

# Hampton Roads Community Action Program

## Free Tax Preparation



HRCAP and our FACES Coalition Partners provide **FREE** tax preparation services to qualified residents. Skilled volunteers complete the required forms to ensure that every deduction and tax credit is claimed, including the **Earned Income Tax Credit (EITC)**, which can increase your tax return by up to **\$6,318**.

### Eligibility and Requirements

- Families with Incomes of less than \$53,930 and two or more children (EITC).
- Single Individuals with no children and incomes less than \$15,010 (EITC).
- Targeted Populations: low-income, elderly, people with disabilities.
- NO Schedule C or E (business or rental income), or military.
- Must Have all tax documents, including any W-2s and 1099s.
- Social Security Card required for self, spouse and claimed dependents.
- To have a faster refund direct-deposited into your bank account bring your bank card or credit union account number AND routing number.

### What to Bring to Your VITA Site

- Proof of identification (photo ID)
- Social Security cards for you, your spouse and dependents
- An Individual Taxpayer Identification Number (ITIN) assignment letter may be substituted for you, your spouse and your dependents if you do not have a Social Security number
- Proof of foreign status, if applying for an ITIN
- Birth dates for you, your spouse and dependents on the tax return
- Wage and earning statements (Form W-2, W-2G, 1099-R, 1099-Misc) from all employers
- Interest and dividend statements from banks (Forms 1099)
- All Forms 1095, Health Insurance Statements
- Health Insurance Exemption Certificate, if received
- A copy of last year's federal and state returns, if available
- Proof of bank account routing and account numbers for direct deposit such as a blank check
- To file taxes electronically on a married -filing-joint tax return, both spouses must be present to sign the required forms
- Total paid for daycare provider and the daycare provider's tax identifying number such as their Social Security number or business Employer Identification Number
- Forms 1095-A, B or C, Affordable Health Care Statements
- Copies of income transcripts from IRS and state, if applicable

See the back of this flyer for a complete list of local VITA  
Tax Preparation sites.



<p><b>Bethel AME Church</b> 94 West Lincoln Street Hampton, VA 23669</p> <p><b>Service Hours:</b> Saturday - 8:30 am to 2:00 pm Tuesday - 9:00 am to 1:00 pm Open from February 4th to May 31st. <b>Walk-ins accepted.</b></p>	<p><b>Christopher Newport University</b> 1 Avenue of the Arts, Luther Hall Newport News, VA 23606</p> <p><b>Service Hours:</b> Tuesday - 12:00 pm to 5:00 pm Friday - 12:00 am to 5:00 pm Saturday - 12:00 pm to 4:00 pm (February 25th only) Open from February 7th to April 14th. <b>Walk-ins accepted.</b> <b>Services will not be available March 7th to March 10th.</b></p>
<p><b>Courthouse Way Community Center</b> 14302 Old Courthouse Way Newport News, VA 23602</p> <p><b>Service Hours:</b> Wednesday - 5:30 pm to 7:30 pm Saturday - 9:00 am to 12:00 pm Open February 1st to April 15th. <b>Walk-ins accepted.</b></p>	<p><b>Family Investment Center</b> 600 C. Ridley Circle Newport News, VA 23607</p> <p><b>Service Hours:</b> Wednesday - 10:00 am to 2:00 pm Friday - 10:00 am to 2:00 pm Open from February 15th to April 18th. <b>By appointment only (757) 928-3681</b></p>
<p><b>Hampton University</b> 100 Cemetery Road, School of Business Buckman Hall - Room 121 Hampton, VA 23668</p> <p><b>Service Hours:</b> Tuesday - 8:30 am to 2:00 pm Thursday - 8:30 am to 2:00 pm Open from January 23rd to October 15th. <b>Call: (757) 727-5505 or walk-in</b></p>	<p><b>Six House Inc.</b> 2003 Kecoughtan Road Hampton, VA 23661</p> <p><b>Service Hours:</b> Tuesday - 11:30 am to 3:30 pm Thursday - 11:30 am to 3:30 pm Open from February 7th to April 13th. <b>By appointment only (757) 405-1800</b></p>
<p><b>USW Region 8 Local 8888</b> 4306 Huntington Avenue Newport News, VA 23607</p> <p><b>Service Hours:</b> Monday - 8:00 am to 4:30 pm Wednesday - 9:00 am to 5:00 pm Friday - 8:00 am to 4:30 pm Open from February 3rd to October 31st. <b>by appointment only call (757) 247-5291 ext. 129</b></p>	<p><b>United Way of the Virginia Peninsula</b> 11870 Merchants Walk, Suite 104 Newport News, VA 23606</p> <p><b>Service Hours:</b> Tuesday - TBA Thursday - TBA 2017 Dates - TBA <b>Site is closed to new clients</b> <b>Current clients by appointment only (757) 873-9328</b></p>
<p><b>Veteran's Free Tax Services</b> 3648 Wedgefield Avenue Norfolk, VA 23502</p> <p><b>Service Hours:</b> Monday through Friday 10:00 am to 3:00 pm Saturday - 10:00 am to 2:00 pm Open from January 23rd to April 21st. <b>Call 336-708-2682 for In-person or Virtual Schedule</b></p>	<p><b>Williamsburg James City County CAA</b> 312 Waller Mill Road, Ste. 405 Williamsburg, VA 23185</p> <p><b>Service Hours:</b> Monday - 10:00 am to 5:00 pm (closed 12pm to 2pm) Wednesday - 10:00 am to 5:00 pm (closed 12pm to 2pm) Thursday - 10:00 am to 5:00 pm (closed 12pm to 2pm) Open from January 23rd to April 21st. <b>By appointment only (757) 229-3316</b></p>