

## Instructions for Mail-In Option (Free Tax Preparation by VITA volunteers)

### Items must be received by April 1<sup>st</sup> 2022

- Print and complete the following intake forms found at [Shawnee.k-state.edu](http://Shawnee.k-state.edu) Make sure the forms are signed and an accurate phone number and email address is provided. We cannot prepare your taxes without a phone number where we can reach you.
  - A. [Form 13614-C](#) (Intake & Interview Sheet)
  - B. [Form 14446](#) (Virtual Consent Form) **complete page 3 only**
  - C. [Form 8879](#) (E-file Signature Authorization) **Fill out name and social security numbers at the top of page then sign and date under part 2**
- Make photo copies of the following:
  - A. Government issued photo id of taxpayer and spouse
  - Social Security cards or SS number verification letters or Individual Tax Payer Identification number letters for you, your spouse, and any dependents born on or before 12/31/2021
  - All of your tax documents (See list)
  - A voided check if you want direct deposit
  - Mail all of the above from steps 1 & 2 to the following address:

**Shawnee County VITA  
4021 SW 10<sup>th</sup> Street #401  
Topeka, KS 66604**

Once we have received all needed documentation, one of our volunteers will prepare your tax return then call you to review it. We will then electronically submit your return to the IRS and required states. A copy of the return will be mailed to you

### Documents needed:

- W-2 forms from all 2021 jobs
- All 1099's
  - 1099-G- unemployment benefits or a state refund in 2021
  - 1099-INT- interest received from a financial institution in 2021, or the year-end statement showing any interest received
  - Any other 1099 forms including SSA-1099 (Social Security), 1099-DIV, 1099-MISC, and 1099-NEC
  - 1099R- distributions from annuities, IRA's, retirement plans, pensions, etc.
- 1095 (health insurance forms)
- 1098 (tuition)
- Economic Impact payment amounts
- Any other notices received in 2021 from the IRS by any person on the tax return, including a current protection PIN number if one was assigned
- W-2G (Gambling income)
- 2021 Property Tax statement or receipt if claiming Homestead Credit
- Details of all charitable donations with receipts for those of \$250 or more

### Notice- Volunteers will NOT prepare:

- Schedule C- Profit or Loss from a Business with expenses over \$35,000
- Complicated and Advanced Schedule D (capital gains & losses)
- Schedule E (Rents and Royalties)
- Schedule F
- Form 8615 (Minor's investment income)
- Returns for clients currently involved in a bankruptcy proceeding
- Returns with virtual currency

# Free Income Tax Assistance

(for individuals and families with low-moderate incomes)



## 2022 Shawnee County Sites Open February 1<sup>st</sup>-April 15

**Site hours/days/procedures are subject to change. Please check the KSRE-Shawnee County website for updates**  
[Shawnee.k-state.edu](http://Shawnee.k-state.edu)

**Questions? Call a VITA  
volunteer at  
785-213-9002**

**Please leave a message if your call is not answered and someone will get back with you.**

**Concerned about a site being open when you need it? Don't want to wait in line? Use our secure Mail-in option. Directions for mail-in preparation included.**

VITA Partner Agency  
K-State Research & Extension  
1740 SW Western Ave.  
Topeka, KS 66604  
Susan Fangman, FCS Agent



**Free Income Tax Assistance Sites- Thank you for wearing a mask to our in-person sites!!!**

<b>SITES</b> <i>(Evening hours shaded)</i>	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thur.</b>	<b>Fri.</b>	<b>Sat.</b>
<b>VITA</b> <i>Sites vary in the scope of returns completed. Site coordinators have the final decision over scope.</i>						
East Topeka VITA – (se habla español) 708 SE Lime <b>Drop off site</b> <i>(Site opens Feb. 7)</i>	10 a.m - 3 p.m.					
Rossville Community Library, 407 N. Main Street, Rossville <b>Drop off site</b> Call 785-584-6454 for info.						
Topeka & Shawnee Co. Library. 1515 SW 10th - <i>Spanish assistance Tuesdays</i> <i>For assistance at this site, please sign up in the morning on the day you plan to attend.</i> <i>(Site opens Feb.1)</i>		6 p.m.- 8:30 p.m.		9 a.m. - 6:00 p.m.		
Washburn University VITA 1700 SW College - Law Building - 1st Floor South Entrance <b>To be determined</b>						
<b>AARP</b> <i>AARP's focus is for seniors.</i>						
Jayhawk Area Agency on Aging 2910 SW Topeka Blvd. <b>By appointment only, No walk-ins-</b> call 785-235-1367 <i>(Site opens Feb. 7)</i>						
Avondale East Community Center, 455 SE Golf Park Blvd <b>By appointment only, No walk-ins-</b> call 785-233-1365 <i>(Site opens Feb. 9)</i>						



The Asset Building Coalition of Shawnee County expresses thanks to the community partners who support the free tax sites by offering space, computers, printers, and supplies. Those partners include each of the tax sites listed in this flyer as well as K-State Research & Extension - Shawnee County and the United Way of Greater Topeka. To find free tax sites outside of Shawnee County call the IRS at 1-800-906-9887.



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