

## **To ALL 2020 Drop Off / Mail-In Tax Clients:**

**We do not process business returns.**

**YOUR GROSS HOUSEHOLD INCOME CANNOT BE OVER \$57,000.** If it is we cannot process your taxes. You can use **Free File** which has a guideline up to \$66,000, please ask the VITA Site Coordinator about this filing option if you are not familiar with it.

Be sure that the questions on the **Intake/Interview & Quality Review Sheet** are **all** answered. On the back of this form is **Consent to Disclose Tax Return Information to VITA/TCE Tax Preparation Sites**. Be sure this form is signed and dated by Head of Household and Spouse.

The **document checklist** is to show what you are dropping off at our office today.

The **Virtual VITA/TCE Taxpayer Consent form** please review then the head of household and spouse should **complete Part III of said form**.

**If you are wanting your refund direct deposited into your checking or savings account we will need to get your account #, Routing # and the name of your bank.**

*You cannot use someone else's account if you don't have one, you will have to paper file in this case.*

**We will not process any tax packets that do not have all the information/documents needed to complete the tax return. So, for example, if you forgot a tax document, don't have a picture ID or SS Card then your tax packet will not be completed until the information in question has been presented.**

Thank you in advance for your cooperation.

Alice Young  
VITA Site Coordinator