

MCAS MIRAMAR VOLUNTEER INCOME TAX ASSISTANCE (VITA) CENTER

Opening January 22, 2019



Who is Eligible? Active Duty Personnel, Dependent, and Retirees
Primary Mission – Serve the Junior Enlisted (E-5 & Below)
Secondary Mission – All other eligible person

Hours of Business

Walk-ins: Monday-Thursday 0800-1200, Fridays 0900-1200 (must arrive before 1100)

Appointments: Monday-Thursday 1300-1700, Fridays 1300-1530

To schedule an appointment call **858-577-8311**. If the line is busy please call again a few minutes later; voicemails are not monitored because the appointment scheduler needs to brief you and the high volume of calls prevent callbacks.

Location of Tax Center

Building 6275 (next to Legal Assistance and the NMCRS Thrift Store) on Bauer Road.

What to Bring – We only have what you bring to assist you in filing

- Military ID Card + W-2 + LES + Social Security Cards + Past 2 Years Tax Returns
- Power of Attorney (POA) signed by spouse if Married Filing Jointly (POA's are available next door at Legal Assistance)
- 1099s and all other Income Forms/IRS Documents

What to Expect – The Process

- 1) Intake Interview
- 2) Meet with the Tax Preparer & clarify potential issues
- 3) Determination if we can prepare your Return
- 4) Prepare Return
- 5) Quality Review & Taxpayer Review
- 6) Electronic Filing by us if eligible, Paper Filing by you if not

About VITA & Limitations on our Services

- Our Tax Marines are Marines from Miramar on temporary orders from January through April.
- Training: the Marines are trained by the IRS, California Franchise Tax Board, and TaxSlayer.
- Do we file corrections? Yes, but only for tax returns we prepared for you this year and only while the Tax Center is open. The Tax Center closes at the end of April and the Marines return to their units.
- Do we prepare complex Returns? If your Return is beyond the scope of our training, we may not be able to assist you. During the intake interview we determine if we can prepare your return. For out-of-scope returns we recommend seeking a reputable paid tax preparer because if the IRS should send you a letter, the paid preparer will often assist in any needed correction after tax season is over.
- Do we prepare “Married Filing Separately” Returns? We can only file Returns for “Married Filing Separately” if both spouses are present, bring all documents, have no children, do not own land/home, and do not live in a Community Property State (CA, AZ, ID, LA, NV, NM, TX, WA, WI, AK are the Community Property States).