VITA

Volunteer Income Tax Assistance

COVID-19 Safety Protocols

- **MUST Maintain Social Distancing**
- **MUST wear a Face Mask ALWAYS covering Nose and Mouth**
- **Temperature Check will be administered for all Volunteers and Taxpayers**
- **Taxpayers must bring their own pens to fill out the paperwork**
- **A Maximum of 15 minutes are allowed for the Drop-Off/Pick-Up Appointment meeting with a volunteer**
- **Children/additional people (Not required for tax preparation service) are NOT ALLOWED at the sites.**
- **After Signing-In, please take the Intake Packet back to your car to complete it (if instructed by a volunteer to do so).**
- **You will be called in-person / on your cell when a volunteer is available to assist you**
- **Some sites may restrict the number of people allowed indoors due to space constraints and to maintain proper social distancing**

Thank you! We Appreciate your cooperation!

a new leaf
mesacan
COMMUNITY ACTION NETWORK