

2019 VITA TRAINING SESSIONS

Revised: 09-23-2019

Community/Student Training – 2 Day Session 8:00 a.m. – 5:00 p.m.

Community/Student Training - Highly Recommended (Mandatory for all new Tax Preparers Volunteering) Open to all VITA Volunteers interested in becoming Tax Preparers. At the end of the two-day course, volunteers will take 4 exams: 1.) the Advanced Certification, 2.) Health Savings Account (HSA) Certification, 3.) Standard of Conduct, and 4.) Intake & Quality Reviewer exams. This session will focus on how to use the 4012 Resource Guide and TaxSlayer software. Greeters/Screeners are not required to attend this session. Regardless of location these training sessions are open to all students and community volunteers. Though these sessions are not mandatory for all volunteers, they are highly recommended, especially for those new to the VITA program. Please bring laptop if possible.

Fri-Sat, December 6th – 7th

South Florida State College
2251 NE Turner Ave, Arcadia
8:00 a.m. – 5:00 p.m.

Wed-Thu, December 11th – 12th

CDC of Tampa
1907 E Hillsborough Ave, Tampa
8:00 a.m. – 5:00 p.m.

Mon-Tue, January 6th – 7th

United Way Suncoast - Manatee
4215 Concept Court, Bradenton
8:00 a.m. – 5:00 p.m.

Mon-Tue, December 9th – 10th

CDC of Tampa
1907 E Hillsborough Ave, Tampa
8:00 a.m. – 5:00 p.m.

Fri-Sat, January 3rd – 4th

Stetson University
1401 61st St South, Gulfport
8:00 a.m. – 5:00 p.m.

Mon-Tue, January 13th – 14th

Stetson University
1401 61st St South, Gulfport
8:00 a.m. – 5:00 p.m.

Orientation – Mandatory for all Volunteers (Greeter/Screeners Exempt)

This half-day Orientation facilitated by the IRS and United Way Suncoast is designed for volunteers who want to become Tax Preparers as well as Quality Reviewers. Volunteer Guidelines and procedures will be discussed during this session. If you are not able to participate, please reach out to United Way. Greeters/Screeners are exempt and do not need to attend this session.

Tuesday, December 10th

South Florida State College
2251 NE Turner Ave, Arcadia
3:30 p.m. – 8:00 p.m.

Saturday, January 11th

United Way Suncoast - Manatee
4215 Concept Court, Bradenton
9:00 a.m. – 2:00 p.m.

Saturday, December 14th

CDC of Tampa
1907 E Hillsborough Ave, Tampa
9:00 a.m. – 2:00 p.m.

Wednesday, January 15th

Stetson University
1401 61st St South, Gulfport
9:00 a.m. – 2:00 p.m.

Site Coordinator Training – Mandatory for all Site Coordinators

Site Coordinators have additional responsibilities than those of other VITA volunteers. These topics need to be addressed separately prior to opening a VITA site. The IRS will cover the guidelines and protocol as United Way will cover expectations, support, data, and partnerships. All Site Coordinators must attend a Site Coordinator Training before the IRS approves their VITA site. If you are not able to attend the Site Coordinator Training (3 sessions to choose from), please contact Amanda King, IRS SPEC Consultant, directly for other arrangements.

Wednesday, January 8th

United Way Suncoast - Tampa
5201 W Kennedy Blvd Suite 600
9:00 a.m. – 3:00 p.m.

Saturday, January 18th **NEW LOCATION**

Daystar Life Center - Pinellas
1055 28th St South
9:00 a.m. – 3:00 p.m.

Monday, January 13th

United Way Suncoast - Sarasota
1800 2nd St, Suite 102
9:00 a.m. – 3:00 p.m.

Greeter/Screeener Webinar – Mandatory for Greeter/Screeners

The Greeter/Screeener Webinar is a way for our volunteers to know in depth the responsibilities of such an important role in the VITA Program. This webinar is for all Greeter/Screeners and will cover the Intake process as well as interaction with taxpayers. As the Greeter/Screeener, attending this webinar is mandatory. Volunteers can attend in person at either United Way Office in Tampa or in Sarasota or can call in. Details of the webinar will follow at a later date. If you are not able to attend, please contact United Way Suncoast.

Friday, January 10th

United Way Suncoast Tampa
5201 W Kennedy Blvd Suite 600, Tampa
10:00 a.m. – 2:00 p.m.

Q&A w IRS Webinar - Optional

Do you have questions or would like additional VITA information? You can directly speak with our IRS SPEC Consultant Amanda King and get clarification on the VITA program. These 30-minute webinars are designed to help you fully understand the VITA Program and volunteer roles. You will be provided with the call-in information at a later date directly from Amanda King, IRS SPEC Consultant.

Wednesday, October 16th

WebEx Conference Call
30 min session
11:30 a.m.

Wednesday, November 6th

WebEx Conference Call
30 min session
11:30 a.m.

Wednesday, December 18th

WebEx Conference Call
30 min session
11:30 a.m.

Wednesday, October 30th

WebEx Conference Call
30 min session
7:30 p.m.

Wednesday, November 20th

WebEx Conference Call
30 min session
7:30 p.m.

Wednesday, January 15th

WebEx Conference Call
30 min session
7:30 p.m.