

Tax Assistance Program

FREE TAX PREPARATION



United Way has made it possible for anyone earning less than \$56,000 in 2019 to get their taxes done for free. IRS-certified tax preparers and volunteers are ready to assist you. You could be eligible for more in your tax refund when you claim the Earned Income Tax Credit and Child Tax Credit.

TAX PREPARATION CHECKLIST

1. Personal Information

BRING ALL DOCUMENTS

Valid Picture ID

Taxpayer Identification Number: Social Security Card, Social Security Number verification letter or Individual Taxpayer Identification Number

2. Proof of Income

BRING ALL DOCUMENTS THAT APPLY

W-2s for all jobs last year

1099s for any other income received last year

Statements for prizes, scholarships/fellowships or lottery/gambling winnings

3. Proof of Health Insurance

BRING ALL DOCUMENTS THAT APPLY

1095-A if you had coverage through HealthCare.gov (Obamacare)

Checking and Savings Account Information to have your refund directly deposited to your account

Tax Return from last year, if available

Child Care Expenses: Provider's Address and Federal Tax ID #

Homeowners: Mortgage Statements and Property Tax Bills

Education: College Tuition and Student Loan Statements

Alimony: Paid or Received

Notices: IRS, State Tax, Health Insurance Marketplace or anything that says "IMPORTANT TAX DOCUMENT"

4. Additional Items

BRING ALL DOCUMENTS THAT APPLY

United Way Tax Assistance Program Preparation Sites

Charles City			
Charles City Commissioner of the Revenue 10780 Courthouse Road, Room 103, Charles City, VA 23030 <i>Charles City residents only; By appointment only: (804) 652-2161</i>	March 9 - April 10	Monday - Friday	9 a.m. - 4 p.m.
Chesterfield			
Meadowdale Library 4301 Meadowdale Boulevard, North Chesterfield, VA 23234 <i>Closed 2/18, 3/17</i>	February 4 - April 14	Tuesdays	12 - 5 p.m.
Colonial Heights			
Peoples Advantage Federal Credit Union 2801 Conduit Road, Colonial Heights, VA 23834	February 4 - April 9	Tuesdays & Thursdays	Drop-off Service Only: 8:30 a.m. - 4:30 p.m. (T) 10 a.m. - 4:30 p.m. (TR)
Goochland			
Goochland Cares 2999 River Road West, Goochland, VA 23063 <i>Goochland residents only; By appointment only: (804) 556-0605</i>	February 5 - April 15	Tuesdays, Wednesdays & Saturdays (2/8, 3/7, 4/4)	4 - 7 p.m. (T) 9 - 11 a.m., 1 - 3 p.m. (W) 9 - 11 a.m. (S)
Hanover			
Hanover Department of Social Services 12304 Washington Highway, Ashland, VA 23005	February 4 - April 7	Tuesdays	5 - 7 p.m.
Henrico			
Fairfield Library 1401 North Laburnum Avenue, Henrico, VA 23223	February 1 - March 14	Saturdays	9 a.m. - 1 p.m.
Libbie Mill Library 2100 Libbie Lake East, Richmond, VA 23230 <i>Special time: April 15, 10 a.m. - 3 p.m.</i>	January 29 - April 15	Wednesdays & Thursdays	4 - 8 p.m.
Petersburg			
Peoples Advantage Federal Credit Union 110 Wagner Road, Petersburg, VA 23805	February 4 - April 9	Tuesdays & Thursdays	Drop-off Service: 8:30 a.m. - 4:30 p.m. (T) 10 a.m. - 4:30 p.m. (TR)
Richmond			
Blackwell Community Center 300 East 15th Street, Richmond, VA 23224 <i>Closed when Richmond City Public Schools close</i>	January 27 - April 1	Mondays, Tuesdays & Wednesdays	6 - 8 p.m.
CAPUP Richmond 1103 Oliver Hill Way, Richmond, VA 23219 <i>Closed 2/17; Only Saturdays 2/1, 2/15, 3/7, 3/21, 4/4, 4/11</i>	February 1 - April 11	Mondays, Fridays & Saturdays	9 a.m. - 1 p.m.
Humankind 908 North Thompson Street, 1st Floor, Richmond, VA 23230 <i>By appointment only: (804) 461-3585</i>	February 13 - April 2	Thursdays	Drop-off Service: 12:30 - 4:30 p.m.
Neighborhood Resource Center 1519 Williamsburg Road, Richmond, VA 23231	February 1 - April 11	Tuesdays: 2/4, 2/18, 3/3, 3/17, 3/31 Saturdays: 2/1, 2/15, 2/29, 3/14, 3/28, 4/11	6:30 - 8:30 p.m. (T) 9 a.m. - 1 p.m. (S)
Richmond Department of Social Services (Southside Plaza) 4100 Hull Street, Richmond, VA 23224 <i>Closed when City of Richmond is closed</i>	February 3 - April 7	Mondays & Wednesdays	10 a.m. - 2:30 p.m.
Sacred Heart Center 1400 Perry Street, Richmond, VA 23224 <i>Spanish speaking location; Closed 2/17, 2/26</i>	February 3 - April 6	Mondays & Wednesdays	6 - 8 p.m.
University of Richmond (Downtown Campus) 626 East Broad Street, Richmond, VA 23219 <i>Closed 3/10, 3/12; Only Saturdays 2/15, 2/22, 2/29, 3/21, 4/11</i>	February 4 - April 14	Tuesdays, Thursdays & Saturdays	3:45 - 7 p.m. (T & TR) 9:45 a.m. - 1 p.m. (S)
VCU School of Business 301 West Main Street, Richmond, VA 23284 <i>Foreign Student/International OR Self-Prep 3/28, 4/4, 4/11</i>	March 14 - April 11	Saturdays	9 a.m. - 3 p.m.