

How to Become a VITA Volunteer



1) Sign up at www.volunteerforvita.org

This will keep you updated on trainings, new tax law, and much more!



2) Sign up for classroom training hosted by United Way

Get trained by IRS-certified tax instructors, meet Site Coordinators and current volunteers, and receive IRS training books. An updated list of classes can be found on our website.



3) Choose your volunteer role

VITA sites need tax preparers, screeners, site assistants, and quality reviewers. All roles are important to help sites run smoothly.



4) Pass your tests

Certifications are taken online at www.linklearncertification.com. Use the resources you receive at training!



5) Choose your VITA Site

VITA sites are located all across Tennessee! Check out www.unitedwayfilefree.com for a list of locations in the Nashville, TN area.



6) Contact your Site Coordinator

Your Site Coordinator will be your main resource during the tax season. They will make sure you get everything you need to succeed as a VITA volunteer.



7) Decide the days and hours to volunteer

Site Coordinators need to consistently know when their volunteers will be at the site. Each VITA location has unique hours!



8) Turn in your certificates

Print and sign IRS form 13615 Standards of Conduct from Link and Learn. Your Site Coordinator will need to keep it on file during the tax year.