

# FREE Community Tax Preparation 2019 Federal and Nebraska State Returns

Volunteer Income Tax Assistance (VITA) Site Schedule  
Schedule an appointment at <https://vita.unl.edu/signup/>

MONDAY	SITE NAME	ADDRESS	HOURS	DATES AVAILABLE
<b>No VITA sites open</b>				
<b>TUESDAY</b>	<b>Center for People in Need*</b>	3901 N 27th Street, Unit 1	11:00 AM to 1:00 PM	Feb 4 – Mar 24
	<b>F Street Community Center</b>	1225 F Street	5:00 PM to 6:00 PM	Feb 4 – Apr 7
<b>WEDNESDAY</b>	<b>Asian Community &amp; Cultural Center</b>	144 N 44th Street, Ste A	Call for Appointment 402-477-3446	Feb 5 – Apr 1
	<b>Victor E Anderson Library*</b>	3635 Touzalin Ave	5:00 PM to 7:00 PM	Jan 29 – Apr 8
<b>THURSDAY</b>	<b>Asian Community &amp; Cultural Center</b>	144 N 44th Street, Ste A	Call for Appointment 402-477-3446	Feb 6 – Apr 9
	<b>Loren C Eiseley Library*</b>	1530 Superior Street	4:00 PM to 6:00 PM	Feb 6 – Apr 9
	<b>Southeast Community College</b>	8800 O Street, #T-102	4:30 PM to 5:30 PM	Feb 6 – Apr 9 Closed Mar 26
	<b>Victor E Anderson Library*</b>	3635 Touzalin Ave	5:00 PM to 7:00 PM	Jan 30 – Apr 9
<b>FRIDAY</b>				
<b>No VITA sites open</b>				
<b>SATURDAY</b>	<b>Nebraska Union*</b>	1400 R Street	10:00 AM to 3:00 PM	Jan 25 – Feb 22
	<b>Southeast Community College</b>	8800 O Street, #T-102	9:00 AM to 12:00 PM	Feb 1 – Apr 4 Closed Mar 21 & 28
	<b>Loren C Eiseley Library*</b>	1530 Superior Street	1:00 PM to 3:00 PM	Feb 1 – Apr 4
<b>SUNDAY</b>	<b>Nebraska Union*</b>	1400 R Street	11:00 AM to 3:00 PM	Jan 26 – Mar 1
	<b>Bennett Martin Library</b>	136 S 14th Street	1:00 PM to 3:00 PM	Feb 2 – Mar 15

**NOTE: \* = site change**

\*Center for People in Need - DATE CHANGE: Tuesdays ONLY

\*Victor E Anderson Library - DATE CHANGE: Wednesdays & Thursdays (NOT Tuesdays)

\*Loren C Eiseley Library - DATE CHANGE: Thursdays & Saturdays (NOT Sundays)

\*Nebraska Union - ADDRESS CHANGE: UNL City Campus: 1400 R Street, Main Level, Next to the Food Court (NOT East Campus) DATE CHANGE: Saturdays and Sundays ONLY (402) 472-6150

### Site Closure Information

\*\*When Lincoln Public Schools, and/or UNL, and/or SCC are closed due to bad weather, ALL VITA sites are closed. In case of bad weather, please call the site or tune in to KFOR 1240 for cancellations.

For more information call 2-1-1, visit [www.lincolnvitacoalition.unl.edu](http://www.lincolnvitacoalition.unl.edu) and/or [vita.unl.edu](http://vita.unl.edu), or call the Libraries (402) 441-8500

Neither Sponsored nor Endorsed by Lincoln Public Schools



# TO HAVE YOUR TAXES PREPARED, BRING:

## IDENTIFICATION:

- **Social Security Cards** or **ITIN Letters** for EVERYONE who will be included on the return
- Photo ID for ALL tax return signers (BOTH spouses must sign if filing jointly)

## INCOME:

- **W-2s** for wages, **W-2Gs** for gambling income
- **1099s** for interest, dividends, unemployment, state tax refunds, pension or 401-K distributions, and other income
- **Records** of revenue from self-employment or home-based businesses

## EXPENSES:

- **1098s** for mortgage interest, student loan interest (1098-E), or tuition (1098-T), statement of property tax paid
- **Statement of college student account** showing all charges and payments for each student on the return
- **Childcare receipts**, including tax ID and address for childcare provider
- **1095s** showing creditable health insurance coverage
- **Records** of expenses for self-employment or home-based businesses

Checking or Savings account information for direct deposit/ direct debit  
Last year's tax return - **REQUIRED** for MyFreeTaxes self-preparation

**PLEASE NOTE: The scope of work that can be done within the VITA site is defined by the IRS. If your return is considered "out of scope" for this site, our VITA Volunteers will not be able to prepare your return.**

This **includes**, but is **not limited** to the following:

- **CANNOT** prepare the return if a **Depreciation schedule** is required or a **Schedule F (Farm)** is required.
- **CANNOT** prepare the return if self-employment or home-based business:
  - Has a net loss
  - Has self-employed, SEP, SIMPLE, or qualified retirement plans
  - Has more than \$10,000 in expenses
  - Has employees
- **CANNOT** prepare a return with **casualty or theft losses**.
- **MAY** be able to prepare a return with **Schedule E (rental income)** or **Schedule K-1 (partnership or trust income)**
- **MAY** be able to prepare a return with income from **dividends, capital gains, or minimal brokerage transactions**.
- **NOT** all sites prepare multiple state returns.

**For SNAP (Food Stamp Program) assistance please call the  
SNAP Outreach hotline at 1-855-444-5556.**