TAXES PREPARED, BRING or UPLOAD:

## 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, phone number, and address for childcare provider
- **Records** of expenses for self-employment or home-based businesses

## Other Documentation:

- **Checking or Savings account information for direct deposit/ direct debit**
- **1095s** showing creditable health insurance coverage
- **Letter 6419 to provide the total amount of advance Child Tax Credit payments** that were disbursed to you during 2021

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 reporting **Cryptocurrency**.
- **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 \$35,000 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.**