

The Bethpage VITA program helps to enrich the lives of low-to-moderate income households on Long Island prepare their tax returns at no cost, with a huge help from volunteers like you! We thank you for your interest in volunteering for the 2019 Bethpage VITA program. Below are a few things you need to complete to get started as a volunteer.

- I. First, we ask you to register as a volunteer through our website. You can do this by visiting [www.bethpagefcu.com/vita](http://www.bethpagefcu.com/vita).
- II. Next, you can begin your online Tax Law training through the IRS website, <https://apps.irs.gov/app/vita>.
- III. We also ask that you review all necessary IRS publications, which can also be accessed through the IRS website:
  - Visit [www.irs.gov](http://www.irs.gov) and search the current year under “Forms & Publications”.
  - Then visit <https://apps.irs.gov/app/picklist/list/formsPublications.html>
    - Pub 4491 – VITA/TCE Training Guide
    - Pub 4491W – VITA/TCE Problems and Exercises
    - Pub 17 – Individual Income Tax Guide
    - Pub 4012 – VITA/TCE Volunteer Resource Guide
    - Pub 6744 – Certification Exam
- IV. Along with your publication training, volunteers should begin using the TaxSlayer Pro website. This can be accessed in two ways:
  - Visit <https://apps.irs.gov/app/vita> and click “Tax Software Practice Lab”; OR
  - Access through the TaxSlayer portal at <https://vita.taxslayerpro.com/IRSTraining/en/Account/Login>
    - For the portal, you may use our universal password **TRAINPROWEB** and then set up your own username and password.
- V. You will also need to sign up for Bethpage VITA training this January. **Registration opens Thursday, December 20 by emailing [community@bethpagefcu.com](mailto:community@bethpagefcu.com).**
  - Training will be offered on Tuesdays, Thursdays, Fridays, and Saturdays from 9AM - 12PM and 1PM - 4PM between January 5 and January 26.
  - Please note that exact dates and locations are still being finalized, but will be communicated to volunteers via email on Thursday, December 20.
- VI. Volunteers need to complete online certifications through the VITA/TCE Central Website. Please create your own username and password before completing your certifications.
  - **All volunteers *must* pass Basic Level Certification no later than Thursday, January 31, 2019.**

- Additionally, volunteers need to pass the **Volunteer Standards of Conduct exam and Intake/Interview & Quality Review exam, and sign the electronic Volunteer Agreements.**
- Once completed, you can email your certificates and volunteer agreement to [community@bethpagefcu.com](mailto:community@bethpagefcu.com).

**The 2019 Bethpage VITA Program will run from Tuesday, February 5 through Thursday, April 11, with tax preparation services offered as follows:**

- Tuesdays from 10:00AM – 3:00PM in Elmont, Farmingdale, Massapequa, Shirley, and Westbury locations.
- Wednesdays from 3:00PM – 8:00PM in Centereach, Freeport, Hempstead, and Wyandanch locations
- Wednesdays from 11:00am – 6:00pm in Farmingdale
- Wednesdays from 10:00am – 6:00pm in Hempstead
- Thursdays from 10:00AM – 3:00PM in Copiague, Farmingdale, East Islip, Hempstead, and Huntington Station locations.
- Thursdays from 10:00pm – 5:00pm in Roosevelt

Please see the Bethpage VITA locations flyer for complete address details for each location.

If you have questions about any of the above information, or want more information about being a VITA volunteer, please contact the Community Development team at [community@bethpagefcu.com](mailto:community@bethpagefcu.com).

We appreciate your support and hope to see you as we continue to help Long Islanders throughout the tax season!

Thank you,

Community Development Department  
**Bethpage Federal Credit Union**  
899 S. Oyster Bay Road, Bethpage, NY 11714  
**P:** 516-349-4288  
*We care about what you care about.™*