

# ***FREE tax preparation***



## metroCASH

Creating Assets, Savings, and Hope.



## **Get your taxes done for free at a Metrocash location near you!**

**Available for anyone earning less than \$54,000 in 2015.**

IRS certified tax preparers and Cash Coach volunteers are ready to assist you. All you need to do is bring the following with you to a tax preparation site listed on the back:

### **BRING IF THESE APPLY TO YOU**

- ☐ Form 1095 A, B, or C – Health Insurance Statement
- ☐ Unemployment Compensation, Form 1099-G
- ☐ Childcare provider name, address, and tax ID number
- ☐ A copy of last year's state and federal returns (if available)
- ☐ All other tax related documents
- ☐ Bank account information to direct deposit your refund
- ☐ If you are married filing jointly, both spouses must come to sign the return

### **REQUIRED**

- ☐ Photo Identification
- ☐ Social Security or ITIN card for each person on tax return
- ☐ W-2, W-2G and 1099-R forms for all jobs worked in 2015

You can also file your state and federal taxes for free online at [myfreetaxes.com](http://myfreetaxes.com).

**myfree**  
**taxes.com**

Metrocash is a program supported by the United Way of Greater Richmond & Petersburg to promote the financial independence of low to moderate income residents in the Greater Richmond area. For more information, dial "211" – an information and referral call center – or go to [www.metrocash.org](http://www.metrocash.org).

# Tax Preparation Sites

|  | DATES  | TIMES   |
|--|--|---|
| <b>CHARLES CITY COUNTY</b>   |  |   |
| Commissioner of the Revenue<br>10780 Courthouse Road, Rm 103<br>Charles City, VA 23030                                     | March 7 thru April 11<br>For Charles City residents only. Must make appointment by calling 804-652-2162.<br>Closed on State holidays.                      | Monday thru Friday<br>9:00 a.m. – 4:00 p.m.   |
| <b>CHESTERFIELD COUNTY</b>   |  |   |
| Chesterfield Resource Workforce Center<br>7333 Whitepine Road, Richmond, VA 23237  | February 2 thru April 12   | Tuesdays<br>4:00 p.m. – 6:00 p.m.<br>Last walk-in taken at 5:45 p.m.                      |
| <b>HANOVER COUNTY</b>  |  |   |
| Department of Social Services<br>12304 Washington Highway, Ashland, VA 23005   | February 2 thru April 12   | Tuesdays<br>5:00 p.m. – 7:00 p.m.<br>Last walk-in taken at 6:30 p.m.                      |
| <b>HENRICO COUNTY</b>  |  |   |
| (East) Fairfield Area Library<br>1001 N. Laburnum Ave., Henrico, VA 23223  | February 6 thru March 12   | Saturdays<br>9:00 a.m. – 1:00 p.m.  |
| (West) Libbie Mill Library<br>2100 Libbie Lake East St., Henrico, VA 23230   | February 3 thru April 13   | Wednesdays & Thursdays<br>4:00 p.m. – 8:00 p.m.   |
| Closed when Henrico Libraries are closed due to weather.   |  |   |
| <b>RICHMOND CITY</b>   |  |   |
| (Downtown) Capital Area Partnership Uplifting People<br>1021 Oliver Hill Way<br>Richmond, VA 23219                         | February 1 thru April 15<br>Closed on Federal holidays that fall on Monday and Easter Monday (3/28).   | Mondays, Tuesdays, & Wednesdays<br>1:30 p.m. – 6:30 p.m.                                  |
| (Downtown) University of Richmond<br>626 E. Broad Street, Suite 100<br>Richmond, VA 23219                                  | February 2 thru April 14<br>February 6 & 13<br>March 19 & 26<br>April 2<br>This site is closed March 8 and March 10, and when UR is closed due to weather. | Tuesdays & Thursdays<br>Some Saturdays<br>3:45 p.m. – 7:00 p.m.<br>10:00 a.m. – 1:30 p.m. |
| (East) Neighborhood Resource Center<br>1519 Williamsburg Road<br>Richmond, VA 23231  | February 2 & 16; March 1, 15 & 29<br>February 6 & 20; March 5 & 19; April 2  | Some Tuesdays<br>Some Saturdays<br>6:30 p.m. – 8:30 p.m.<br>9:00 a.m. – 12:00 p.m.        |
| (South) Department of Social Services<br>Southside Community Service Center<br>4100 Hull Street Road<br>Richmond, VA 23224 | February 2 thru April 6<br>Closed when Richmond City offices closed due to weather and on holidays.  | Tuesdays & Wednesdays<br>2:30 p.m. – 6:00 p.m.  |
| (South) Blackwell Elementary School<br>300 E. 15th Street<br>Richmond, VA 23224  | January 26 thru April 6<br>Closed when school closes due to weather and on holidays.   | Tuesdays & Wednesdays<br>5:30 p.m. – 8:00 p.m.  |
| (South) Sacred Heart Center – Se habla Español (ITIN Site)<br>1400 Perry Street<br>Richmond, VA 23224                      | February 2 thru April 9<br>February 6, 13, & 20<br>March 12<br>April 2, 9  | Tuesdays<br>Some Saturdays<br>3:00 p.m. – 6:00 p.m.<br>11:00 a.m. – 3:00 p.m.             |
| <b>PETERSBURG CITY</b>   |  |   |
| Capital Area Partnership Uplifting People<br>700 S. Sycamore St. Unit 3<br>Petersburg, VA 23805                            | February 1 thru April 13<br>Closed on Federal holidays that fall on Monday and Easter Monday (3/28).   | Mondays, Wednesdays & Fridays<br>1:00 p.m. – 4:00 p.m.                                    |

In Partnership With:

**metroCASH**  
Creating Assets, Savings, and Hope.

