Hello,

Thanks for your interest in volunteering for our program! The Tax Help program helps thousands of people prepare their tax returns every year, but we couldn’t do it without volunteers like you.

In order to prepare returns for our program you will need to attend a 24 hour training session. This session will include information to help preparers pass the IRS certification exam required of all volunteers preparing tax returns for the community. The IRS has seven levels of certification, we ask that our volunteers complete only the first 3, if you wish to pursue a higher certification level; we can provide you with the information on how to do so.

We ask that preparers volunteer at least 3 hours per week during the tax season which runs January 31st through April 17th. We have volunteers who put in hundreds of hours, the time commitment that you make is up to you. You can choose to volunteer at any of our CNM campuses. We have sites open in the evening and on weekends if that better fits your schedule.

After the tax season we have a recognition luncheon for our volunteers. It is there that you will receive a letter from the IRS thanking you for your service, and certificates from Tax Help, the NM Taxation and Revenue, and the IRS. If you volunteer 50 hours or more, your will receive a personalized signed letter from Senator Bingaman, and if you volunteer over 100 hours, you will receive a special gift from us.

The Community volunteer training is for new/newer volunteer tax preparers and for those who need to review the basics on Schedules A, B, C-EZ and D and New Mexico state taxes. The training will include any updates for the tax year and how to use the Tax Wise® software.

These training sessions are to train people to volunteer at a Tax help site using the software that we use. Our scope is limited. We will not provide you with adequate training to prepare all kinds of tax returns that would be required if you wish to get a job preparing returns.

**January 2011**
Community Volunteer Training
January 10, 11, 12th from 8 am to 4 pm

January 17, 18, 19th from 8 am to 4 pm

January 24, 25, 26th from 8 am to 4 pm

Please contact Geraldine Alires at least two weeks before the training session of your choice to reserve your space. To ensure your place in the training session sign up early. Space is limited. Click this link to sign up today [http://annlyn.wufoo.com/forms/q7x3z9/](http://annlyn.wufoo.com/forms/q7x3z9/)

If you have questions, please e-mail Geraldine Alires at galires@cnm.edu