

FREE TAX PREPARATION AND ELECTRONIC FILING

MOST SITES ARE OPEN THRU APRIL 15, 2012 UNLESS NOTED

RICHMOND CITY – DOWNTOWN

Capital Area Partnership Uplifting People (CAPUP)

1021 Oliver Hill Way, 23219
Mon-Fri 1pm-6pm; opens Jan. 18
1st & 3rd Sat 9am-1pm

New Visions New Ventures

701 E Franklin Street, Suite 712, 23219
Thurs 9am-5pm; Feb. 9 thru March 15
Sat 10am-4pm; Feb. 25 only

- Self-employment and small business returns
- By appointment only (804) 643-1081

University of Richmond, Downtown

626 E. Broad Street, 1st Floor, 23219
Tues/Thurs 3:45pm-6pm; opens Feb. 6

- By appointment only (804) 225-7915
- ◆ ASTP available, walk-ins
- Closed March 6th and 8th

RICHMOND CITY – SOUTHSIDE

Blackwell Elementary

300 E. 15th Street, 23224
Mon/Wed 6pm-8pm; Feb 6 thru March 7

- By appointment only (804) 225-7915
- Closed state and federal holidays and when Richmond City schools are closed

Ramsey Memorial UMC

5900 Hull Street Road, 23224
Wed 4pm-8pm; opens Feb. 1
Sat 11am-4pm; Feb 4, 11, 18;
Mar 31; Apr 7, 14

- Se habla español
- Hacemos trámites del Número de Identificación Personal del Contribuyente (ITIN)
- Closed Feb 29

Richmond City DSS

4100 Hull Street Road, 23224
Tue/Wed 2:45pm-6pm; opens Feb. 7

- ◆ ASTP available



All sites are handicap accessible unless noted; call (804) 225-7915 for assistance

◆ **Assisted Self Tax Preparation (ASTP)** - Do your own taxes for free with the help of a certified ASTP Coach at the sites identified above

CASH Coach volunteers are available at many sites to connect tax clients with additional financial resources such as free credit reports, benefits pre-screenings, and financial education and savings programs.

CHARLES CITY COUNTY

Commissioner of the Revenue

10780 Courthouse Road,
Room 103, 23030
Mon-Fri 9am-4pm; opens March 7

- By appointment, Charles City residents only (804) 652-2162
- Closed on state and federal holidays and when Charles City Co. schools are closed.

CHESTERFIELD COUNTY

Chesterfield/Col. Hts. DSS

9501 Lucy Corr Drive, 23832
Thurs 4pm-7pm; Jan. 26 thru Mar. 29

HANOVER COUNTY

Hanover County DSS

12304 Washington Highway, 23005
Wed 5pm-7pm; opens Feb. 1

HENRICO COUNTY – EAST

Fairfield Area Library

1001 N. Laburnum Ave. 23223
Sat 9am-1pm; Feb. 4 thru March 10

HENRICO COUNTY – WEST

Dumbarton Library

6800 Staples Mill Road, 23228
Wed 4pm-8pm; starting Feb. 29
Thurs 4pm-8pm; opens Feb. 2

- Intérpretes en español disponibles los jueves
- ◆ ASTP available

PETERSBURG

CAPUP Petersburg

22 E. Washington Street, 23803
Mon/Wed/Fri 1:30pm-5:30pm
2nd & 4th Sat 9am-1pm; opens Feb. 6

- Not ADA Compliant

Virginia State University

1 Hayden Drive, 23806
Tues/Thurs 1pm-5pm; opens Feb. 7
Sat 10am-4pm

- Closed March 11-18th

POWHATAN

Commissioner of the Revenue

3834 Old Buckingham Road, 23139
Mondays 5pm-8pm; opens Feb. 6

- Closed on state and federal holidays and when Powhatan Co. schools are closed.

What to bring to a FREE Tax Prep Site:

- ✓ Photo Identification
- ✓ Social Security card or ITIN card for each family member
- ✓ W-2, W-2G, and 1099-R forms for all jobs worked in 2010
- ✓ Unemployment Compensation, form 1099-G
- ✓ Child care provider name, address, and tax ID number
- ✓ A copy of last years state and federal tax returns (if available)
- ✓ All other tax related documents
- ✓ All banking account information (including a voided check or savings deposit slip) to directly deposit your refund
- ✓ If you are married filing jointly, both spouses must come to sign the return



Visit www.metrocash.org or dial 2-1-1 for more information