



## TRAINING

Experience in tax preparation is not a prerequisite. Willingness to help and to get involved is all that is needed. We will provide all the training you will need (on the tax law and the tax filing software) to enable you to participate successfully. New volunteers will be paired up with returning volunteers as much as possible during the filing season, thus helping the transition to experience.

Volunteers: (i) will need to learn the tax law and certify via a test administered by the IRS and (ii) will need to learn the tax filing software.

Training sessions are held each January. The training session consists of in-class training on the law and the tax software. Volunteers need only attend one training session.

## Certification Test

In order to help as a tax preparer, all volunteers will need to certify by taking an on-line test administered by the IRS. While all volunteers will need to certify at the Basic Level at the minimum, we will urge all of you to go beyond and certify at the Intermediate Level, and even the Advanced Level.

For more information or to volunteer, contact:

Bobbi Roemer  
[broemer@brightoncenter.com](mailto:broemer@brightoncenter.com)  
859-491-8303 x2223