

## FREE TAX PREPARATION ASSISTANCE IS AVAILABLE

### Volunteer Income Tax Assistance Program (VITA)

The VITA Program offers **free tax help to low- to moderate-income (generally \*\$42,000 and below)** people who cannot prepare their own tax returns. Volunteers sponsored by various organizations receive training to help prepare basic tax returns in communities across the country. VITA sites are generally located at community and neighborhood centers, libraries, schools, shopping malls, and other convenient locations. Most locations also offer free electronic filing. To locate the nearest VITA site, call **1-800-829-1040**. *\*Please call to determine income eligibility; income may vary by site and those with a higher income may qualify.* **All organizations require an appointment except where noted below.** Most organizations will provide service from February-April but you should call to confirm availability and to schedule an appointment.

#### ACSET-Northeast

(616) 336-7740  
836 Fuller NE  
Grand Rapids, MI 49503

#### Baxter Community Center

(616) 456-8593  
935 Baxter SE  
Grand Rapids, MI 49506

#### Bethlehem Lutheran Church

(616) 456-1741  
250 Commerce Ave. SW  
Grand Rapids, MI 49503

#### Clancy Street Ministries

(616) 235-2195  
940 Clancy NE  
Grand Rapids, MI 49503

#### Creston Neighborhood Assoc.

(616) 454-7900  
238 Spencer NE  
Grand Rapids, MI 49505

#### Davenport University-Fulton

(616) 742-1730  
415 Fulton St. SE  
Grand Rapids, MI 49503

#### Davenport University-Lettinga

(616) 742-1730  
6191 Kraft SE  
Grand Rapids, MI 49512

#### Forest Hills Senior Center

(616) 493-8960  
660 Forest Hills Ave. SE  
Grand Rapids, MI 49546

#### Kent Co Dept of Human Services

(616) 247-6146  
415 Franklin St. SE  
Grand Rapids, MI 49507

#### Kentwood Community Church

(616) 455-1740  
1200 60<sup>th</sup> St. SE  
Kentwood, MI 49508

#### Kentwood Senior Center

(616) 656-5270  
355 48<sup>th</sup> St. SE  
Kentwood, MI 49548

#### North Kent Service Center

(616) 866-3478  
10075 Northland Dr. NE  
Rockford, MI 49341

#### Northeast Complex

(616) 336-4170  
856 Fuller Ave. NE  
Grand Rapids, MI 49503

#### Oakdale Neighbors

(616) 248-2848  
1260 Kalamazoo SE  
Grand Rapids, MI 49507  
*No appointment required*  
E-file only Tuesdays 3-9pm

#### Pinery Park Senior Center

(616) 530-3190  
2380 De Hoop Ave. SW  
Wyoming, MI 49509

#### Plainfield Senior Center

(616) 365-6151  
5255 Grand River Dr. NE  
Grand Rapids, MI 49525

#### Roosevelt Park

(616) 475-5881  
(call between 8am-2pm)  
English/Spanish available  
1530 Grandville SW  
Grand Rapids, MI 49503

#### Senior Neighbors Inc

(616) 459-6953  
820 Monroe Ave. NW Ste. 460  
Grand Rapids, MI 49503

#### Steepletown Ministries

(616) 451-4215  
671 Davis NW  
Grand Rapids, MI 49504

#### The Source Vita

(616) 452-5295  
English/Spanish available  
1409 Buchanan SW  
Grand Rapids, MI 49507

#### United Church Outreach Ministry

(616) 241-4006  
1311 Chicago Dr.  
Wyoming, MI 49509

#### Westside Complex

(616) 336-4180  
English/Spanish available  
215 Straight NW  
Grand Rapids, MI 49504

For the most up-to-date list or to find sites in other counties go to:  
<http://michiganec.org/freetaxprep>

Updated January 28, 2009

File Your Taxes Free Online : [www.irs.gov](http://www.irs.gov) Click on



### Tax Counseling for the Elderly (TCE)

The Tax Counseling for the Elderly (TCE) Program provides free tax help to people age 60 and older. Trained volunteers from non-profit organizations provide free tax counseling and basic income tax return preparation for senior citizens. Volunteers who provide tax counseling are often retired individuals associated with non-profit organizations that receive grants from the IRS. For more information on TCE call 1-800-829-1040. To locate the nearest AARP Tax-Aide site, call 1-888-227-7669 or visit AARP's Internet site [www.aarp.org/money/taxaide/](http://www.aarp.org/money/taxaide/).

### INFORMATION NEEDED TO FILE TAXES

- Proof of identification**
- Social Security Cards for you, your spouse and dependents
- Birth dates for you, your spouse and dependents on the tax return**
- Wage and earning statement(s) Form W-2, W-2G, 1099-R, 1099-G, from all employers, pension, unemployment
- For expenses paid bring: medical premiums, student loans interest/tuition, dependent care, annual heating cost
- Interest/Dividend statements from banks (Forms 1099)
- Homeowners bring summer/winter property tax bill; renters bring rental contract or rent receipt and landlord name/address
- Child Support Annual Statement
- DHS Assistance Annual Statement
- A copy of last year's Federal and State returns *if available*
- Bank Routing Numbers/Account Numbers for Direct Deposit
- To file taxes electronically on a married filing joint tax return, both spouses must be present to sign required forms



This handout was prepared by:

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[www.grcc.edu/counseling](http://www.grcc.edu/counseling)