



# VOLUNTEER INCOME TAX ASSISTANCE

February 5 to April 12, 2025

## Free Income Tax Preparation

For taxpayers whose household income falls below \$67,000 annually

### Walk-In Service Times

We accept walk-ins, first come first served:

- Wednesdays: 10 AM - 3 PM
- Thursdays: 10 AM - 3 PM
- Saturdays: 8:30 AM - 11:30 AM

Or until site is at full capacity.

### Drop Off Your Documents

Our drop-box is available Monday through Friday, 9 AM - 4:30 PM.

Drop-offs are accepted through Monday, April 8.

**NOTE: see back for new drop-off requirements**

K-State Research and Extension

Attn: VITA

11811 S Sunset Dr, Suite 1500

Olathe, KS 66061

Learn more at [johnson.k-state.edu](https://johnson.k-state.edu)

For specific questions, call 913-715-7000 on Wednesdays or Thursdays.



**K-STATE**  
Research and Extension

Johnson County



In partnership together

K-State Research and Extension is committed to providing equal opportunity for participation in all programs, services and activities. Program information may be available in languages other than English. Reasonable accommodations for persons with disabilities, including alternative means for communication (e.g., Braille, large print, audio tape, and American Sign Language) may be requested by contacting the JoCo KSRE Office two weeks prior to the start of the event at (913) 715-7000. Requests received after this date will be honored when it is feasible to do so. Language access services, such as interpretation or translation of vital information will be provided free of charge to limited English proficient individuals upon request.

# Free Income Tax Preparation Checklist

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- Photo Identification, & Social Security Card OR ITINs for Every Individual on the Return

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- 2023 Tax Return

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- Marketplace Form 1095A if ACA Insured

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- All W2s, 1099s and Other Tax Forms

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- Bank Routing & Account Number for Refunds

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## Need to Drop Off Your Documents?

**NOTE-NEW to 2025:** When your return is completed, you will be called with the results and EACH TAX PAYER WHO IS NOT A DEPENDENT FILER on the return will be required to return to the site to sign the e-file authorization form. **We CANNOT complete the e-file until this requirement is met.**

Include the following required documents:

- Completed & Signed IRS Forms

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- IRS 14446 Virtual VITA Taxpayer Consent

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- IRS 13614 Intake/Interview and Review Sheet

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Refunds may be delayed if information provided is not accurate and complete.