

<https://www.turnanewleaf.org/services/financial-empowerment/vita-program.html>

At ALL VITA Sites: MUST wear a face mask ALWAYS covering nose and mouth. Social Distancing must be maintained. Bring your own pens. Children/additional people (not required for tax preparation service) are NOT ALLOWED at the sites.

Site	Site Address	Days & Hours for Drop-Off *	Dates *
A New Leaf VITA Office Appointment ONLY Site ALL Drop-Off Appointment must be scheduled at:	8802 N. 61st Avenue, Glendale, AZ 85302 # (602) 842-2666 https://calendly.com/vitaanlglendale/tax-documents-drop-off-appointment	Tuesdays: 10 am - 11:30 am	Tuesdays Feb. 9 - Apr. 13, 2021
ACH Avondale Resource Center Appointment ONLY Site ALL Drop-Off Appointment must be scheduled at:	995 E. Riley Drive, Avondale, AZ 85323 # (623) 282-4708 https://calendly.com/vitaavondalerc/15min	Tuesdays: 2 pm - 4 pm Saturdays: 8:30 am - 10:30 am	Tuesdays: Feb. 9 - Apr. 13, 2021 Saturdays: Feb. 13 - Apr. 10, 2021
Citadel of Praise Church Appointment ONLY Site ALL Drop-Off Appointment must be scheduled at:	8738 W. Cholla Street, Peoria, AZ 85345 # (602) 351-5873 https://calendly.com/vitacop/15min	Saturdays: 9 am - 11 am	Saturdays Feb. 13 - Apr. 10, 2021
Buckeye Valley Chamber of Commerce (Walk-In Site)	508 E Monroe Ave., Buckeye, AZ 85326	Wednesdays: 2 pm - 5 pm	Wednesdays Feb. 10 - Apr. 14, 2021
Littleton Elementary School District Office (Walk-In Site)	Family Welcome Center 1642 S. 107th Avenue, Avondale, AZ 85323	Thursdays: 4 pm - 6 pm	Thursdays Feb. 11 - Apr. 15, 2021
Riverboat Bingo (Walk-In Site)	18300 W. Bell Road Surprise, AZ 85374	Wednesdays: 11 am - 1:30 pm	Wednesdays Feb. 10 - Apr. 14, 2021
Surprise Resource Center (Walk-In Site) Closed on Monday, Feb. 15th	12425 W. Bell Road Bldg. A, Suite # 124 Surprise, AZ 85378	Mondays: 4 pm - 6 pm Tuesdays: 4 pm - 6 pm Thursdays: 9 am - 11 am	Mondays: Feb. 8 - Apr. 12, 2021 Tuesdays: Feb. 9 - Apr. 13, 2021 Thursdays: Feb. 11 - Apr. 15, 2021

* **Subject to Day/Time change and additional/early closures due to unforeseen circumstances and without any prior notice.**

Expected turn-around time for VITA Drop Off Tax Preparation Service is 7-10 days

Tax Preparation service will be provided by IRS certified volunteers on First Come First Serve basis.

Please be respectful and courteous to VITA VOLUNTEERS

We reserve the right to REFUSE SERVICE and to stop taking clients BEFORE the site close time.

Steps to follow for using the VITA Drop-Off Service:

1	Reserve your appointment at one of the "Appointment Link"s under the site address in the list above OR you can go to https://www.turnanewleaf.org/services/financial-empowerment/vita-program.html . Or Walk-In at the specified sites . You can also download the Intake Packet (English or Spanish) and fill it out before you come to the site. This is highly recommended!
2	Sign-In at the site and completely fill out the Intake Sheet (3 pages) in your car /assigned waiting spots (if available). You will be called on your cell when it's your turn to Drop-Off your tax documents. Maximum 15 minutes are allowed for this 'Drop-Off' meeting with a VITA Volunteer.
3	Sign the (4) Consent forms and ensure ALL the required tax documents are open and out of the envelopes BEFORE coming to see a Volunteer. MUST bring Social Security Card or ITIN Card/Letter (for ALL persons), Picture ID (for Taxpayer and Spouse) AND Prior year's tax return .
4	Tax Preparation will be done remotely and the customer will be contacted via phone or email to collect any incomplete or additional information required during the preparation/review process.
5	Taxpayer will be given an appointment for the completed 'Tax Return Pick-Up'. Taxpayer and the spouse, BOTH MUST be present for this meeting. Maximum 10 minutes are allowed for the "Pick-Up" appointment.

To find Information on VITA Site Locations in other areas (Phoenix, Mesa, Tempe etc), please visit

<https://irs.treasury.gov/freetaxprep/>