



**Taxpayer Education Interest Card**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number (include area code) \_\_\_\_\_

Organization's Name (if applicable) \_\_\_\_\_

I would like more information on the following:

- Volunteer Income Tax Assistance (VITA)
- Tax Counseling for the Elderly (TCE)
- Practitioners Education
- Student Tax Clinic
- Community Outreach
- Understanding Taxes
- Volunteer Opportunities
- Small Business Self-Employed
- Bank, Post Office and Library (BPOL)
- Low Income Taxpayer Clinics

Complete both sides and mail to the nearest IRS office listed on this brochure.

Do you get a "kick" out of helping someone who really needs help? Do you enjoy making a contribution in your community? Are you willing to give a little of your time? Do you have an aptitude for tax work? Are you good at meeting and dealing with people from widely different backgrounds? Do you take pride in doing a good job?

If you answered "yes" to all or most of these questions, you are a prime candidate for one or more of the volunteer programs that the Internal Revenue Service offers in your community. You are needed. The IRS is not able to offer individual tax assistance to everyone. However, the IRS does train volunteers to help people. You can be one of them.

**Volunteer Income Tax Assistance (VITA)**

VITA is one program where volunteers are needed. The IRS trains volunteers to help people prepare basic tax returns for those with a low to limited income, individuals with disabilities, and non-English speaking persons and elderly taxpayers. The volunteers serve in the community at neighborhood centers, libraries, churches, shopping malls and other convenient locations. Volunteers also provide assistance and return preparation for prior year federal income tax returns, as well as, the earned income and advanced earned income tax credits. A number of locations also offer electronic filing. People also are needed as instructors, site managers, publicity coordinators and receptionists.

**Tax Counseling for the Elderly (TCE)**

TCE is another volunteer program where tax skills and a helping hand are offered. TCE offers free tax help to people who are 60 years or older. Many of the volunteers are retired themselves and are affiliated with nonprofit groups that have received grants to run a local TCE program. Grant funds are used to reimburse volunteers to pay mileage and other travel expenses so they can go wherever they are needed - retirement homes, neighborhood sites or private houses of the homebound. Some TCE sites offer electronic filing at no charge to the taxpayer. There are many volunteers opportunities available as instructors, tax assistants, site coordinators, receptionist, and other important positions.

**Community Outreach Tax Education**

In the Community Outreach Tax Education program individuals conduct lectures or seminars on some aspect of tax law. The presentations are targeted at groups of taxpayers who have a common occupation or tax concern - farmers, retirees and small business owners. Outreach is offered year-round at convenient community locations and at convenient hours, including evenings and weekends. Tax education seminars are tailored to the interests of each group attending. Tax return preparation sessions cover federal tax forms line-by-line so that taxpayers can prepare their returns correctly.

**Small Business Self-Employed Tax Program**

Through the Small Business Self-Employed Tax Program the IRS offers a variety of business tax workshops, seminars and courses in partnership with community sponsors. Our nationwide sponsors include community, junior and technical colleges, universities, trade schools, business and economic development agencies and chambers of commerce. In addition to Federal taxes, many programs include state and local requirements through cooperative efforts with those government entities.

**Understanding Taxes Programs**

Since nearly everyone will have to pay taxes eventually, what better time to learn the basics than while in school? Besides, many students already have part-time jobs or other sources of income requiring them to file a tax return. That's why the IRS has three Understanding Taxes Programs for eighth grade, high school and post-secondary learners, which provide basic tax education to students.

If you enjoy teaching, or helping others to teach, and are knowledgeable about taxation, you can help the taxpaying citizens of tomorrow by teaching these programs.

Visit Tax Interactive "TAXI" at [www.irs.ustreas.gov/taxi](http://www.irs.ustreas.gov/taxi). This entertaining and educational website is a great way to teach today's youth about their tax rights and responsibilities.

**Practitioner Education**

Tax professionals can learn about recent tax law changes at Practitioner Institutes, which will enhance the professional quality of the services they provide. These institutes are sponsored by qualified educational institutions, state and local governments, professional and other nonprofit organizations. Qualified tax professionals who would like to volunteer to acquaint fellow practitioners with the latest developments in the tax field might enjoy serving in this program.

**Student Tax Clinics**

Perhaps you are willing to help a student in the field of taxation to get some "hands-on" experience providing counsel to taxpayers whose returns are being examined. Law and graduate accounting school students are given special permission to practice before the IRS on behalf of taxpayers who can't afford professional help. As a volunteer, you can help with clinic operations or even serve as a Student Tax Clinic Director.

**Bank, Post Office and Library (BPOL) Program**

This program offers a chance to give back a little to your community. The IRS supplies over 47,000 libraries, banks, post offices, technical schools, state and local governments, and similar facilities with free tax forms and instructions. Tax Forms on CD-ROM and reference materials are available at many participating libraries. Once the tax materials are placed at these facilities, patrons still have to be directed to the proper form, or booklet to suit their needs. That's where you can help.

**Low Income Taxpayer Clinics**

The Low-Income Taxpayer Clinics (LITC) program provides grants to organizations that provide legal assistance to low-income taxpayers in controversies with the Internal Revenue Service (IRS) and/or informs individuals for whom English is a second language of their tax rights and responsibilities. Under this program IRS is authorized to award qualifying organizations matching grants of up to \$100,000 per year to develop, expand or continue qualifying low-income taxpayer clinics. LITCs are administered and sponsored by accredited law, business, or accounting schools where students represent taxpayers in tax controversies before the IRS or the courts. In addition, LITCs may be administered and sponsored by non-profit organizations. If you are interested in volunteering your services at one of the clinics, please contact your local Taxpayer Education Coordinator.

In the case of all these programs, the Taxpayer Education Coordinator in your IRS district office can provide you with further information about these opportunities. To get the most up to date tax products and information visit us on the World Wide Web at [www.irs.gov](http://www.irs.gov).

## Addresses and Telephone Numbers for IRS Taxpayer Education Coordinators

Contacts by mail or phone should be made to the attention of the "Taxpayer Education Coordinator." The Taxpayer Education Coordinator can also be reached by calling Toll-Free 1 (800) 829-1040

### ALABAMA

600 S. Maestri Place  
Stop 21  
New Orleans, LA 70130  
(504) 558-3011

### ALASKA

915 Second Avenue  
MSW180  
Seattle, WA 98174  
(206) 220-5776

### ARIZONA

210 E. Earl I Drive  
Stop 4040 PHX  
Phoenix, AZ 85012-9863  
(602) 207-8618

### ARKANSAS

55 North Robinson Street  
Stop 1040 OKC  
Oklahoma City, OK 73102  
(405) 297-4125

### CALIFORNIA

*Los Angeles*  
300 N. Los Angeles Street  
Room 5119 - Stop 6602  
Los Angeles, CA 90012  
(213) 894-4574

### San Francisco

1301 Clay Street  
Suite 1520S  
Oakland, CA 94612-5210  
(510) 637-2473

### Laguna Niguel

24000 Avila Road  
Room 3401  
Laguna Niguel, CA 92677  
(949) 360-2094

### Sacramento

1301 Clay Street  
Suite 1520S  
Oakland, CA 94612-5210  
(510) 637-2473

### San Jose

55 South Market Street  
Stop HQ-6300  
San Jose, CA 95113  
(408) 494-8123

### COLORADO

600 17th Street  
Stop 6610DEN  
Denver, CO 80202-2490  
(303) 446-1659

### CONNECTICUT

135 High Street, Stop 116  
Hartford, CT 06103-1185  
(860) 240-4149

### DELAWARE

31 Hopkins Plaza  
Room 1244  
Baltimore, MD 21201  
(410) 962-2222/2402

### DISTRICT OF COLUMBIA

31 Hopkins Plaza  
Room 1208  
Baltimore, MD 21201

(410) 962-2222/2402

### FLORIDA

*Jacksonville*  
400 West Bay Street  
Box 35045, Room 676  
Jacksonville, FL 32202-0045  
(904) 232-3036  
*Ft. Lauderdale*  
Room 270, Building 1  
Stop 6030  
One N. University Drive  
Fort Lauderdale,  
FL 33324-2019  
(954) 423-7621

### GEORGIA

*Peachtree Summit Bldg.*  
401 W. Peachtree St., N.W.  
Room 1502, Stop 902D  
Atlanta, GA 30365  
(404) 338-8670

### HAWAII

915 Second Avenue  
MSW180  
Seattle, WA 98174  
(206) 220-5776

### IDAHO

600 17th Street  
Stop 6610DEN  
Denver, CO 80202-2490  
(303) 446-1659

### ILLINOIS

230 South Dearborn Street  
Room 1710, 6602 CHI  
Chicago, IL 60604-1132  
(312) 886-5544

### INDIANA

P.O. Box 44211  
Room 573, Stop 66  
Indianapolis, IN 46244  
(317) 226-6543

### IOWA

310 W. Wisconsin Avenue  
Stop 4312 MIL  
Milwaukee, WI 53203-2221  
(414) 297-3302

### KANSAS

1222 Spruce Street  
Stop 1022 STL  
St. Louis, MO 63103  
(314) 612-4525

### KENTUCKY

801 Broadway  
MDP 46, Room 481  
Nashville, TN 37203-3836  
(615) 250-5670

### LOUISIANA

600 S. Maestri Place  
Stop 21  
New Orleans, LA 70130  
(504) 558-3011

### MAINE

JFK Federal Building  
15 New Sudbury Street  
Room 760  
Boston, MA 02203  
(617) 565-4325

### MARYLAND

31 Hopkins Plaza  
Room 1244  
Baltimore, MD 21201  
(410) 962-2222 / 2402

### MASSACHUSETTS

JFK Federal Building  
15 New Sudbury Street  
Room 760  
Boston, MA 02203  
(617) 565-4325

### MICHIGAN

477 Michigan Avenue  
Room 2405  
Detroit, MI 48226-2597  
(313) 628-3950

### MINNESOTA

316 North Robert Street  
Stop 6610 STP  
St. Paul, MN 55101-1474  
(651) 312-8023

### MISSISSIPPI

600 S. Maestri Place  
Stop 21  
New Orleans, LA 70130  
(504) 558-3011

### MISSOURI

1222 Spruce Street  
Stop 1022 STL  
St. Louis, MO 63103  
(314) 612-4525

### MONTANA

600 17th Street  
Stop 6610DEN  
Denver, CO 80202-2490  
(404) 338-8670

### NEBRASKA

310 W. Wisconsin Avenue  
Stop 4312 MIL  
Milwaukee, WI 53203-2221  
(414) 297-3302

### NEVADA

4750 W. Oakey Blvd.  
Las Vegas, NV 90195-2214  
(702) 455-1029

### NEW HAMPSHIRE

JFK Federal Building  
15 New Sudbury Street  
Room 760  
Boston, MA 02203  
(617) 565-4325

### NEW JERSEY

P.O. Box 794  
Newark, NJ 07101-9788  
(973) 645-6690

### NEW MEXICO

5338 Montgomery Blvd., NE  
Stop 4040ALB  
Albuquerque, NM  
87109-9866  
(505) 837-5515

### NEW YORK

*Manhattan*  
P.O. Box 3036  
Church Street Station  
New York, NY 10008-3036  
(212) 436-1021  
*Brooklyn*  
10 Metrotech Ctr.,  
625 Fulton Street  
Room 615  
Brooklyn, NY 11201  
(718) 488-2908

### Albany

P.O. Box 606  
Buffalo, NY 14225-0606  
(716) 686-4777

### Buffalo

P.O. Box 606  
Buffalo, NY 14225-0606  
(716) 686-4777

### NORTH CAROLINA

320 Federal Place  
Room 120  
Greensboro, NC 27401  
(336) 378-2193

### NORTH DAKOTA

316 North Robert Street  
Stop 6610 STP  
St. Paul, MN 55101-1474  
(612) 290-3320

### OHIO

550 Main St., Rm 5417  
Cincinnati, OH 45202  
(513) 684-2828

### OKLAHOMA

55 North Robinson Street  
Stop 1040 OKC  
Oklahoma City, OK 73102  
(405) 297-4125

### OREGON

915 Second Avenue  
MSW180  
Seattle, WA 98174  
(206) 220-5776

### PENNSYLVANIA

600 Arch Street  
Room 4452  
Philadelphia, PA 19106  
(215) 597-6710

### RHODE ISLAND

135 High St., Stop 116  
Hartford, CT 06103-1185  
(860) 240-4149

### SOUTH CAROLINA

320 Federal Place  
Room 120  
Greensboro, NC 27401  
(336) 378-2193

### SOUTH DAKOTA

316 North Robert Street  
Stop 6610 STP  
St. Paul, MN 55101-1474  
(612) 290-3320

### TENNESSEE

801 Broadway, MDP 46  
Room 481  
Nashville, TN 37203-3836  
(615) 250-5670

### TEXAS

*Austin*  
300 East 8th St.  
M/C 6610 AUS  
Austin, TX 78701  
(512) 499-5439  
*Dallas*  
1100 Commerce St.  
M/C 6610 DAL  
Dallas, TX 75242  
(214) 767-1428

### Houston

8701 S. Gessner  
Stop 6610 HAL  
Houston, TX 77074  
(281) 721-7070

### UTAH

600 17th Street  
Stop 6610DEN  
Denver, CO 80202-2490  
(303) 446-1659

### VERMONT

JFK Federal Building  
15 New Sudbury Street  
Room 760  
Boston, MA 02203  
(617) 565-4325

### VIRGINIA

400 N. Eighth St.  
Room 564  
Richmond, VA 23240  
(804) 771-2289

### WASHINGTON

915 Second Avenue  
MSW180  
Seattle, WA 98174  
(206) 220-5776

### WEST VIRGINIA

400 N. Eighth St.  
Room 564  
Richmond, VA 23240  
(804) 771-2289

### WISCONSIN

310 W. Wisconsin Avenue  
Stop 4312 MIL  
Milwaukee, WI 53203-2221  
(414) 297-3302

### WYOMING

600 17th Street  
Stop #6400 DEN  
Denver, CO 80202-2490  
(303) 446-1659

### Outside 50 States & Foreign Countries:

#### GUAM

Taxpayer Service Division  
PDN Building, Room 902  
Agana, Guam 96910  
(671) 472-7470

#### PUERTO RICO

Mercantile Plaza Bldg.  
Room GF-05  
Ponce de Leon Ave.  
Stop 27 1/2  
Hato Rey, P.R., 00917  
(809) 759-4560

#### Other Foreign Countries: OFFICE OF ASSISTANT COMMISSIONER (INTERNATIONAL)

950 L'Enfant Plaza  
S.W. Promenade Level  
Washington, DC 20024  
(202) 874-1534

#### Phone Number for People With Impaired Hearing Who Have TDD Equipment

All areas in U.S., including  
Alaska, Hawaii, Virgin  
Islands, and Puerto Rico:  
1-800-829-4059

Return Address (Please Print)

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Place  
Postcard  
Stamp  
Here

Complete both sides and mail to the nearest IRS office listed on this brochure

To: Internal Revenue Service

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Attention: Taxpayer EducationCoordinator