

## **FREE FEDERAL INCOME TAX PREPARATION & TAX HELP**

Tax Returns are prepared by AARP Tax Aide volunteers trained and certified by the IRS and Tax Aide. This service will be provided in the North and South meeting rooms of the Puyallup Public Library:

FRIDAYS: 1:00 to 4:00 PM, February 4 through April 8, 2022.

SATURDAYS: 10:00 AM to 3:00 PM, February 5 through April 2, 2022

### **DUE TO COVID-VARIANT RESTRICTIONS, THE FOLLOWING RULES WILL BE PLACE:**

- All tax preparation services will be by ADVANCE APPOINTMENT ONLY (no walk-ins this year).
- All our volunteers will be fully vaccinated for COVID. All taxpayers must be FULLY MASKED.
- Due to a 22-person capacity room limit, **NO CHILDREN** will be allowed in the meeting rooms.
- For married couples, only one spouse might be allowed in the room at a time. The other might have to wait outside in the library hallway until called in to answer questions, and for their signatures.
- Meeting room occupants must try to maintain a six-foot distance from others whenever possible.

### **HOW CAN YOU MAKE AN ADVANCE APPOINTMENT?**

#### **Preferred Method**

Using your e-mail (or that of a family member or friend if you have no computer or e-mail account), send an appointment request to: **puyalluplibrarytaxprep@gmail.com** (lower case).

Your e-mail request must provide your name, a telephone number, and the best times for one of our volunteers to call you. Other matters such as tax questions should not be included, and other types of emails not seeking an appointment will be deleted without a response.

Within 5 business days of your request, you will get a telephone call during your specified times from an AARP volunteer. If you have caller ID it will show a call from area code 253 or 617.

During this telephone discussion you will be given a convenient appointment date and time.

Following the telephone call, you will receive an e-mail confirmation of that date and time, along with a number of attached forms that you must print out, and then fill out prior to arriving for your appointment. Also attached will be instruction on how to fill out the forms, and a list of your personal tax documents to bring to the library for your appointment.

If you do not have the means to print the attachments, the staff at the Puyallup Library can assist you with this for free if you have a current Puyallup Library Card. If you have no library card, there will also be a number of form packets available at the tax preparation site that you may pick up during a Friday or Saturday tax-preparation session on a date prior to your appointment.

#### **Alternative Method**

If you don't have access to e-mail, you may stop by our tax-preparation site during our posted hours on a Friday afternoon or Saturday during our tax season, make an advance appointment in person, and receive the packet of forms to fill out bring to your upcoming appointment..