



## How to Participate in Virtual VITA

1. Gather all needed documents.
  - a. Photo Identification for you and your spouse (if applicable).
  - b. Social Security Cards or ITIN Cards for **everyone** to be included on the return - both the taxpayers and the dependants.
  - c. W-2 (s), Interest / Dividend Statements and any other Income Forms (1099s).
  - d. 1095-A Health Insurance form from the Marketplace (Obamacare-ACA).
  - e. Tuition Form (if applicable).
  - f. Child Care Information (Provider Name, EIN or SSN, amount per child) if applicable.
  - g. Bank Information for direct deposit (only for those wanting a direct deposit refund).
2. Fill out the intake form. [Click here](#) to download a copy of the intake form.
  - a. If you do not put a phone number on the intake form we will have no way to contact you in order to have the review and your return will not be submitted.
3. Upload a ZIP with all needed documents (including photo ID and social security card, intake form, and all other tax documents). If you would like to upload each file individually, make sure the name and email submitted is the exact same.
  - a. Instructions on how to ZIP files - <https://www.nebraska.gov/NREC/real/realzipfiles.html>
4. Upload your ZIPPED files by using the secure file share at <https://tinyurl.com/vpynzq2>.
5. Within 2 weeks, you will be contacted by a volunteer who will review your tax return either over a phone call, or via video conferencing. The volunteer will then submit the return to the IRS and send you a PDF copy of your tax return.

**Note: According to the IRS, you should expect your return 6-8 weeks after filling. For questions about the status of your return, contact 1-800-829-4477.**