



VITA Appointment Schedule and Expectations

Schedule

Monday & Wednesday: 4 pm - 7 pm

Tuesday & Thursday: 9 am - 12 pm

Saturday: 9 am - 1 pm

What to bring to your appointment

- Photo ID for the taxpayer and the taxpayer's spouse
- Original social security cards or ITIN letters for everyone going on the return (taxpayer, spouse, dependents)
- Tax statements of income (such as W2, 1099, SSA)
- Any business-related expenses related to 1099 work
- Income and expense records for any self-employment
- Childcare expenses
- Education expense
- Charitable giving information
- Health insurance related documents (1095-A)
- Letter 6419 from IRS listing the total amount of advance Child Tax Credit payments received in 2021
- Direct deposit information that includes a bank account number and routing number (voided check)
- For RI 1040H returns: proof of total income (form SSA, SSI letter), 3 rent receipts from 2021, landlord name, landlord address, landlord phone number



Other Notes

The last regular day for filing taxes at FHH is Friday, April 15th; there will be a limited schedule after that day.

Site Coordinator: Kamila Barzykowski - kbarzykowski@federalhillhouse.org

All clients should be aware of the volunteer who will be preparing their taxes.

A flyer will be handed to every VITA client listing the volunteers that will be assisting Federal Hill House with tax prep. The flyer will also detail any of the designated volunteers who will call to review their return.

Yes, we will be able to help with claiming the Economic Impact Payments/Stimulus Checks – take the client's name and phone number and email the site coordinators for them to schedule the appointment.

Yes, we do prior year returns. We can do 2018, 2019, and 2020.

Yes, we can do returns that include other states.

If filing as married, both spouses should come to sign the consent forms both at intake and at finalization.