

The IRS Volunteer Income Tax Assistance (VITA) Program at UW-Whitewater offers free tax help and free electronic filing of 2015 federal and Wisconsin tax returns.

For the Spring 2016 filing season, the VITA Tax Clinic will be open on **Saturdays from 10:00 a.m. to 2:00 p.m.** and **Wednesdays from 4:00 p.m. to 7:00 p.m. from January 30 through April 9.** Note that the Tax Clinic will be closed **Saturday, March 19, and Wednesday, March 23 as the University is on Spring Break.**

Taxpayers should come to **Room 1001 of Hyland Hall**, which is on Starin Road on the UW-Whitewater campus. Please see the campus map and the Tax Clinic schedule on the following pages for more information. Park in **Lot 7.**

If you are driving to campus on a day OTHER THAN Saturday for the Tax Clinic: before parking, go through the drive-through on the north side of the Visitor's Center (one-story building with blue roof) and request a temporary parking permit. Tell the attendant that you are coming to campus for the VITA tax clinic being held in Hyland Hall. Be sure to park in a NON-metered space.

Note!

**No appointments needed:
first come, first served.**

VITA at UW-Whitewater is staffed by IRS-certified student preparers and supervised by faculty of the UW-Whitewater Accounting Department.

Taxpayers should **bring the following items** to VITA:

- Photo identification
- Valid Social Security cards for the taxpayer, spouse and dependents
- Birth dates for the taxpayer, spouse and dependents
- A copy of last year's federal and state returns, if available
- Current year's tax package, if received
- Wage and earning statement(s) and income statements: Forms W-2, W-2G, 1099-R SSA-1099, 1099-G
- All Forms 1099-INT and 1099-DIV (interest and dividend income statements)
- All Forms 1098 (for example, mortgage interest paid, statements of tuition paid and interest paid)
- Information regarding health insurance coverage for you, your spouse and all dependents
- Form 1095-A [if you have health insurance purchased through the Health Insurance Marketplace]
- Form 1095-B [if it was reported to you that you otherwise have minimum essential coverage]
- If you received an exemption from the Health Insurance Marketplace, your exemption certificate number or ECN.
- A voided check (for bank routing and account numbers for direct deposit)
- Other documents needed to complete your return (e.g., **receipted** real estate tax bill, **unreimbursed** medical expenses)
- Other relevant information about income and expenses (e.g., Form 1099-MISC for non-employee compensation)
- Total paid for day care
- Day care provider's identifying number (Social Security or business Employer ID Number) and amount paid
- A Rent Certificate (obtained from your landlord) or your property tax bill for your residence for 2015 if you believe you are eligible for the Wisconsin Homestead credit (see <http://www.revenue.wi.gov/faqs/ise/home.html> for "frequently asked questions" regarding the Homestead Credit)
- Estimate of out-of-state purchases you made in 2015 on which you paid no Wisconsin sales or use tax (e.g., purchases through Amazon).

There is an information line that provides **ONLY** prerecorded information: 262/472-5449.

Please note the following:

- We can only prepare federal and state returns for **full-year** Wisconsin residents
- We cannot prepare complicated returns; we can prepare simple Schedules A, B and D, C-EZ and a simple Schedule C
- For a husband and wife to file electronically, both spouses must be present to sign the required forms.

Thank you for your interest in the VITA Program at UW-Whitewater. If you do not have an SSN for you or a dependent, you should complete Form SS-5, Social Security Number Application. (See www.socialsecurity.gov/online/ss-5.pdf) This form should be submitted to the nearest Social Security Administration Office. See <http://www.dhs.wisconsin.gov/medicaid/contacts/medcontact8.htm> for a list of Offices in Wisconsin.

Clinic 1	Saturday, January 30, 2016	10:00 a.m. to 2:00 p.m.
Clinic 2	Wednesday, February 3, 2016	4:00 p.m. to 7:00 p.m.
Clinic 3	Saturday, February 6, 2016	10:00 a.m. to 2:00 p.m.
Clinic 4	Wednesday, February 10, 2016	4:00 p.m. to 7:00 p.m.
Clinic 5	Saturday, February 13, 2016	10:00 a.m. to 2:00 p.m.
Clinic 6	Wednesday, February 17, 2016	4:00 p.m. to 7:00 p.m.
Clinic 7	Saturday, February 20, 2016	10:00 a.m. to 2:00 p.m.
Clinic 8	Wednesday, February 24, 2016	4:00 p.m. to 7:00 p.m.
Clinic 9	Saturday, February 27, 2016	10:00 a.m. to 2:00 p.m.
Clinic 10	Wednesday, March 2, 2016	4:00 p.m. to 7:00 p.m.
Clinic 11	Saturday, March 5, 2016	10:00 a.m. to 2:00 p.m.
Clinic 12	Wednesday, March 9, 2016	4:00 p.m. to 7:00 p.m.
Clinic 13	Saturday, March 12, 2016	10:00 a.m. to 2:00 p.m.
Clinic 14	Wednesday, March 16, 2016	4:00 p.m. to 7:00 p.m.
CLOSED	Saturday, March 19, 2016	N/A
CLOSED	Wednesday, March 23, 2016	N/A
Clinic 15	Saturday, March 26, 2016	10:00 a.m. to 2:00 p.m.
Clinic 16	Wednesday, March 30, 2016	4:00 p.m. to 7:00 p.m.
Clinic 17	Saturday, April 2, 2016	10:00 a.m. to 2:00 p.m.
Clinic 18	Wednesday, April 6, 2016	4:00 p.m. to 7:00 p.m.
Clinic 19 (LAST)	Saturday, April 9, 2016	10:00 a.m. to 2:00 p.m.

