



HOW TO BECOME A TAX PREP VOLUNTEER

- 1 CHOOSE YOUR VOLUNTEER ROLE**
VITA sites need tax preparers, screeners, and quality reviewers.
- 2 SIGN UP FOR VITA TRAINING**
Get trained by IRS-certified tax instructors and receive IRS training materials.
- 3 PASS YOUR TESTS**
Go to www.linklearncertification.com.
- 4 CHOOSE WHEN AND WHERE YOU WILL VOLUNTEER**
Let your Site Coordinator know when you will be at the VITA site.
- 5 CONTACT YOUR SITE COORDINATOR**
Your Site Coordinator will be your main resource during the tax season.
- 6 TURN IN YOUR CERTIFICATES**
Print and sign IRS form 13615 Standards of Conduct from Link and Learn.