

International Students,

This email is to alert you to a helpful program offered by the Daniels College of Business for any individuals who earned income in the United States during 2011 and desire assistance with their U.S. federal tax return. Taxation can be confusing, especially when multiple countries are involved, so the DU Volunteer Income Tax Assistance (VITA) Program will be very helpful to international students throughout this process.

On several Fridays and Saturdays in February and one Friday and Saturday in April, VITA staff will be available to meet one-on-one with international students and assist them in their tax preparation. Students who are interested in receiving this help should sign up for an appointment in advance and will need to bring all of their proper documents for the staff to consult. If all of the required information is provided, by the end of the meeting the tax return should be ready to submit.

If you are interested in participating in the program, the first step is to visit <http://duvita2012.eventbrite.com/> and register for an appointment. Be sure to record your appointment date and time, because you will not be able to meet with a staff member at any other occasion. Once you have your appointment, it is very important that you bring the following documents and information with you to the meeting:

1. **A copy of your previous year's tax return** (US and/or home country)
2. **Taxpayer's Proof of Identity** (passport or driver's license – DU ID **not acceptable!**)
3. **All forms: W-2, 1098, & 1099** (provided by the student's employer – without this document you cannot file a return)
4. **Information for other income**
5. **Identification Number for child care provider** (the child care provider should be able to give you this number)
6. **Information for deductions and credits** (if you know it)
7. **Proof of a bank account for direct deposit of the refund** (e.g. voided check)
8. **ITIN card and/or social security cards**

It is very important that you come to the appointment with all of these documents; otherwise the VITA staff may not be able to successfully complete your tax return. If by the time of your appointment you are lacking one of these items, you should reschedule for a different time when all of the documents will be readily available.

Please register for an appointment as soon as possible, since space is limited.

If you have any questions regarding DU's VITA program, contact Michael King at intloutreach@du.edu for more information.