

# CFEP Chronicles— Tips, tools, and the people of VITA El Paso

Dear volunteer,

The middle of the tax season is upon us and all of our sites are up and running. Because of your dedication, many El Paso families have saved over \$300 in tax preparation fees and have received all of their hard earned tax credits. We want to thank you for all of your hard work and choosing to volunteer for our program.

This newsletter will be one of several that will be provided throughout the year. Since the sites are so wide spread, we wanted to keep you informed about the program, feature some fellow volunteers, and provide tips to enhance your experience. Remember that we are all in this together and we would love for you to share any stories, ideas, or suggestions that you would like featured in future newsletters. We hope you enjoy this issue.



"I volunteer for two reasons, I love working with people and I love numbers".—Blanca Borrero

## 2009 PROGRESS REPORT:

Number of returns completed:

El Paso Collaborative:	149
El Paso Community College Rio Grande:	327
EPCU Affordable Housing:	135
Houchen Community Center:	83
Iglesia San Patricio:	10
Montana Vista Elementary:	53
YMCA Northeast:	487
Project Vida:	106
Rio Vista Community Center:	177
Roving Unit:	35
Sandoval Housing:	50
Santuario San Judas Tadeo:	17
West Texas Credit Union:	225
Ysleta del Sur Pueblo:	490
YWCA Central:	359

**TOTAL: 2703**

**Thank you for all your hard work!**

## Quality Review Tips

As the season picks up and the tax sites get busy we can sometimes feel too overwhelmed to conduct quality review. Please remember that this process is very important for the benefit of our taxpayers. You can catch unintentional mistakes such as transposed numbers, wrong date of birth, and misspelled names. Below are some tips to conduct quality review while maximizing your time:

- **Always use the intake/interview & quality review sheet**
- **Have a designated reviewer, volunteers can rotate between reviewing and preparing taxes on different days.**
- **If you do not have a designated reviewer, have your volunteers check each others work before e-filing**
- **Involve clients in the quality review process by having them check the main information sheet and bank account numbers**



Remember that these are just some tips. You can use the method that works best for you and your site. Nevertheless, it is mandatory by the IRS to have a review process in place.



Coalition for Family Economic Progress  
Building Strong Families for El Paso's Future!



"I like volunteering as a tax preparer because I like helping others. I feel like it is a civil duty."  
- Nikki Flores

## PROGRAM REMINDERS

- ⇒ Taxpayers must provide valid identifications.
- ⇒ Taxpayers must provide SS cards or ITINs for everyone in the family. Last year's tax return is not a valid substitute.
- ⇒ All documents must be originals
- ⇒ Taxpayers signatures are not required on Form 8879.
- ⇒ If the tax return is being filed as married jointly both taxpayers must be present.
- ⇒ Taxpayers must provide the correct amount of 2008 Stimulus Payment.
- ⇒ Volunteer can only prepare taxes up to their certification level.

## SPECIAL VOLUNTEER OPPORTUNITIES

### "Healthy Kids Day" Volunteer Tax Preparers Needed! Celebrate Healthy Kids and Families

YMCA Healthy Kids Day is a free, fun-filled day of activities designed to promote healthy kids and families in spirit, mind and body. By celebrating health and wellness of young people through a variety of fun, physical activities, YMCA Healthy Kids Day encourages kids and families nationwide to stay active, connected and healthy.

The YMCA-Northeast will be celebrating this event on Saturday April 4, 2009. To join in the festivities, the VITA program will be preparing taxes for the public from 9:00am-1:00pm. **We are looking for volunteers to come and help us prepare taxes on this very special event.** If you are interested in volunteering please call 838-9608 or e-mail [cortiz@epcuah.com](mailto:cortiz@epcuah.com). We hope to see you there!

### "Super Saturday" March 21, 2009 9:00-1:00pm Volunteers Needed

Super Saturday is a national event hosted by the VITA program. It is a reminder for the community about the invaluable service the program provides. News stations will be featuring the event. We will be hosting it at the YMCA-Northeast location and will be preparing taxes for the public from 9:00am-1:00pm.

**We are looking for volunteers to come and help us prepare taxes for this event.** If you are interested in volunteering please call 838-9608 or e-mail [cortiz@epcuah.com](mailto:cortiz@epcuah.com). We hope to see you there!



### Looking Ahead

Believe it or not, we are already planning for next tax season! If you or anyone you know may be interested in volunteering as a Tax Preparer or Greeter, please call Claudia Ortiz at 915-838-9608. Our Volunteer Interest Form is also available at:

[www.freetaxeselpaso.org](http://www.freetaxeselpaso.org)

### **OTHER VOLUNTEER OPPORTUNITIES:**

1. Quality Reviewer
2. Recruitment / Publicity specialist
3. Computer Specialist
4. Interpreter