



COMMUNITY TAX CENTERS
**What We Will Prepare When
2019 Tax Season**

Site opening through Friday, February 15:

- Basic returns for 2018

During this timeframe, we will not prepare onsite amendments, years prior to 2018, or Advanced returns (such as those with income from self-employment or contract work or those with a 1095-A reflecting health insurance coverage through the Marketplace). However, clients with these types of returns may elect, at any point in the season, to have their return(s) prepared through Drop Off. The Drop Off program will accept all years and all types of in-scope returns, including state returns.

Saturday, February 16 through Monday, April 15

- Basic
- Advanced (e.g. returns with a Schedule C, 1095-A)
- 2018 and prior years*
- Amendments

Message to clients:

*Beginning February 16, we will prepare onsite both Basic and Advanced returns, amended returns, and returns for tax years 2015 through 2018. [Returns for tax years prior to 2015 must be prepared through Drop Off due to software constraints.] State returns must always be prepared through Drop Off.

Exceptions:

Based on site capacity, the site manager may, prior to February 16, prepare amendments, prior year returns (for tax years 2015 – 2017), and/or Advanced returns. The site manager will take into consideration factors such as volume of client traffic, availability of volunteers, and certification level of volunteers.

In the final week of the tax season, managers may prioritize 2018 and 2015 returns, as returns for TY 2018 are due April 15th, 2019 and returns for TY 2015 generally must be filed by April 15th, 2019 in order for the taxpayer to receive a refund (if applicable). Taxpayers unable to file a tax return for a different tax year before the end of the regular filing season have the option to return during our June - October tax season to complete the return(s).

We are not able to prepare 1040NRs or 1040PRs in the VITA or Out-of-Scope programs.