



One University Blvd.
St. Louis, MO 63121

Volunteer Income Tax Assistance (VITA)

Personal Income Tax Service | Beta Alpha Psi |
College of Business Administration

Earn College Credit! Scholarships Available

VITA Volunteer Training

Volunteer training is via Zoom, and has been pre-recorded. A link will be emailed once you submit your application.



VITA BENEFITS

- *Earn college credit
- *Learn by doing
- *Serve your community
- *Build your resume

Dear UM-St. Louis Business Administration and Accounting Students:

Beta Alpha Psi and the College of Business Administration are continuing a community service tradition by collaborating with Gateway EITC to sponsor a free personal income tax service for low-income taxpayers and seniors through the UM-St. Louis Volunteer Income Tax Assistance (VITA) program. Students, faculty and staff may volunteer by preparing federal and state income tax returns at locations in the St. Louis metropolitan area. Under this program, you will not sign the tax returns nor have any legal liability.

Experience has shown that participation in the UM-St. Louis VITA program has been an important consideration of prospective employers. Other benefits of this program include an opportunity to enroll in **up to three hours of undergraduate-accounting 3495 /graduate-accounting 5495 college credit** (which does not affect the total accounting credits limit), practical tax experience, networking opportunities, potential managerial experience and personal satisfaction derived from community service. For details about enrolling in VITA for undergraduate or graduate credit, please contact Professor Michele Meckfessel at vita@umsl.edu. Scholarship opportunities are available to top-performing volunteers, payable in the following academic year.

The requirements for participation in the UM-St. Louis VITA program include:

- Complete mandatory training
- Fluency in the English language
- IRS volunteer certifications (attained during or after the certification workshops)
- **Weekly field service commitment from February 1, 2025 until April 15, 2025**

If you would like to participate, **please complete the attached application** and e-mail it to Juliana Gougisha, Program Assistant for Gateway EITC, at jgougisha@gatewayeitc.org. Additional information will be e-mailed out in early January 2024.

Sincerely,

Michele Meckfessel
Mark Feters





Volunteer Application 2025 Tax Preparation Season

Thank you for your interest in participating in the UM-St. Louis VITA program. Please note that submitting this application indicates your interest in serving as a volunteer and reserves your place in the training certification sessions. Submitting this application does not obligate you to participate. **Please email this completed application to Juliana Gougisha, Program Assistant for Gateway EITC.**

jgougisha@gatewayeitc.org

Name: _____ Phone: _____

E-mail Address: _____

What is your affiliation with the University? Undergrad Student Graduate Student Other

Please indicate your desired level of involvement:

- Greeter**- Making client copies, reviewing necessary tax forms, preparing clients folder for tax preparer
- Tax Preparer** – Complete income tax returns
- Site Leader** – Supervise tax preparers, review tax returns for accuracy, manage site operations.

Shifts are typically 4-6 hours per day throughout tax season. Days and times vary by site location, but represent a volunteer commitment between 2/1/25 and 4/15/25. You will be contacted to discuss site options and preferences.

Please indicate days and times you are potentially available to volunteer:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Day <input type="checkbox"/>	Day <input type="checkbox"/>	Day <input type="checkbox"/>	Day <input type="checkbox"/>	Day <input type="checkbox"/>	Day <input type="checkbox"/>
Evening <input type="checkbox"/>	Evening <input type="checkbox"/>	Evening <input type="checkbox"/>	Evening <input type="checkbox"/>	Evening <input type="checkbox"/>	Evening <input type="checkbox"/>

Have you participated in the UMSL VITA program before? No Yes (When?) _____

Would you like to participate in UMSL VITA for academic credit? If so, please check the number of credit hours you are interested in. Please note that you will be responsible for paying tuition and other related course costs. Please indicate how many credit hours you are interested in. For more information, contact Professor Michele Meckfessel at vita@umsl.edu.

- One Credit Hour =20 Volunteer Hours
- Two Credit Hours = 40 Volunteer Hours
- Three Credit Hours=60 Volunteer Hours

There will **up to six (6) \$500 - \$1,000 scholarships awarded to top-performing UMSL student volunteers.** Details and application information will be provided during the tax season.