FREE Community Tax Preparation
2023 Federal and Nebraska State Returns
Volunteer Income Tax Assistance (VITA) Site Schedule
Must have an APPOINTMENT
Schedule an appointment at https://vita.unl.edu/signup/ beginning January 15th

When scheduling your tax preparation appointment, please choose a site location, date, and time. Virtual preparation is available, in addition to facilitated self-assistance (FSA), limited walk-ins. All sites listed below, will be face-to-face and require an appointment. All sites will follow local health department guidelines. Most sites offer over the phone translators.

<table>
<thead>
<tr>
<th>DAY</th>
<th>SITE NAME</th>
<th>ADDRESS</th>
<th>Hours</th>
<th>DATES AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>American Job Center</td>
<td>1330 N Street</td>
<td>10:00 AM to 1:00 PM</td>
<td>Jan 22 - Apr 8 (Closed Feb 19)</td>
</tr>
<tr>
<td></td>
<td>Asian Community and Culture Center</td>
<td>114 N 44th Street A</td>
<td>10:00 AM to 12:00 PM</td>
<td>Jan 29 - Apr 8</td>
</tr>
<tr>
<td></td>
<td>Southeast Community College</td>
<td>8800 O Street, T-102</td>
<td>1:00 PM to 3:00 PM</td>
<td>Jan 29 - Apr 8</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>F Street</td>
<td>1225 F Street</td>
<td>4:00 PM to 6:00 PM</td>
<td>Jan 30 - Feb 27</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>Victor Anderson Library</td>
<td>3635 Touzalin Ave</td>
<td>4:30 PM to 6:30 PM</td>
<td>Jan 31 - Apr 10</td>
</tr>
<tr>
<td></td>
<td>Center for People in Need</td>
<td>3901 N 27th, Unit 1</td>
<td>11:00 AM to 1:00 PM</td>
<td>Feb 6 - Mar 27</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>Loren Eiseley Library</td>
<td>1530 Superior Street</td>
<td>4:30 PM - 6:30 PM</td>
<td>Feb 1 - Apr 11</td>
</tr>
<tr>
<td></td>
<td>Southeast Community College</td>
<td>8880 O Street, T-102</td>
<td>3:00 PM to 7:00 PM</td>
<td>Feb 1 - Apr 11 (Closed Mar 14)</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>Nebraska East Union*</td>
<td>1705 Arbor Drive</td>
<td>10:00 AM to 3:00 PM</td>
<td>Jan 20 - Mar 2</td>
</tr>
<tr>
<td></td>
<td>Bennett Martin Library</td>
<td>14th &amp; N Street</td>
<td>1:00 PM to 3:00 PM</td>
<td>Feb 4 - Mar 24</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>Good Neighbor Center</td>
<td>2617 Y Street</td>
<td>1:00 pm to 3:00 pm</td>
<td>Jan 28 - Feb 18</td>
</tr>
<tr>
<td></td>
<td>Native American VITA</td>
<td>JGMC-Ubuntu/202, 1505 S St</td>
<td>1:00 pm to 3:00 pm</td>
<td>Feb 4 - Apr 7, (Closed Mar 10, 17 &amp; 31)</td>
</tr>
</tbody>
</table>

*East Campus: Enter on Holdrege and 35th.

Site Closure Information
Lincoln Public Schools and/or UNL is closed due to bad weather all VITA sites are closed. In case of bad weather, tune to KFOR 1240 for cancellations. For more information call 2-1-1, visit www.vita.unl.edu

Contact Information
If you have questions, contact Lincoln VITA at vita@unl.edu or 402.472.0857
TO HAVE YOUR TAXES PREPARED, BRING or UPLOAD:

IDENTIFICATION:
- Social Security Cards or ITIN Letters for EVERYONE who will be included on the return
- Photo ID for ALL tax return signers (BOTH spouses must sign if filing jointly)

INCOME:
- W-2s for wages, W-2Gs for gambling income
- 1099s for interest, dividends, unemployment, state tax refunds, pension or 401-K distributions, and other income
- Records of revenue from self-employment or home-based businesses

EXPENSES:
- 1098s for mortgage interest, student loan interest (1098-E), or tuition (1098-T), statement of property tax paid
- Statement of college student account showing all charges and payments for each student on the return
- Childcare receipts, including tax ID, phone number, and address for childcare provider
- Records of expenses for self-employment or home-based businesses

Other Documentation:
- Checking or Savings account information for direct deposit/ direct debit
- 1095s showing creditable health insurance coverage

Last year’s tax return – REQUIRED for MyFreeTaxes self-preparation

PLEASE NOTE: The scope of work that can be done within the VITA site is defined by the IRS. If your return is considered “out of scope” for this site, our VITA Volunteers will not be able to prepare your return.

OUT of SCOPE:
- CANNOT prepare the return if reporting Cryptocurrency.
- CANNOT prepare the return if a Depreciation schedule is required or a Schedule F (Farm) is required.
- CANNOT prepare the return if self-employment or home-based business:
  - Has a net loss
  - Has self-employed, SEP, SIMPLE, or qualified retirement plans
  - Has more than $35,000 in expenses
  - Has employees
- CANNOT prepare a return with casualty or theft losses.

SITES May Be Able to Prepare:
- MAY be able to prepare a return with Schedule E (rental income) or Schedule K-1 (partnership or trust income)
- MAY be able to prepare a return with income from dividends, capital gains, or minimal brokerage transactions.
- NOT all sites prepare multiple state returns.

For SNAP (Food Stamp Program) assistance please call the SNAP Outreach hotline at 1-855-444-5556.