AARP Foundation Tax-Aide

Bond County Senior Citizens’ Center

**How Your Tax Return Will be Prepared**

We will prepare your return following the IRS and Tax-Aide requirements for Drop-Off service. Prior to arriving at the site for your appointment please **read, complete, and sign as indicated** the enclosed documents, and collect all of your tax documents.

On the day of your appointment, please arrive no more than 5 minutes before your scheduled appointment time and check in at the Senior Center entrance. Tax-Aide volunteers, in your presence, will review your documents and complete a short interview based on the documents that you provide. After the interview is complete, volunteers will inventory your tax documents and ask you to verify that inventory. You will then be given a reminder of your second appointment time and may leave the site.

Your documents are stored in locked, secure storage when they are not being used to prepare your return. Tax-Aide Counselors will prepare your return and have it ready for your second appointment.

On the date of your second appointment, you will receive an explanation and copy of your tax return, sign an IRS form that will allow us to electronically file your return, and your tax documents will be returned to you. You will be asked to verify that all of the documents you provided to us were returned to you.

If you have questions on this process please contact us at (636)299-0050. Please leave a message with your phone number and a volunteer will call you back. You may also call the Senior Center at (618)664-1465 and leave a message for us to call you back.

If WE have questions as we are preparing your return, we may call you using this Google Voice number: (636)299-0050. It will say that it is from Chesterfield, MO. We may also call via Google Meet; the call will identify as Google Meet.