



# BECOME A TAX SLAYER

## 1 CHOOSE YOUR VOLUNTEER ROLE

We need greeters/screeners, tax preparers, quality reviewers, and site coordinators.

## 2 SIGN UP FOR VITA TRAINING

Sign up at <https://www.unitedwayofpc.org/vita-volunteer-form>  
Get in person and online trainings. IRS training materials are provided.

## 3 ATTEND VITA ALL HANDS TRAINING DAY

All VITA volunteers are asked to attend "All Hands Day" on December 3<sup>rd</sup> from 9– 5

## 4 STUDY AND PASS CERTIFICATION

By January 25, E-mail a copy of your signed Volunteer Standards of Conduct, Form 13615, to [braden.biggs@unitedwayofpc.org](mailto:braden.biggs@unitedwayofpc.org)

## 5 VOLUNTEER

All VITA Sites open on February 11<sup>th</sup>. You will work with the Program Manager/ Area Manager on your site location and schedule.

**For information or to register as a volunteer contact:**

**Braden Biggs** – United Way of Pinal County Community Programs/VITA Manager  
Phone: 520-836-0736 x 11 Email: [Braden.biggs@unitedwayofpc.org](mailto:Braden.biggs@unitedwayofpc.org)

# VOLUNTEER POSITIONS

- **Greeter:** Welcomes taxpayers, ensures that they have brought their tax documents, and complete the required forms.
- **Tax Preparer:** Prepares electronic federal and state tax returns for taxpayers.
- **Quality Reviewer:** Upon completion of the tax preparation process, reviews federal and state tax returns for accuracy and discusses results with taxpayer.
- **Site Coordinator:** This position is for returning volunteers with at least **ONE** Year of experience. This position is a management position for each site. You will be responsible for ensuring site operations and reporting.

*\*\* Enrolled Agents and Other Tax Return Preparers who volunteer as Preparers, Quality Reviewers and/or Instructors may be eligible for CE Credits.*

## No experience necessary – Free training!

All volunteers are required to pass the online IRS Volunteer Standards of Conduct certification. Tax Preparers and Quality Reviewers are also required to complete tax preparation training and certification. **Don't worry!** Exams are self-paced, open-book, multiple-choice and online. United Way provides in-person training.

**For information or to register as a volunteer contact:**

**Braden Biggs** – United Way of Pinal County Community Programs/ VITA Manager

Phone: 520-836-0736 x 11 Email: [Braden.biggs@unitedwayofpc.org](mailto:Braden.biggs@unitedwayofpc.org)

