

Dear taxpayer,

Due to the continued spread of COVID-19, **we are not meeting face-to-face with anyone** at this time to prepare taxes. However our volunteers are willing to help if you wish to **complete your taxes for 2016-2020 via mail for free. See the following instructions:**

1. **Download and complete the IRS required forms provided in the pdf located at www.johnson.k-state.edu . If you prefer to submit your information electronically, you may call 211 for instructions.**

2. **Make photo copies of the following (DO NOT SEND ORIGINALS):**
 - **your photo ID and social security cards/ITIN for everyone listed** on the return
 - **all your tax documents (W2s, 1099s, SS statements etc)** If you have **1099s include mileage and expenses against that income**
 - **form 1095A IF you have insurance through the Marketplace**
 - **CASH donations to non-profits are deductible this year even if not itemizing up to \$300**
 - **if you want direct deposit of any refunds provide bank name, routing number & account number (or voided check)**
 - **KS residents: IF you pay real estate taxes on your home include tax receipt in case you qualify for the Homestead refund**
 - **MO residents: IF you pay real estate taxes on your home include tax receipt OR if you rent include form 5674 from your landlord in case you qualify for a property tax credit**
 - **Copy of last filed tax return if we did not prepare it**

3. **MAIL all of the above from steps 1 and 2 to the following address:**
VITA c/o K-State Extension
11811 S Sunset Drive Suite 1500
Olathe, KS 66061

Once we have **received everything needed**, one of our volunteers will **prepare** your return, **call you** on the phone **to discuss it** and, once you verbally okay it, we will ***electronically submit** your return to the IRS and required states. **A copy of the return will be emailed or mailed to you. Please allow at least one week to complete.**

NOTE:* IRS WILL NOT ACCEPT RETURNS UNTIL FEBRUARY 12TH SO THE FIRST DAY WE WILL BE PREPARING RETURNS IS FEBRUARY 10TH, 2021.

On behalf of Volunteer Income Tax Assistance (VITA)

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