



MIAMI BEACH

OFFICE OF THE CITY MANAGER
NO. LTC # 053-2015

LETTER TO COMMISSION

TO: Mayor Phillip Levine and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: February 5, 2015

SUBJECT: Free Tax Preparation Services for Residents

The purpose of this Letter To Commission is to advise you that the City is again offering free tax preparation services now through April 15th for residents whose household income does not exceed \$51,000.

Tax preparation services are being offered by appointment only in the Answer Center (located in the first floor of City Hall) in partnership with the Internal Revenue Service and its Volunteer Income Tax Assistance (VITA) program. Additional information about the VITA program is attached in English and Spanish.

Residents who would like tax preparation services should call the Office of Community Services at 305-673-7491 to schedule an appointment. Residents are reminded to bring their valid government-issued identification card, Social Security card for all persons declared as dependents in the tax return, and all 2014 W-2s and 1099s received.

Last year, more than 70 households benefited from the free tax preparation service.

If you have any additional questions, please feel free to see me.

JLM/KGB/MLR

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VITA/TCE Free Tax Programs

The Internal Revenue Service sponsors the Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) programs.

The mission of these programs is to provide free basic tax return preparation for low-to-moderate income and elderly taxpayers. This also includes taxpayers with disabilities, limited English proficiency and the Military.

Volunteers participating in these programs must sign a Form 13615, Volunteer Agreement that outlines the volunteer standards of conduct. These agreements require them to provide high quality service and uphold the highest ethical standards.

**To report unethical behavior to IRS,
e-mail us at wi.voltax@irs.gov or
call toll free 1-877-330-1205.**



Programas de Impuestos Gratuitos Ofrecidos por *VITA/TCE*

El Servicio de Impuestos Internos (*IRS*, por sus siglas en inglés) patrocina el programa de Asistencia Voluntaria al Contribuyente con los Impuestos sobre los Ingresos (*VITA*, por sus siglas en inglés) y el programa de Asesoramiento Tributario para los Ancianos (*TCE*, por sus siglas en inglés).

La misión de estos programas es proveer la preparación gratuita de declaraciones de impuestos sencillas a contribuyentes con ingresos bajos a moderados y contribuyentes de edad avanzada. Esto incluye también a los contribuyentes con discapacidades, aquéllos con dominio limitado del inglés y la milicia.

Los voluntarios que participan en estos programas, tienen que firmar el Formulario 13615, el cual es un acuerdo que establece los estándares de conducta para los voluntarios. Estos acuerdos le exigen a éstos que provean un servicio de alta calidad y que mantengan los más altos estándares de ética.

Si desea informarle al IRS sobre cualquier comportamiento inusual, envíe un correo electrónico (e-mail) a wi.voltax@irs.gov o llame libre de cargos, al 1-877-330-1205.