AARP Foundation TAX-AIDE

Tax Preparation
February 1 – April 10, 2022
~AARP Tax Help drop-off only~

DIRECTIONS:

1. Pick up a tax envelope. Please take only one envelope per tax return. If you are **self-employed**, make sure you take a self-employment worksheet as well as the tax envelope. If you are filing for **Education Credits**, please take an Education Credit Worksheet as well.

2 Locations:

- Portsmouth Library, 175 Parrott Ave (vestibule during regular hours)
- Portsmouth Senior Activity Center, 125 Cottage St (under front canopy 24/7)

2. Return tax package to an AARP counselor. All forms must be completed before you arrive to drop off your tax package. Incomplete packages will not be accepted. Instructions are included in the tax envelope.

Location:

Portsmouth Senior Activity Center, 125 Cottage Street (COAST Bus #40)
From February 7 – April 11, 2021

Sunday	11am – 12:00pm
Monday	4:00pm – 5:00pm

What to bring for drop-off: *(Maintain 6' social distancing when on site)*

1. Copies of all social security cards associated with the return;
2. Official government identification;
3. Completed Intake/Interview Form 13614;
4. Completed & Signed Form 14446 - Virtual VITA/TCE Taxpayer Consent;
5. 2021 Tax Forms, Tax documents and a copy of your bank information if requesting direct deposit of refund. When in doubt, include documents in the envelope. (Please remove your documents from their envelopes!)
6. Last year's completed return.

PLEASE NOTE OUR LAST AVAILABLE DAY FOR DROP OFF IS 04/10/2022!

3. Intake Interview – a tax counselor will contact you for an intake interview. Once your tax return is completed by the counselor, a tax counselor will call you for an appointment to pick up your taxes at the senior center (COAST Bus #40).

If you have any questions or need special assistance call AARP's Tax-Aide Volunteer Hotline at 603-205-2646.