

FREE Community Tax Preparation 2023 Federal and Nebraska State Returns

Volunteer Income Tax Assistance (VITA) Site Schedule

Must have an APPOINTMENT

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

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

All sites listed below, will be face-to-face and require an appointment.

Virtual preparation is available, in addition to facilitated self-assistance (FSA), limited walk-ins.

All sites will follow local health department guidelines.

	SITE NAME	ADDRESS	Hours	DATES AVAILABLE
MONDAY	American Job Center	1330 N Street	10:00 AM to 1:00 PM	Jan 22 - Apr 8 (Closed Feb 19)
	Asian Community and Culture Center	114 N 44th Street A	10:00 AM to 12:00 PM	Jan 29 - Apr 8
	Southeast Community College	8800 O Street, T-102	1:00 PM to 3:00PM	Jan 29 - Apr 8 (Closed Mar 11)
TUESDAY	F Street	1225 F Street	4:00 PM to 6:00 PM	Jan 30 - Feb 27
WEDNESDAY	Victor Anderson Library	3635 Touzalin Ave	4:30 PM to 6:30 PM	Jan 31 - Apr 10
	Center for People in Need	3901 N 27th, Unit 1	11:00 AM to 1:00 PM	Feb 6 - Mar 27
THURSDAY	Loren Eiseley Library	1530 Superior Street	4:30 PM - 6:30 PM	Feb 1 - Apr 11
	Southeast Community College	8880 O Street, T-102	3:00 PM to 7:00 PM	Feb 1 - Apr 11 (Closed Mar 14)
SATURDAY	Nebraska East Union* **	Holdrege & 35th Streets	10:00 AM to 3:00 PM	Jan 20 - Mar 2
SUNDAY	Bennett Martin Library	14th & N Street	1:00 PM to 3:00 PM	Feb 4 - Mar 24
	Good Neighbor Center	2617 Y Street	1:00 pm to 3:00 pm	Jan 28 - Feb 18
	Native American VITA	JGMC-Ubuntu/202, 1505 S St	1:00 pm to 3:00 pm	Feb 4 - Apr 7, (Closed Mar 10, 17 & 31)

*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

Contact information

If you have questions, contact Lincoln VITA at 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

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.

OUT of SCOPE:

- **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.

SITES May Be Able to Prepare:

- **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.**