COMMUNITY ACTION
AKRON SUMMIT

The Akron Summit Earned Income Tax Credit (EITC) is recruiting volunteers for the 2024 Tax Filing Season. **The EITC Program of Akron** promotes awareness and access to the federal Earned Income Tax Credit for workers earning less than $64,000 a year.

Volunteers needed for the following:

- **Tax Preparation**: Prepare tax returns for clients at a neighborhood tax site. Tax preparers receive IRS certification training at no cost. To prepare taxes, IRS Certification is required. You must past a certification test at any level you prefer Basic and Advance which are two separate courses. IRS will continue to offer optional certification paths for Military and International returns.

Training methods available:
- Classroom (4-8 hours)
- www.irs.gov under keyword Link and Learn (web-based training)
- Self Study (study at your convenience with self test)

Training material for either of the above options are available upon request. (TaxSlayer Software training available in January 2024) (TaxSlayer is a 3 to 4-hour training course with option available for longer training time if necessary).

- **Greeters/Office Assistants**: Greet taxpayers at a neighborhood tax site, verify appointments, maintain walk-in sheets, direct the flow, assists taxpayers in organizing required paperwork and make needed copies. Certification of the revised volunteer standard of conduct (VSC) is required.
- **Intake Assessors and Quality Reviewers:** Tax Law Certification is required for **Intake Assessors** who will assists clients with completion of the Intake and Interview form and verifies that they have all the required documentation in order to determine filing status and have return prepared. Tax Law Certification is required for **Quality Reviewers who** will review the return for possible mistakes or omissions utilizing a quality control form.

- **Site Coordinators:** Should have minimum of one to three years' income tax preparation experience. They are responsible for management of a community-based computerized tax preparation site operated by Akron Summit Community Action, Inc. These positions provide support and guidance to volunteers who prepare electronic tax returns for low and moderate-income taxpayers. They are also responsible for ensuring prompt transmission and handling of rejected transmittal through the supervision of site staff. Site Coordinators will receive required IRS certification training at no cost.

Contact: Gloria McGhee at 330-572-8277: Email gmcghee@ca-akron.org.