

Free Tax Preparation and E-Filing

- Prepare your tax return at home using TaxSlayer software. You will need basic computer skills and all your tax documents. This program is free for persons who make less than \$78,000 and have a simple tax return.
- To create your account, you must access your email or cell phone to receive a verification code.
- We recommend using "Guide Me" mode unless you have experience preparing taxes.
- IRS-certified VITA volunteers can assist you with basic tax law questions.
- To electronically file your tax return, you will need your prior year's Adjusted Gross Income (AGI) found on your last year's tax return.
- This tax software is also available in Spanish. Click on "En Español" at the top of the main TaxSlayer page (see the screenshot below).
- Returning taxpayers must log in to their existing account for the first time each tax year from the URL provided to you.
- IMPORTANT: If you are presented with "package choices," including starting for free, you are not in the right spot and need to use the URL provided by VITA. If you have started a return already, you must deactivate your return and start over using the URL in the email.

Information to write down while creating your account and preparing your tax return:

Email address used:	
Username:	and Password:
Answer to a secret question,	if any:
My 5-Digit PIN:	
My tax filing status:	My adjusted gross income: \$
The exact amount of my fode	oral refund: \$

1. Click on the link provided in your email. Do not retype it

Welcome to the TaxSlayer VITA/TCE selfprep kiosk

- · No current year preparation or electronic filing Fees
- Unlimited current year states
- · Access to prepare and e-file 1040-NR
- · Access to prepare and e-file 1040PR

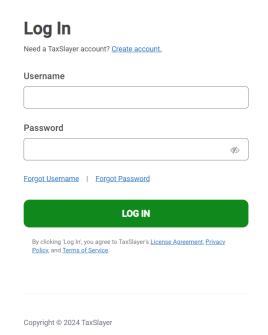
For assistance while completing your return, please contact the free tax assistance program where you received the referral link to this software. They have IRS-certified specialists available to assist you.

Click the Continue button to create a new account or login with an existing account.

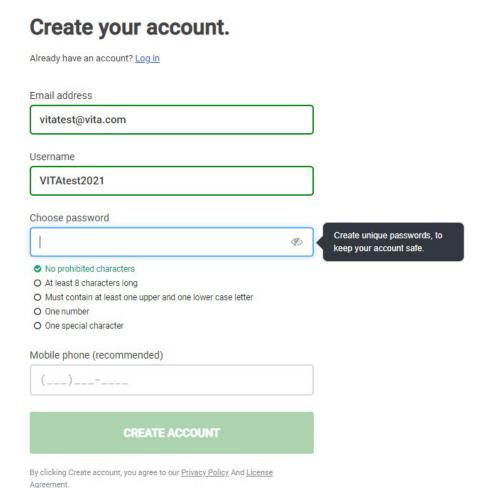
CONTINUE

2.	Click	"Continue."	This should take	you to the Lo	g In screen.

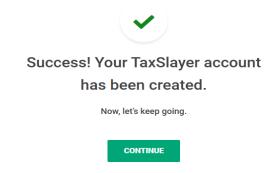
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- 3. In the Login screen click "Create account" or log into your account, if previously created.
- 4. If creating a new account, enter all your information and click create an account.



- 5. Enter the 6-digit code texted to your phone number and click "verify."
- 6. This screen will tell you if your account has been created. You should also receive a confirmation email.



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7. Click "Continue" to start your tax preparation.

We recommend using "Guide Me" mode unless you have experience preparing taxes. In this mode, you will be asked a series of questions to make sure you enter your information correctly.

Input all your tax documents. Enter the information exactly as it appears on your tax form. Makesure all lines are entered. "If you see it, key it." You will have an opportunity to review your information before submitting your tax return.

The TaxSlayer software will ask you for your **prior year's Adjusted Gross Income (AGI)**. The AGI must match the one in the IRS record. If you did not file a tax return last year, enter your prior year's AGI as \$0.

You will be asked to create a **5-digit PIN** to help you access your return next year.

8. E- file your tax return.

You will receive an e-mail from TaxSlayer within two to three days telling you if your return was accepted and providing further instructions if it still needs to be.

If you don't receive an email after three days, log back into TaxSlayer's website using the The information above and check the status of your return.

Accessing your account:

Any issues with the software? Send an email to the TaxSlayer from their website: TaxSlayer.com/SupportCenter/tax-help

VITA FSA Support:

If you are unclear how to answer a question, we suggest you utilize the IRS's Interactive Tax Assistance Tool at https://www.irs.gov/help/ita. The Interactive Tax Assistant (ITA) is a tool that provides answers to several tax law questions specific to your circumstances. Based on your input, it can determine if you must file a tax return, your filing status if you can claim a dependent, if the type of income you have is taxable, if you're eligible to claim a credit, orif you can deduct expenses.

NOTE: The information you provide is anonymous and will be used to answeryour question.

If you still need assistance, please email us at <u>vita.taxhelp@phoenix.gov</u>, and a volunteer will respond to your request. Please be advised that volunteers can only assist with taxquestions within the VITA program's scope.

Save these instructions with your tax return to be able to access your account in the future. You will have access to your tax return at any time.