Volunteer Income Tax Assistance Project
Volunteer Application
2027 Tax Season (2026 returns)

Please email or mail completed form to:

Sue Simmons
6109 Tumbleweed Ter
Manhattan, KS 66502
simmonssue@yahoo.com

Name: _____ _____
First Name M.I. Last Name

Telephone: Daytime (___)_____ext._____ Evening (___)_____

E-Mail: _____ _____

Address: _____
Street Apt. No.

_____
City State Zip Code

Occupation: _____

Employer: ____ _____
Name

_____
Address

_____
City State Zip Code

If currently a student, please list name of college, university, or high school_____

If you are a student, have you completed Taxation 1? Yes ☐ No ☐

Do you speak a foreign language? Yes ☐ No ■ Language: _____

Have you ever prepared income tax returns for others? Yes ☐ No ☐
If yes, how many years? _____

Do you prepare your own income tax returns? Yes ☐ No ☐

Are you comfortable and willing to complete on-line training? Yes ☐ No ☐

_____ I want to help the project, but do not want to prepare tax returns. Call me with information on other volunteer opportunities.

The VITA site operates out of the Manhattan Public Library typically on Tuesdays, Wednesdays and Thursdays. Some Monday, Friday, and Saturday volunteer opportunities are also a possibility.

One the back of your application or on a separate page, please list the names and contact information for 3 references.

Volunteer Pledge of Confidentiality and Service:
As a volunteer tax preparer, I pledge not to divulge, distribute or make public any client's personal or financial information. By signing this form I commit to serving as a volunteer with VITA for no less than 8 weeks if I am selected as a volunteer.

Volunteers will be selected to participate in the VITA program based on application and reference checks.

_____
Signature

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