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 sponsoring a free personal income tax service for low-income taxpayers and seniors through the UM-St. Louis Volunteer Income Tax Assistance (VITA) program. Business students volunteer by preparing federal and state income tax returns at one of five 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 are: **up to three hours of undergraduate-accounting 3495 /graduate-accounting 5490 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. 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:

- Attendance at the mandatory training workshops
- Fluency in the English language
- IRS volunteer E File and IRS software certifications (attained during the certification workshops)
- **Weekly field service commitment from February 1, 2020 until April 11, 2020**

If you would like to participate, please complete the attached application and e-mail it to vita@umsl.edu A detailed agenda with locations, dates, and time information will be e-mailed out in early January 2020. If you have any questions, please contact the UM-St. Louis VITA Program Manager Brittany Basler at the above email, or faculty member Bob McCarthy. We are looking forward to your reply.

Sincerely,

Bob McCarthy

Mark Fetters
Brittany Basler
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 workshops. Submitting this application does not obligate you to participate. Submitting this application is the only step you need to take prior to January 25, 2020. **Please email this completed application to vita@umsl.edu**

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.

Please indicate your weekly shift preference(s):

<table>
<thead>
<tr>
<th>Library</th>
<th>Days</th>
<th>Address</th>
<th>Distance from UMSL</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpenter</td>
<td>Fridays 11am – 4:30pm</td>
<td>25 N. Euclid Ave, 63108</td>
<td>5 mi</td>
<td></td>
</tr>
<tr>
<td>Schlafly</td>
<td>Fridays 10am – 5pm</td>
<td>225 N. Euclid Ave, 63108</td>
<td>6.3 mi</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Saturdays 9am – 4pm</td>
<td>225 N. Euclid Ave, 63108</td>
<td>6.3 mi</td>
<td></td>
</tr>
<tr>
<td>Schlafly</td>
<td>Saturdays 9am – 2:30pm</td>
<td>427 Spencer Road, St. Peters</td>
<td>18.6 mi</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Saturdays 8am – 2pm</td>
<td>150 N. Elizabeth Ave, Ferguson</td>
<td>4.5 mi</td>
<td></td>
</tr>
</tbody>
</table>

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

Are you interested in participating in UMSL VITA for academic credit? If so please check the credit hour amount you are considering. There will be a separate training session held for all students interested in undergraduate and graduate academic credit. This training will be held the same day as the mandatory training required in January. Please indicate below how many credit hours you are interested in.

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

There will be **seven to nine (7 to 9) $1,000 scholarships awarded to students** for their volunteer commitment. We will go over details and how you can apply during mandatory training in January.