

VITA

Volunteer Income Tax Assistance at Bunker Hill Community College

VITA is a community service that is provided free of charge on the Charlestown Campus by students at Bunker Hill Community College. The program is a partnership between the college and the Internal Revenue Service. The IRS began the VITA Program in 1969, and BHCC became a partner in 1975.

Through the VITA Program, Bunker Hill Community College assists over 2,600 taxpayers each year. VITA's tax preparers are advanced accounting students who passed a course in Federal Income Taxation, received special training, and passed the Internal Revenue Service's VITA exam. Students receive college credit for completion of the VITA course. Please do not offer cash or gifts to the students.

The BHCC VITA Program is a course offered by BHCC's Business Administration Department. In addition to both degree and certificate programs in Accounting, the department offers a variety of degree and certificate programs in Management, International Business, Finance, and Retail Management.

VITA SERVICE HOURS:

February 2 - April 15, 2010

Tuesdays 10 a.m. - 7 p.m.
Wednesdays 10 a.m. - 5 p.m.
Thursdays 10 a.m. - 5 p.m.
Fridays 10 a.m. - 5 p.m.
Saturdays 10 a.m. - 3 p.m.

BHCC's Charlestown Campus
250 New Rutherford Ave, Boston, MA 02129
Telephone: 617-228-BHCC TTY: 617-228-2051

*conveniently located at the Community College Stop
on the MBTA Orange Line*

VITA Information Line: 617-228-2095
VITA Preparation Room: 617-228-3268

www.bhcc.mass.edu/vita


Bunker Hill
Community College
Imagine the possibilities
VITA PROGRAM
250 New Rutherford Avenue
Boston, MA 02129-2925

VITA

Volunteer Income Tax Assistance

Spring 2010



ABOUT BUNKER HILL COMMUNITY COLLEGE

Founded in 1973, BHCC enrolls over 9,000 students in day, evening, and weekend courses and programs. The college is internationally recognized for development of individualized methods of instruction and specialized advising services for students. BHCC is a leader in the application of distance learning technologies and computer-based methodologies that enhance and strengthen the learning environment. BHCC ranks second in enrollment among community colleges in Massachusetts.

With students from over 70 countries, and students of color comprising half of the student population, BHCC is one of the most diverse and cosmopolitan of colleges in New England.

For more information about any of Bunker Hill Community College's academic programs, call 617-228-BHCC.



CHARLESTOWN CAMPUS
250 New Rutherford Avenue
Boston, Massachusetts 02129-2925
conveniently located on the MBTA Orange Line
VITA Information Line: 617-228-2095
VITA Preparation Room: 617-228-3268
Telephone: 617-228-BHCC TTY: 617-228-2051

CHELSEA CAMPUS
175 Hawthorne Street, Bellingham Square
Chelsea, Massachusetts 02150-2917
Telephone: 617-228-2101 TTY: 617-228-3377

CAMBRIDGE SATELLITE
Cambridge Rindge and Latin School
459 Broadway, Cambridge, Massachusetts 02138-4192
Telephone: 617-228-2051

EAST BOSTON SATELLITE
East Boston Neighborhood Health Center
155 Addison Street, East Boston, MA 02128
Telephone: 617-228-2422

REVERE SATELLITE
101 School Street
Revere, Massachusetts 02151
Telephone: 617-228-2408

SOMERVILLE SATELLITE
Mystic Activity Center
530 Mystic Avenue
Somerville, Massachusetts 02145-1799
Telephone: 617-228-2051

SOUTH END SATELLITE
i.b.a./villa victoria
405 Shawmut Avenue
Boston, Massachusetts 02118
Telephone: 617-228-2408

WHAT TO BRING TO VITA:

- SOCIAL SECURITY CARDS for taxpayers and dependents, and Photo ID
- **1099 HC Proof of Health Insurance***
- Last year's state and federal taxes
- Unemployment statements
- All W2s, gambling forms, state refunds forms
- All 1099s for interest, dividends, and work
- If you received any 1099-misc's for work, you may bring any expenses of this job
- Home Buyers - details/paperwork from sale
- Proof of energy efficient home improvements
- Excise tax, property tax and mortgage interest statements, plus donations receipts, medical expenses, business expenses: dues, uniforms, etc.
- End of year social security statements
- Amount of economic recovery payment if received
- Day care info, including amount paid, and name and taxpayer number of day care provider
- Tenants - amount of rent paid in Mass.
- Senior homeowners - for Circuit Breaker credit: appraised value of home owned, plus proof of real estate taxes paid, plus water bills paid
- Students - tuition, loan interests paid
- Commuters: Amount paid for Fastlane or MBTA weekly or monthly pass
- Sales tax on new vehicle purchased after 2/16/09

Instructions for MAIL filing ON YOUR OWN

- Sign and date all paper filed income tax returns. Both the taxpayer and spouse must sign form.
- Make a duplicate copy of the returns and schedules for records and keep for 3 years.
- If you owe money, enclose a check with the return or send it with a federal or state payment voucher to the address provided.
- Staple your W2 forms to the first page of your returns.

ELECTRONIC FILING AT BHCC

Please provide SOCIAL SECURITY CARDS for all people listed on the tax return.

The BHCC VITA site electronically files the majority of the tax returns prepared. This means the tax return is sent electronically to the government. It DOES NOT have to be mailed. It is more accurate and lets the taxpayer receive refund more quickly. A balance due still does not have to be mailed until April 15 of the current filing season.

It is important that all information is correct so the tax return is not ELECTRONICALLY REJECTED. Please provide SOCIAL SECURITY CARDS as well as accurate phone numbers so you can be contacted if there are any problems.

IF YOU OWE MONEY FOR FEDERAL TAXES, AND FILE A 1040, 1040A OR 1040EZ:

- Make your check payable to:
UNITED STATES TREASURY
- Print your Social Security Number on face of the check along with the tax year and the number of the form you are filing (for example: 2009 Form 1040)
- You may include form 1040-V, payment voucher
Mail by April 15, 2010 those who owe money.

IF YOU OWE TAXES TO MASSACHUSETTS:

- Make your check or money order payable to:
COMMONWEALTH OF MASSACHUSETTS.
- Print your Social Security Number on face of the check along with the tax year and the number of the form you are filing (for example: 2009 Form 1)
- You may include payment voucher with check.
Mail by April 15, 2010
- You may include payment voucher with check.