

**CAC Volunteer Income Tax Assistance (VITA) offers**

# **FREE TAX PREPARATION**

**BY APPOINTMENT ONLY**



**CAC VITA at  
Cokesbury United Methodist  
Church  
North Campus  
9919 Kingston Pike.**

## **ON-LINE APPOINTMENTS ONLY**

**<https://vitataxassistance.simplybook.me/v2/>**

**NOTE: This site follows Knox County Schools for weather closings.**

### **ABOUT VITA**

This VITA Site is a free and confidential service offered on an appointment-only basis and is open to low-income and moderate-income individuals and families. VITA volunteers are IRS certified and will prepare basic tax forms such as the 1040, however, there are some forms that cannot be prepared by VITA. At the L.T. Ross Building site, VITA will file back taxes from 2018 to the present. VITA will also provide assistance with amended returns during the month of March.

*See reverse side of this page for a list of items to bring to have your taxes prepared.*

**Knoxville-Knox County Community Action Committee**  
**knoxcacvita.org**

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## To begin the tax assistance process, you will need to have the following:

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1. Social Security cards for all individuals to be claimed or some other official documentation - i.e. resident alien
2. Photo I.D. (IDs for all those filing)
3. If filing jointly, both spouses need to be here to sign
4. All W-2 and /or 1099 forms for income received last year or documentation of self-employment income
5. Form 1095-A is required for you and anyone else that appears on your tax return if they or you have Health Insurance through the Affordable Care Act Marketplace.
6. **IRS letter 6914, 2021 Advance Child Tax Credit** (Mailed by the IRS)
7. All interest paid (1098) & child care expenses. Must have statement from daycare provider that includes the EIN or Social Security number of provider
8. For Direct Deposit, you need the routing number and account number of your checking or savings account
9. Copies of the previous years' tax returns are helpful

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## What kind of tax forms can VITA process?

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### **VITA will prepare:**

**Form 1040EZ, Form 1040A with Schedules 1,2,3 & EIC, Form 1040 with Schedules A,B, EIC & R, Form 1040-V, Form 1040-ES, Form 2441 Child & Dependent Care Credit, Form 8812 Additional Child Tax Credit, Form 8863 Education Credits**

### **VITA will not prepare:**

**Schedule C Profit or Loss from Business, Complicated & Advanced, Schedule D Capital Gains & Losses, Schedule E Rent & Royalties, Form SS-5 Requests for SS #, Form 2106 Employee Business Expenses, Form 3903 Moving, Form 8606 Non-deductible IRA, Form 8615 Minor's Investment Income**

**CAC: Helping People. Changing Lives.**