



October 2011

Dear C.A.S.H. Volunteers,

Thank you for generously donating your time and talents to help low-income working families in our community Get, Keep and Grow their money. We want this to be a rewarding and satisfying experience for you. The goal of **C.A.S.H. Training** is to prepare every volunteer to be successful at performing whatever volunteer roles they choose to take on.

We offer an extensive list of training options. Please take the time to review all of the opportunities described on the following pages, then register on-line using www.cash.volunteerhub.com Classes fill-up quickly, so be sure to register as soon as possible to get the schedule that works for you.

Please consider taking training for more than one position. We know that **cross-trained volunteers experience a very high degree of satisfaction**, and they are invaluable when flexibility is needed to eliminate back-logs at C.A.S.H. sites.

Again, thank you for joining us in Creating Assets, Savings and Hope for working families in our community. Please feel free to contact Berta Rivera, C.A.S.H. Volunteer and Outreach Manager, at brivera@empirejustice.org or (585) 295-5733, or me at rgarretson@empirejustice.org or (585) 295-5732, if you have any questions.

Sincerely yours,

Rita

Rita Eygabroad Garretson
C.A.S.H. Director

P.S.

- * *Back by popular demand, check it out: **C.A.S.H. Advisor Training for Tax Preparers, and the Community Services Fair.***
- * *New this year: **How to Read a Credit Report***
- * *Read page 2 for new IRS requirements for volunteers.*

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REGISTERING FOR TRAINING

C.A.S.H. volunteers use a web-based tool to register for training and volunteer shifts. Please be sure that you are registered on www.cash.volunteerhub.com so you can take advantage of online registration. Please visit <http://www.empirejustice.org/cash/volunteer-hub/> for registration instructions.

If you do not have access to the internet, or need help with registering online, please contact Marlene Cortés at 585-295-5805.

NEW REQUIREMENTS / OPPORTUNITIES

- ❖ The IRS has mandated **additional requirements for ALL volunteers** working at VITA (Volunteer Income Tax Assistance) sites:
 1. **All volunteers** must complete **“Volunteer Standards of Conduct Training”**. The intent is to reinforce our commitment to ethical and high quality service for our clients. **All volunteers** must pass a short test by getting at least 4 of the 5 questions correct. The material and test will be included as part of every required training course.
 2. **All volunteers** must show a **valid form of identification** to the person who signs their training certification. **All volunteers** must show a **valid form of identification** to their site manager when they begin their services as a volunteer. Please bring a **valid photo ID to training and to your volunteer work site.**
 3. **All volunteers** must be US citizens or resident aliens.

- ❖ **How to Read a Credit Report** (Optional training, especially for C.A.S.H. Advisors)

Many of our clients take advantage of the opportunity to download their credit report while they are at a C.A.S.H. site. Trained volunteers can add value by helping clients understand what the report says and explaining what to do about errors. This service can be offered by trained C.A.S.H. Advisors after they have met with all of the clients in the waiting room.

SUMMARY OF TRAINING REQUIREMENTS

Volunteer Role	Experience Level	Required Training	Optional Training
All Volunteers	New	Volunteer Orientation	
	Returning		Volunteer Orientation
Front Desk Manager	New & Returning	Front Desk Manager	N/A
C.A.S.H. Advisor	New	C.A.S.H. Advisor Intro	Community Services Fair How to Read a Credit Report
	Returning	C.A.S.H. Advisor Refresher	
	Tax Preparer	C.A.S.H. Advising for Tax Preparers	
Tax Preparer	New	Basic Tax Prep Training	Advanced Topics Practice/Extra Test Time
	Returning	Refresher Tax Prep Training Or Link & Learn	Advanced Topics Practice/Extra Test Time C.A.S.H. Advising for Tax Preparers
Quality Reviewer (Only Returning Tax Prep Vols.)	Returning	Refresher w/Quality Review OR Link & Learn w/Quality Review	Advanced Topics Practice/Extra Test Time

- Returning volunteers are welcome to take Basic or Intro courses rather than Refreshers.
- All volunteers, especially returning volunteers, are encouraged to complete training in more than one role.
- All training materials and reference documents will be provided.
- Refreshments are provided at sessions scheduled for at least **4 hours**.
- You are welcome to bring your own refreshments.

VOLUNTEER ORIENTATION

Attendance is required for all NEW C.A.S.H. volunteers. Returning volunteers are welcome.

C.A.S.H. is about more than preparing tax returns. Orientation provides an introduction to our mission and goals, an overview of what happens at a site, expectations of volunteers, and review of the training program. It's a time to meet site managers and experienced volunteers. This is also a great opportunity for returning volunteers to "meet and greet" old friends and get re-acquainted with C.A.S.H. Each session will last about 90 minutes.

For those who are unable to make one of the sessions below, Volunteer Orientation will also be available on-line. Please check www.empirejustice.org/cash for availability and certification procedures.

Note: If you attended an outreach meeting where orientation material was covered, you are welcome, but excused from attending Volunteer Orientation.

Please choose **one** of the following sessions:

Orientation 2	Sat, Nov. 19	10 am – 11:30 am	United Way, 75 College Avenue*
Orientation 3	Thu, Dec. 8	12 pm – 1:30 pm	United Way, 75 College Avenue*
Orientation 4	Sat, Dec. 17	10 am – 11:30 am	United Way, 75 College Avenue*
Orientation 5	Sat, Jan.7	10 am – 11:30 am	Red Cross, 65 College Avenue*

*See map on page 19. College Avenue runs between Prince St. and N. Goodman St., one block north of University Ave. (behind the Memorial Art Gallery), and one block south of Main St. (behind the Auditorium Theater).

FRONT DESK MANAGER TRAINING

Attendance is required for both new and returning Front Desk Managers (FDM).

A well-run front desk is essential to a smoothly operating site. This 2-hour training session will include computerized appointment scheduling, coordinating appointments with clients who walk-in, greeting techniques, C.A.S.H. program updates, and frequently asked questions. There will be opportunities to engage in role play. The sharing of best practices by experienced, returning volunteers will be greatly appreciated.

Please choose **one** of the following sessions:

FDM 1	Thu, Jan 5	6:00 pm – 8:00 pm	United Way, 75 College Avenue*
FDM 2	Sat, Jan 7	12:30 pm – 2:30 pm	United Way, 75 College Avenue*
FDM 3	Tue, Jan 10	9 am – 11 am	United Way, 75 College Avenue*
FDM 4	Wed, Jan 18	5:30 pm – 7:30 pm	United Way, 75 College Avenue*
FDM 5	Sat, Jan 21	9 am – 11 am	United Way, 75 College Avenue*

*See map on page 19. College Avenue runs between Prince St. and N. Goodman St., one block north of University Ave. (behind the Memorial Art Gallery), and one block south of Main St. (behind the Auditorium Theater).

C.A.S.H. ADVISOR TRAINING

The mission of C.A.S.H. is to provide opportunities for low-income working people to “get, keep and grow their money.” C.A.S.H. Advisors [CA] play a pivotal role in connecting C.A.S.H. clients to these opportunities.

C.A.S.H. Advisor Introduction

Attendance is required for all new C.A.S.H. Advisors. Returning CA’s are welcome.

This 4-hour class will cover all the tools necessary to be an effective C.A.S.H. Advisor. Topics include: the C.A.S.H. Advisor Conversation, community resources and services, helping clients access their credit report, and options for banking and saving. The class includes time for role play.

Please choose **one** of the following sessions:

CA Intro 1	Thu, Jan 5	1 pm – 5 pm	United Way, 75 College Avenue*
CA Intro 2	Sat, Jan 7	12:30 pm – 4:30 pm	United Way, 75 College Avenue*
CA Intro 3	Tue, Jan 10	5:30 pm – 9:30 pm	United Way, 75 College Avenue*
CA Intro 4	Wed, Jan 18	9 am – 1 pm	United Way, 75 College Avenue*
CA Intro 5	Sat, Jan 21	9 am – 1 pm	United Way, 75 College Avenue*

C.A.S.H. Advisor Refresher

Attendance is required for all returning C.A.S.H. Advisors.

This 2-hour course will serve as a refresher for returning volunteers. There will be updates regarding community resources, asset building programs, and other new developments. There will be time to share common experiences and successes.

Please choose **one** of the following sessions:

CA Refresher 1	Tue, Jan 3	5:30 pm – 7:30 pm	United Way, 75 College Avenue*
CA Refresher 2	Sat, Jan 7	3 pm – 5 pm	United Way, 75 College Avenue*
CA Refresher 3	Fri, Jan 13	10 am – 12 pm	United Way, 75 College Avenue*
CA Refresher 4	Sat, Jan 21	12 pm – 2 pm	United Way, 75 College Avenue*

*See map on page 19. College Avenue runs between Prince St. and N. Goodman St., one block north of University Ave. (behind the Memorial Art Gallery), and one block south of Main St. (behind the Auditorium Theater).

C.A.S.H. Advising for Tax Preparers

This is an optional class for returning tax preparers. This course is designed for volunteers who are experienced with C.A.S.H. and preparing tax returns. It will provide you with the training you need to fill the role of C.A.S.H. Advisor when extra help is needed to get the site started for the day.

Register for this class online at www.cash.volunteerhub.com. This class can be found towards the bottom of the Tax Preparer Training section.

CASH Advising for Tax Preparers	Sat, Jan. 14	11:00am – 2:00 pm	United Way, 75 College Avenue*
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*See map on page 19. College Avenue runs between Prince St. and N. Goodman St., one block north of University Ave. (behind the Memorial Art Gallery), and one block south of Main St. (behind the Auditorium Theater).

Community Services Fair

This is an optional opportunity for all volunteers. This fair offers volunteers the opportunity to learn more about what the programs and agencies listed in our Community Services brochure do. Please take advantage of this opportunity and walk freely around the room and pick the programs you wish to spend time with.

If you plan on attending, please register for this event online at www.cash.volunteerhub.com. This event can be found in the C.A.S.H. Advisor Training section.

Community Services Fair	Thu, Jan.19	4:00pm – 7:00pm	Red Cross Training Center, 65 College Avenue*
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*See map on page 19. College Avenue runs between Prince St. and N. Goodman St., one block north of University Ave. (behind the Memorial Art Gallery), and one block south of Main St. (behind the Auditorium Theater).



How to Read a Credit Report

This is an optional opportunity for all volunteers. This 90 minute class will cover how to review a credit report with a client, including what different items on the report mean, and what to do if there are errors. This is a great opportunity for C.A.S.H. Advisors to help waiting clients who have already seen an advisor and are waiting to see a tax preparer.

Choose a class from the list below and register online via www.cash.volunteerhub.com.

How to Read a Credit Report - 1	Thu, Jan. 5	10:00am - 11:30am	United Way, 75 College Avenue*
How to Read a Credit Report - 2	Sat, Jan 14	9:00am - 10:30am	United Way, 75 College Avenue*
How to Read a Credit Report - 3	Tue, Jan 17	5:30pm - 7:00pm	United Way, 75 College Avenue*

*See map on page 19. College Avenue runs between Prince St. and N. Goodman St., one block north of University Ave. (behind the Memorial Art Gallery), and one block south of Main St. (behind the Auditorium Theater).

TAX PREPARER TRAINING

Overview:

Volunteers are trained according to IRS standards to prepare complete and accurate tax returns with a focus on regulations related to low income workers. All returns are prepared using commercial software (TaxWise) that is provided by the IRS. Tax law is taught along with tax preparation software training. Reference materials will be provided.

All C.A.S.H. volunteer tax preparers (returning, as well as new volunteers) must pass the IRS certification test at both the Basic and Intermediate levels. Each course schedule includes time for the test.

Basic	Required for new tax preparers, returning tax preparers are welcome
Refresher	Required for returning or experienced tax preparers
Quality Review	Alternative Refresher training required for returning tax preparers interested in Quality Review training.
Link & Learn	Online course for returning or experienced tax preparers. This course also requires attending a 2 hour C.A.S.H. Link & Learn class.
Advanced Topics	Optional classes for all tax preparers that cover complex tax situations to sharpen skills and increase knowledge.
CASH Advising for Tax Preparers	Optional class for experienced tax preparers to learn the role of C.A.S.H. Advisor for times when extra help is needed.

Classes fill up quickly; please enroll early so we can accommodate everyone in a small class.

If you are unsure about which course you should take, please contact our Training Manager, Sonya Christensen, at 544-8573.

Tax Training Location: see map on page 19

All tax preparation training is offered in the computer labs (Rooms 5006, 5007 and 5008) on the 5th floor of the MCC Damon City Campus located on 228 E. Main Street, Rochester, NY 14607.

Parking:

Parking is available in the adjoining St. Joseph's garage which is accessible from South Clinton Avenue or Pleasant Street. Volunteers' parking tickets from the St. Joseph's garage will be validated. Bring your parking ticket to class and ask your instructor to stamp it to obtain free parking.

Tax Preparation – Basic

Attendance is required for all new Tax Preparers. Returning Tax Preparers are welcome.

This 20 hour course teaches volunteers all aspects of federal and NY state tax preparation for the low income filer. **Volunteers should be comfortable with computers.** The last session of each Basic course will be the I.R.S. test (Basic and Intermediate certification).

If you have **NEVER** prepared a 1040 tax return, we encourage you to go to the IRS website and complete the online Link and Learn **Basic Module** through the section on Income before coming to your C.A.S.H. course; instructions on how to use Link and Learn are available on page 14.

Basic Schedule

Choose a five session course. Please register **for each of the five sessions** of your chosen course on www.cash.volunteerhub.com.

Basic 1	Tue, Jan. 3	1:00am-5:00pm	MCC Damon 5008
	Wed, Jan. 4	1:00am-5:00pm	MCC Damon 5008
	Mon, Jan. 9	1:00am-5:00pm	MCC Damon 5008
	Tue, Jan. 17	1:00am-5:00pm	MCC Damon 5008
	Thu, Jan. 19	1:00am-5:00pm	MCC Damon 5008

Basic 2	Tue, Jan. 3	5:30pm - 9:30pm	MCC Damon 5008
	Thu, Jan. 5	5:30pm - 9:30pm	MCC Damon 5008
	Thu, Jan. 12	5:30pm - 9:30pm	MCC Damon 5008
	Tue, Jan. 17	5:30pm - 9:30pm	MCC Damon 5008
	Thu, Jan. 19	5:30pm - 9:30pm	MCC Damon 5008

Basic 3	Wed, Jan. 4	8:30 AM - 12:30 PM	MCC Damon 5008
	Mon, Jan. 9	8:30 AM - 12:30 PM	MCC Damon 5008
	Mon, Jan. 16	8:30 AM - 12:30 PM	MCC Damon 5008
	Wed, Jan.18	8:30 AM - 12:30 PM	MCC Damon 5008
	Fri, Jan. 20	8:30 AM - 12:30 PM	MCC Damon 5008

Basic 4	Mon, Jan 9	5:30pm - 9:30pm	MCC Damon 5007
	Wed, Jan 11	5:30pm - 9:30pm	MCC Damon 5007
	Mon, Jan 16	5:30pm - 9:30pm	MCC Damon 5007
	Wed, Jan 18	5:30pm - 9:30pm	MCC Damon 5007
	Thu, Jan 19	5:30pm - 9:30pm	MCC Damon 5007

Basic 5	Wed, Jan 4	5:30pm - 9:30pm	MCC Damon 5008
	Mon, Jan 9	5:30pm - 9:30pm	MCC Damon 5008
	Wed, Jan 11	5:30pm - 9:30pm	MCC Damon 5008
	Mon, Jan 16	5:30pm - 9:30pm	MCC Damon 5008
	Wed, Jan 18	5:30pm - 9:30pm	MCC Damon 5008

Basic 6 **Note -- MLK Holiday	Sat, Jan 7	8:30am-12:30pm	MCC Damon 5007
	Sat, Jan 14	8:30am-12:30pm	MCC Damon 5007
	Mon, Jan 16	8:30am-12:30pm	MCC Damon 5007
	Sat, Jan 21	8:30am-12:30pm	MCC Damon 5007
	Sat, Jan 28	8:30am-12:30pm	MCC Damon 5007

Basic 7	Wed, Jan. 4	5:30pm - 9:30pm	MCC Damon 5006
	Thu, Jan.5	5:30pm - 9:30pm	MCC Damon 5006
	Wed, Jan. 11	5:30pm - 9:30pm	MCC Damon 5006
	Mon, Jan. 16	5:30pm - 9:30pm	MCC Damon 5006
	Wed, Jan. 18	5:30pm - 9:30pm	MCC Damon 5006

Basic 8	Wed, Jan 4	8:30am-12:30pm	MCC Damon 5006
	Mon, Jan 9	8:30am-12:30pm	MCC Damon 5006
	Mon, Jan 16	8:30am-12:30pm	MCC Damon 5006
	Wed, Jan 18	8:30am-12:30pm	MCC Damon 5006
	Fri, Jan 20	8:30am-12:30pm	MCC Damon 5006

Basic 9	Wed, Jan 4	1:00pm-5:00pm	MCC Damon 5006
	Mon, Jan 9	1:00pm-5:00pm	MCC Damon 5006
	Mon, Jan 16	1:00pm-5:00pm	MCC Damon 5006
	Wed, Jan 18	1:00pm-5:00pm	MCC Damon 5006
	Thu, Jan 19	1:00pm-5:00pm	MCC Damon 5006

Basic 10	Mon, Jan 23	5:30pm - 9:30pm	MCC Damon 5008
	Tue, Jan 24	5:30pm - 9:30pm	MCC Damon 5008
	Wed, Jan 25	5:30pm - 9:30pm	MCC Damon 5008
	Thu, Jan 26	5:30pm - 9:30pm	MCC Damon 5008
	Sat, Jan 28	5:30pm - 9:30pm	MCC Damon 5008

Tax Preparation – Refresher Training

Attendance is required for all returning Tax Preparers. This course is also available for professional tax preparers. There will be a review of TaxWise software, a review of basic tax concepts, practice tax returns, some problem solving, and information on what's new for 2012. The IRS certification test will be administered during the second session.

Choose a two session course. Please register **for both sessions** of your chosen course on www.cash.volunteerhub.com.

Refresher 1	Sat, Jan 7	8:30am-12:30pm	MCC Damon 5008
	Sat, Jan 14	8:30am-12:30pm	MCC Damon 5008
Refresher 2	Thu, Jan 12	5:30pm-9:30pm	MCC Damon 5006
	Thu, Jan 17	5:30pm-9:30pm	MCC Damon 5006
Refresher 3	Tue, Jan 17	8:30am-12:30pm	MCC Damon 5006
	Thu, Jan 19	8:30am-12:30pm	MCC Damon 5006
Refresher 4	Wed, Jan 18	1:00pm-5:00pm	MCC Damon 5008
	Fri, Jan 20	1:00pm-5:00pm	MCC Damon 5008
Refresher 5	Tue, Jan 17	8:30am-12:30pm	MCC Damon 5007
	Fri, Jan 20	8:30am-12:30pm	MCC Damon 5007

Tax Preparation - Refresher with Quality Review

This is for experienced tax preparer volunteers only. This is an alternative Refresher training for returning tax preparers interested in Quality Review training. In addition to all material covered in the refresher course, this class will contain a one-hour section on quality review procedures and tips; making the first class 5 hours long. Participants will do several reviews of tax returns with errors to learn all the aspects of quality reviewing at our sites. The IRS certification test will be administered in the second 4-hour session.

Choose a two session course. Please register **for both sessions** of your chosen course on www.cash.volunteerhub.com.

Refresher QR 1	Tue, Jan 3	4:30pm-9:30 pm	MCC Damon 5006
	Mon, Jan 9	5:30pm-9:30pm	MCC Damon 5006
Refresher QR 2	Mon, Jan 9	Noon - 5pm	MCC Damon 5007
	Tue, Jan 17	1:00pm-5:00pm	MCC Damon 5007
Refresher QR 3	Thu, Jan 19	8:30am – 1:30pm	MCC Damon 5007
	Sat, Jan 21	8:30am – 12:30pm	MCC Damon 5006

Link and Learn (Scheduled to be available online after December 1)

Returning volunteers who would like to review the I.R.S. materials and take the I.R.S. test on their own time may use the online IRS Link and Learn Option. Contact Berta Rivera (295-5733 or BRivera@empirejustice.org) to pick up course materials; printed IRS materials, test booklet and the C.A.S.H. Red Book. After passing the Basic and Intermediate courses on the Link and Learn website, you will **also need to attend a 2 hour C.A.S.H. class** designed to update you on what's new at C.A.S.H. and NYS law.

Choose a class from the list below and register online via www.cash.volunteerhub.com.

Link & Learn 1	Thu, Jan 12	6-8pm	MCC Damon 5007
Link & Learn 2	Tue, Jan 10	8:30am – 10:30am	MCC Damon 5008
Link & Learn 3	Fri, Jan 20	1-3pm	MCC Damon 5006
Link & Learn with QR	Sat, Jan 21	8:30am – 11:30am	MCC Damon 5008

Link & Learn Basic course and test instructions:

1. Go to <http://www.irs.gov/app/vita/> and click on the link that says “Click here to take the Returning Student Course” You will need to complete the **2011 Basic and Intermediate Courses**.
2. Click on the “Basic” tab and then click on “Start Basic Course”. Follow the instructions on the page to complete the course.
3. After finishing the Basic Course, you can complete the practice returns you will need for the test in a variety of ways: by hand, by downloading free 2011 Tax Software like TurboTax, RapidTax, or TaxAct, by visiting the MCC computer lab when a class is in session and sitting in the back of the room, or by using the IRS Practice Lab (instructions on page 15).
4. Once you've completed the practice tax returns and marked your answers in the book, you are ready to submit your answers online through the IRS Basic test on the Link and Learn website.

BEWARE - The questions in the Practice Lab may not exactly match the questions in your test book. For example, the test book may pose the question as true or false, and the Practice Lab may offer multiple choice options. Also, the questions used in the Practice Lab will alternate between the original test and the Retest, so it may be helpful to also complete the questions in the Retest version of your test book

5. At the bottom of the Basic Course page click on “Test”. A pop up window will appear, click on “Leave the IRS Site”
6. Click on the Link & Learn Taxes test Icon. It will ask you for a password, enter **learntwo** as the password.

7. Click on “Create a New User” and follow the instructions. It will assign you a 5 digit User ID, please write it down and save it, as it cannot be retrieved and you will need it each time you sign in to use the IRS Practice Lab and/or take the IRS test. If you lose it, it is lost and you will have to create a new one.
 - a. This User ID will replace the XXX’s for the identification numbers in the Workbook (4491-X) and test scenarios.
8. On the bottom of the page that shows your 5 digit ID, click on “login”. You will be directed to the login page, enter your User ID and zip code.
9. After passing the test, remember to print out your Volunteer Agreement which has your test scores. **You must bring your Volunteer Agreement to the Link and Learn class**, we do not need a copy of the certificate, just the agreement with test scores.
10. Once you pass the basic test, continue to the Intermediate Course and test. All volunteers must pass both courses.
11. If you are a very experienced tax preparer, feel free to take the Advanced and/or Military course and test.

If you have questions or problems, please contact our Training Director, Sonya Christensen at 544-8573 or sonyac218@gmail.com.

How to use the IRS Practice Lab:

1. Go to <http://www.irs.gov/app/vita/index.html> and click on the link that says “Click here to take the Returning Student Course”
2. Click on the “Basic” tab and then click on “Start Basic Course.”
3. On the right side of the screen, click on the Practice Lab Icon.
4. A pop up window will appear, click on “Leave the IRS Site”
5. Another pop up window, enter **learntwo** as the password.
6. Login with the same 5 digit User ID and zip code that you used to take the Basic test. If you have not created a User account yet. Follow the instructions below:
 - a. Click on “Create a New User” and follow the instructions. It will assign you a 5 digit User ID, please write it down and save it, as it cannot be retrieved and you will need it each time you sign in to use the IRS Practice Lab and/or take the IRS test.

Advanced Tax Preparation Topics

These optional topics cover complex tax situations and are offered for volunteer tax preparers who wish to sharpen their skills and increase their knowledge.

Advanced Topics A will cover TaxWise tips, Injured Spouse, Small Businesses, and NYS topics such as IT-214 and the Empire State Child Tax Credit. There will also be a general Q&A session.

Advanced Topics B will cover Itemized Deductions.

Feel free to sign up for one or both classes via www.cash.volunteerhub.com.

Advanced Topics A	Tue, Jan 10	9:00am-11:00 am	MCC Damon 5006
Advanced Topics B	Thu, Jan 19	7:00pm -9:00 pm	MCC Damon 5006

C.A.S.H. Advising for Tax Preparers

This is an optional class for returning tax preparers. This course is designed for volunteers who are experienced with C.A.S.H. and preparing tax returns. It will provide you with the training you need to fill the role of C.A.S.H. Advisor when extra help is needed to get the site started for the day.

Register for this class online at www.cash.volunteerhub.com. This class can be found towards the bottom of the Tax Preparer Training section.

CASH Advising for Tax Preparers	Sat, Jan. 15	11:00am – 2:00 pm	United Way, 75 College Avenue*
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*See map on page 19. College Avenue runs between Prince St. and N. Goodman St., one block north of University Ave. (behind the Memorial Art Gallery), and one block south of Main St. (behind the Auditorium Theater).

Tax Prep Practice and/or Extra Time to complete the I.R.S. test

Need more time to practice your tax return preparation skills? Do you have some questions that need answering? Want to spend some additional time on test preparation? We offer several opportunities to practice and/or work one-on-one with an experienced C.A.S.H. tax preparer. All volunteer tax preparers are welcome to attend.

One-on-One Opportunities:

An experienced C.A.S.H. tax preparer will be available to assist you during our Practice/Test Time sessions. Sign up on the volunteer hub website, for as many sessions as you would like.

Practice/Test Time 1	Sat, Jan 14	8:30am-12:30pm	MCC Damon 5006
Practice/Test Time 2	Tue, Jan 17	5:30 – 9:30pm	MCC Damon 5007
Practice/Test Time 3	Tue, Jan 17	1-5pm	MCC Damon 5006
<u>Final Chance for IRS Test</u>	Sat, Jan 28	8:30am – 12:30pm	MCC Damon 5006

Note - You may also come to MCC anytime when C.A.S.H. is offering a class and sit in the back of the room and practice or work on your test. Check www.cash.volunteerhub.com to see how many people are registered for the class offered during your desired date/time. If fewer than 20 people have registered, there should be room for you. When you enter the room, tell the instructor or the rover that you will be working on your own. If time permits, they can help you.

Online Opportunities:

To practice preparing returns or practice taking the test, you will need 2010 tax software. You can use the IRS Practice Lab or download free tax software like TurboTax or TaxAct or RapidTax.

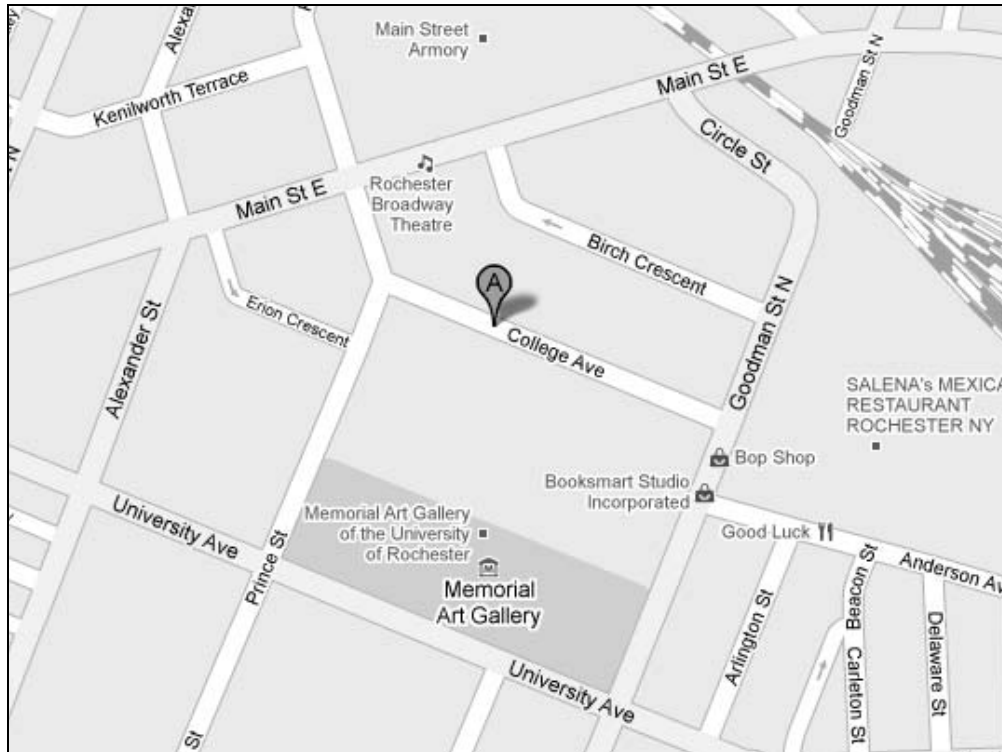
How to use the IRS Practice Lab:

7. Go to <http://www.irs.gov/app/vita/index.jsp> and click on the link that says “Click here to take the Returning Student Course”
8. Click on the “Basic” tab and then click on “Start Basic Course.
9. On the right side of the screen, click on the Practice Lab Icon.
10. A pop up window will appear, click on “Leave the IRS Site”
11. Another pop up window, enter **learntwo** as the password.
12. Click on “Create a New User” and follow the instructions.
13. It will assign you a 5 digit User ID, please write it down and save it, as it cannot be retrieved and you will need it each time you sign in to practice.

Additional information for Tax Preparers:

The I.R.S. website (www.irs.gov) has the most complete and up to date information on all tax topics. Once at the site, click on the box near the top that says "Tax Professionals." Type in any topic and get detailed information. Also in the Tax Professional sections on the left side of the page under IRS Resources, there is a link for Forms and Publications. Type in the name, number or topic and the whole form or publication will be downloaded. **This can be very helpful.**

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