

# FREE TAX SERVICES PROGRAM. WE NEED VOLUNTEERS!



## VOLUNTEER OPPORTUNITIES

Rappahannock United Way helps people file their taxes for **FREE** and offers **FREE** financial coaching to help households achieve greater financial stability. This vital program would not be possible without volunteers like YOU!

**No experience needed!**  
**FREE training is provided.**

### REGISTER AS A VOLUNTEER!

If you're interested in volunteering, go to <http://www.ruwvolunteer.org/tax-services>

Click on:

**JOIN US**

#### FOR MORE INFORMATION CONTACT TERRI CENTER:

tcenter@RappahannockUnitedWay.org or  
(540) 373-0041 ext. 314

You can also visit our Volunteer Center Website at [www.RuwVolunteer.org](http://www.RuwVolunteer.org), click on the Tax Services tab.

### Volunteer Financial Coach

- Assist participants with information and referrals on core topics: savings, budgeting, credit, and debt.
- Assist participants with completing financial assessment.
- Guide participants to create financial action plan.
- Assist participants to access credit report.

### Volunteer Greeter/Screeners

- Greet taxpayers.
- Ensure taxpayers have all the necessary paperwork and documents.
- Maintain sign-in sheet for all taxpayers.
- Assist taxpayers with filling out the Intake/Interview form.
- Establish the scope of the return, and ensure tax payers are sent to an appropriately certified volunteer preparer.

### Volunteer Tax Preparer

- Assist taxpayers with preparing tax returns.
- Assist taxpayer to determine tax credit eligibility.
- Assist taxpayer to claim all credits for which they are eligible.