



Dear VITA Client,

We pray that you and your family are staying safe and healthy during this time. We plan to prepare returns similarly to how we did it in 2025. Our site will commence February 7-April 11, 2026, from 11-2p.m. Last year, we prepared over 350 federal returns alone and serviced roughly 300 taxpayers. As always, we ask for your patience during our peak times. It is our AIM to serve you, help you, provide guidance, if needed, or help with understanding collection notices or balance due returns. Please send or bring the attached forms 13614c and 14446 with you or complete onsite. In addition, **if you have an identity theft pin, you must bring the new 2025 IP PIN with you** or contact IRS.Gov to request one. Also, if you seek help with IRS Correspondence, please bring all documents with you.

As a valued SSMBC VITA Client, we want to prepare you for this year's tax season. Please select the best option to meet your needs and schedule.

Option 1 - The Internal Revenue Service (IRS) offers Free File so you can do your taxes free of charge. You can access and select the software on the link www.irs.gov/filing/free-file-do-your-federal-taxes-for-free. You will find a "Free File Online Lookup Tool" where you can browse the online options available. Qualifications for eligibility are outlined on the web site.

Option 2 - The SSMBC VITA team can assist with preparing your tax return if you do not use the Free File Option. To ensure security of your tax information, you **must** do the following:

1. Drop off your tax documents during the week in a sealed envelope and putting it in the mail slot at **South Suburban MB Church at 15201 S. Lexington, Harvey, IL**. The mail is secure and comes directly into the church. The information will be retrieved by one person and your information will remain confidential and secure. You may also hand deliver your tax documents on any given Saturday starting February 7, 2026, at the address above. You can confirm delivery on Saturdays any time after 11 a.m.
2. Complete the enclosed Form 13614-C, Intake/Interview & Quality Review Sheet and Form 14446, Virtual VITA/TCE Taxpayer Consent. The Consent form gives VITA team members authorization to email the completed return to you and to our Quality Reviewers. Form 13614-C and all documents will be reviewed to ensure everything is complete.
3. If you are filing a return with your spouse, each of you must sign Form 14446.
4. A VITA volunteer interviewer will contact you on the Saturday after you drop off your documents.
5. A volunteer tax return preparer will complete your return, and it will be reviewed by the following Saturday. If there are any questions, the preparer will contact you.
6. We will schedule an appointment with you on the same Saturday you drop-off your documents or by the Saturday that you place them in the mail slot.
7. A volunteer quality reviewer will review your tax return with you (and your spouse if a joint return is filed) a week after your documents have been received. Please plan to come in for the review and signature portion of the tax preparation only. If you are unable to return to the site, we may need to conduct the review using other virtual means.
8. After the review is complete, a copy of your return will be printed along with Form 8879 authorizing electronic filing of your return for your signature. If it is a joint return, both you and your spouse must sign. You will be contacted for an in-person review to obtain your signature or to make other arrangements.

Please provide the following documents and use the list to check off all required documents:

- Form 13614 (ensure your phone number and email address are included)
- Form 14446- Virtual VITA/TCE Taxpayer Consent)
- Copies** of Social Security Cards for you, your spouse, and any dependents you are claiming.
- Copies** of identification cards for you and your spouse, *if applicable*.
- All tax forms W-2 (wages), 1099-B (Interest), 1099-DIV (Dividends), 1099R (pension), 1099-SSA (Social Security), Property Tax bills, and any other tax related documents you have.
- If you itemize, please include your contributions and real estate/mortgage documents.

Any general questions can be sent to AIM.IRS.Chicago@gmail.com. Thank you.

Partners in Excellence,
Annette Jones, Jennifer Williams, Lynda Dyer, Stan Chavers, SSMBC VITA Program Coordinators