

7 STEPS

TO BECOMING A TAX PREPARATION VOLUNTEER

1 JOIN THE TEAM

Contact Monica Conover at 973.993.1160, x529 or email Monica.Conover@UnitedWayNNJ.org to sign on as a volunteer.

2 GET TRAINING

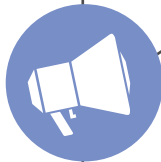
Find dates for classroom training from IRS-certified instructors at UnitedWayNNJ.org/Calendar, or train online via linklearncertification.com.

3 PASS YOUR TESTS

Prepare for certification using your training resources, then visit linklearncertification.com to take your certification exam.

4 CHOOSE A SITE

Choose a tax preparation site to volunteer at from among sites across northern New Jersey: <https://nj211.org/nj-vita-centers>



5 NOTIFY US

Once you're certified, contact United Way. We'll be your main resource during tax season and make sure you have what you need to succeed.

6 PICK YOUR SCHEDULE

With your Site Coordinator, choose your volunteer location(s) based on your availability and the sites' hours of operation.

7 FILE YOUR PAPERWORK

Print and sign IRS form *13615 Standards of Conduct* from linklearncertification.com. We'll need to keep this form on file during the tax year.

To find out more information, visit us at UnitedWayNNJ.org/TaxPrepTeam, email Monica.Conover@UnitedWayNNJ.org, or call 973.993.1160, x529.

