

# FREE tax preparation

In Partnership With:

**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:

### 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).



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

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