

Bethpage VITA in 2020

Thank you for your interest in volunteering for the Bethpage VITA program in 2020.
Please note the following timeline of things to do in order to volunteer for Bethpage VITA:

1. Register for Bethpage VITA through the Bethpage website:
 - www.bethpagefcu.com
 - Search “VITA”
 - Or through our Community page via the link below:
 - <https://www.bethpagefcu.com/vita>
 - **Volunteer registration will open on 11/15/2019**

2. Begin your online training through the IRS website:
 - Go to the IRS website at www.irs.gov for your online Tax Law training.
 - Search “Link & Learn Taxes”
 - Or access through link below:
 - <https://apps.irs.gov/app/vita/>
 - **Online training will open on 11/22/2019**

3. Begin reviewing the necessary IRS Publications:
 - Access through www.irs.gov and search current year “Forms & Publications”
 - Search for following publications by number:
 - **Pub 4491 – VITA/TCE Training Guide**
 - Pub 4491W – VITA/TCE Problems & Exercises
 - Pub 17 – Individual Income Tax Guide
 - **Pub 4012 – VITA/TCE Volunteer Resource Guide**
 - **Pub 6744 – Certification Exam**
 - Or access through link below:
 - <https://apps.irs.gov/app/picklist/list/formsPublications.html>

4. Begin using TaxSlayer Pro Website for your online software training:
 - Go to <https://apps.irs.gov/app/vita/> and click on “Tax Software Practice Lab”
 - Or access lab through link below:
 - <https://vita.taxslayerpro.com/IRSTraining/en/Account/Login>
 - Use Universal Password - **TRAINPROWEB**
 - Setup your username and Password

5. Signup for Bethpage VITA classroom training held in January
 - Classroom training will be offered on Saturdays from Jan 11th – Feb 1st
 - Time for training is 9:00am – 3:00pm
 - Training location will be:
 - Bethpage FCU 899 S. Oyster Bay Rd, Bethpage NY 11714
 - To register for training you will need to email community@bethpagefcu.com
 - **Registration for classroom training will open on 12/10/2019**

6. Complete your online Certification through the VITA/TCE Central Website:
 - <https://www.linklearncertification.com/d/>
 - All volunteers must complete **Basic** level certifications
 - Volunteers must complete *Volunteer Standards of Conduct*
 - Volunteers must complete *Intake/Interview & Quality Review*
 - Volunteers must sign the electronic *Volunteer Agreements*
 - Email your certificates and volunteer agreement to community@bethpagefcu.com
 - **Volunteer Agreements & Certifications are due by 1/28/20**

7. The Bethpage VITA program will run from **Tuesday 2/4 – Thursday 4/9**, and tax preparation services will be offered as follows:
 - Every Tuesday (2/4 – 4/7)
 - Times: 10:00am – 3:00pm
 - Locations: Massapequa, Shirley, West Babylon & Wyandanch

 - Every Wednesday (2/5 – 4/8)
 - Times: 3:00pm – 8:00pm
 - Locations: Centereach, Freeport, Huntington Station & North Bellmore
 - Times: 10:00am – 2:00pm & 3:00pm – 6:00pm
 - Locations: Hempstead

 - Every Thursday (2/6 – 4/9)
 - Times: 10:00am – 3:00pm
 - Locations: Copiague, East Islip, Roosevelt, North Bellmore & Westbury

 - Every Saturday (2/8 – 4/4)
 - Times: 10:00am – 3:00pm
 - Locations: Health & Welfare Council of LI, Melville NY
 - *This is a “Valet VITA Service” volunteer opportunity through the HWCLI. Volunteers will prepare tax returns in a non-client facing location. For more information please contact **HWCLI** at (516) 483-1110 or via email at tgmelito@hwcli.com*

Please see the Bethpage VITA Locations flyer for complete address details for each of the locations listed.

If you have any questions, please feel free to contact the Community Development Department at (516) 349-4288 or via email at community@bethpagefcu.com

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