

## **WNC Health & Economic Opportunity Program (HEOP)**

### **TAX VOLUNTEERS JOB DESCRIPTION**

The Western North Carolina Health & Economic Opportunity Program at Pisgah Legal Services will offer free tax preparation assistance to WNC households who generally make \$57,000 or less, persons with disabilities and limited English-speaking taxpayers who need assistance in preparing their own tax returns. Tax assistance is especially important this year because families with children may receive the new Advance Child Tax Credit which is a fully refundable tax credit of \$3000 or \$3600 per qualifying child. IRS-certified volunteers will provide free assistance with basic income tax return preparation with electronic filing to qualified individuals, including assistance with the IRS Non-filer's Portal. For more information on the VITA Program, visit [www.irs.gov/vita](http://www.irs.gov/vita).

**Dogwood Health Trust** is the generous sponsor of the Pisgah Legal Services' EITC Program: The Western North Carolina Health & Economic Opportunity Program, to help PLS reach as many qualifying families as possible!

Pisgah Legal Services will work with Community Partners across WNC to reach as many families as possible. The IRS permits a "drop-off" method for remote tax preparation ensuring the safety of our volunteers during the COVID-19 pandemic. We need your volunteer help!

### **VOLUNTEER ROLE**

- This is a great opportunity to assist others in the WNC community in a safe way and to feel good about putting cash right in the pockets of families who need it most. There are opportunities to prepare returns and/or to review the returns.

### **NO PRIOR TAX KNOWLEDGE REQUIRED! (SERIOUSLY!)**

- We will make sure you get all the training you will need to prepare tax returns competently and confidently! We will provide online training as needed to ensure safety for all volunteers.

### **VOLUNTEER RESPONSIBILITIES**

- Complete online tax trainings on your own and pass appropriate IRS-required certification exams (certification is free). This process may take between 3-15 hours depending on the level of certification and training required and prior experience. This program is a year-round tax program and there are opportunities to extend volunteer work past tax season, but this level of commitment is not a requirement.
- Commit to one or more 3-hour shift per week for the 2022 tax season (anticipated late-January through mid-April) doing tax preparation and client intake, outreach, and appointment calls. Returns can sometimes be prepared remotely and can be prepared according to your schedule. We will likely offer some in-person preparation sessions during the week and on weekends and you may be asked to participate in those as well, although it is not required. Volunteers doing tax work will need to set aside time to call taxpayers during the daytime or early evening.



**INTERESTED? CONTACT US AT PISGAH LEGAL SERVICES:**

- We also have volunteer positions to help with health insurance enrollment work as a Navigator in the Health Program which is part of the WNC Health & Economic Opportunity Program.
- You can find out more <https://www.pisgahlegal.org/volunteer/> or complete a [volunteer application today](#)

