TAX PREPARATION

The K-State Research & Extension is operating the Volunteer Income Tax Assistance (VITA) Site again this year. The tax preparation is free to eligible taxpayers and all tax preparers are certified for tax preparation by the IRS. There are three options for tax preparation by the VITA Site:

1. **One-on-One Appointment**: available Wed-Thurs from noon to 6 p.m. beginning January 27 in the Collaboration Space at the Manhattan Public Library. To request an appointment for a One-on-One Appointment: Book your appointment online at [www.riley.ksu.edu](http://www.riley.ksu.edu). If you need assistance in setting up this appointment, email vitataxes@gmail.com or call 785-565-6426. All options will be available beginning January 25.

2. **Drop Off Service with Review of Documents**: available Tues-Thurs from noon to 6 p.m. beginning January 26 in the Collaboration Space at the Manhattan Public Library. To request an appointment for Drop Off Service with Review of Documents: email vitataxes@gmail.com. If you do not have access to email, call 785-477-8877.

3. **No Contact Drop Off Service**: available Mon-Fri from 8:30 a.m. to 4:30 p.m. at the Riley County Extension Office. To use the No Contact Drop Off Service: email vitataxes@gmail.com to receive the documents necessary to allow us to work your tax return with your documents.

This program prepares IRS 1040 tax returns and corresponding state returns for qualifying low to moderate income taxpayers. We cannot prepare returns for International students. All taxpayers will be required to provide proof of identity as required by the IRS; this includes social security card or other social security documentation that includes the complete social security number or previous year tax return. Photo ID is also required.

Due to the Pandemic and social distancing requirements, we are asking that no one bring children to the Manhattan Library.

Regardless of the method of choice, your taxes will not be e-filed until we review the return with you and obtain your signature(s) allowing the filing.

For assistance or questions email vitataxes@gmail.com or call 785-477-8877.

Site sponsored by: K-State Research & Extension – Riley County, Manhattan Public Library & the IRS. Funded in part by Konza United Way and the Caroline Peine Foundation.

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K-State Research & Extension is committed to making its services, activities and programs accessible to all participants. If you have special requirements due to physical, vision or hearing disability, please contact the Riley County Extension Office at 785-537-6350.