

Gateway EITC Community Coalition

Alton Area Tax Project

Volunteer Opportunity

No experience necessary - We will train you!
Receive free IRS Training and Certification!
Service time from mid-January to mid-April.

Volunteer Roles and Responsibilities:

Tax Preparers: We are looking for folks comfortable using computer applications and interested in tax preparation. These volunteers prepare federal and state tax returns electronically. We are asking you to commit to at least 36 hours of volunteer time. Tax law training of 12 hours and a minimum of eight 3-hour shifts preparing taxes.

Greeters: Volunteers are needed to greet the taxpayers and to determine if the taxpayer has all the necessary information. If you enjoy welcoming new people, this is the job for you! We are asking you to commit to at least 28 hours of volunteer time. Training of 4 hours and a minimum of eight 3-hour shifts greeting taxpayers.

Name: _____

Address: _____

Phone(s): _____

Email: _____

Email AltonAreaTaxProject@gmail.com for more information.