



UNITED WAY OF WEST FLORIDA

VOLUNTEER INCOME TAX ASSISTANCE

FILE YOUR TAXES FOR FREE!

United Way of West Florida offers free tax assistance programs for hardworking families in our community!

In 2024, our VITA program completed 852 tax returns, saving taxpayers over \$200,000 in preparation fees and bringing over \$850,000 in tax refunds back to Escambia and Santa Rosa counties!

VITA services are a free, reliable, and trusted source for preparing tax returns- volunteers who prepare returns must take and pass training that meets or exceeds IRS standards and the IRS requires a quality review check for every return prepared at a VITA site prior to filing

2025 VITA SCHEDULE

Starting in February we will be filing taxes by appointment and accepting drop-offs.

Due to Spring Break, the Week of March 17, we will only have Main Campus open that week.

Schedule an appointment at uwwf.org/vita:

PSC Main Campus:

Tuesdays 9:30 AM-7 PM | Thursdays 3:30 PM- 7 PM

PSC Warrington Campus:

Wednesdays 9:30 AM- 2 PM

PSC Milton Campus:

Wednesdays 3:30 PM-6 PM | Thursdays 9:30 AM - 2 PM

Fridays 3:30 PM - 6 PM

Goodwill:

Fridays 10:00 AM -2 PM

Florida Blue:

The following Saturdays from 10:00 AM - 3:30 PM

2/22, 3/1, 3/15, 3/22, 3/29

Drop-off Days:

PSC Main campus on Tues, from 10 AM - 5 PM and Thurs, 4 PM - 6 PM

Goodwill of the Gulf Coast Monday-Wednesday from 10 AM - 2 PM

WHAT TO BRING TO A VITA TAX APPOINTMENT

- Proof of identification (photo ID)
- Social Security cards for you, your spouse, and dependents
- An Individual Taxpayer Identification Number (ITIN)
- Proof of foreign status, if applying for an ITIN
- Birth dates for you, your spouse, and dependents on the tax return
- Wage and earning statements (Form W-2, W-2G, 1099-R, 1099-Misc) from all employers
- Interest and dividend statements from banks (Forms 1099)
- Health Insurance Exemption Certificate, if received
- A copy of last year's federal and state returns, if available
- Proof of bank account routing and account numbers for direct deposit such as a blank check
- To file taxes electronically on a married-filing-joint tax return, both spouses must be present to sign the required forms
- Total paid for daycare provider and the daycare provider's tax identifying number such as their Social Security number or business Employer Identification Number
- Forms 1095-A, B, and C, Health Coverage Statements
- Copies of income transcripts from IRS and state, if applicable

Learn about UWWF's VITA program by visiting uwwf.org/taxhelp or reaching out to our Financial Stability Manager Mike Eveland at mike.eveland@uwwf.org.

