

## FREE tax preparation by VITA volunteers trained & certified by the IRS

- All appointments will be in-person with a certified, volunteer tax preparer who will prepare your return with you.
- **BRING PAPER DOCUMENTS. WE CANNOT ACCESS DOCUMENTS ON YOUR PHONE.**
- Please do **not bring children** with you to your appointment.

**The best way to make an appointment is online.**

**Schedule your appointment online:**  
[dane.uwex.edu/rdtc](https://dane.uwex.edu/rdtc)

Or Google: Richard Dilley Tax Center

If you are unable to sign up online, call **(608) 283-1261**. You may have to call multiple times due to high call volumes.

Phones lines are open:

**Monday-Friday 8:00am-4:30pm**

The University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming in compliance with state and federal law.



2238 S. Park Street  
Madison, WI 53713



Volunteer Income Tax Assistance (VITA) sites prioritize low- to moderate-income individuals and families, older adults, those with Limited English, and people with disabilities.

Funded by:



## Volunteer Income Tax Assistance (VITA)



**FREE Tax Preparation**  
**Richard Dilley Tax Center**  
**2238 S. Park St.**  
**January 30 – April 13, 2026**  
**BY APPOINTMENT ONLY!**

Mondays: 9 am – 3 pm

Fridays: 1 pm – 5 pm

Saturdays: 9 am – 3 pm

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# TO FILE, YOU WILL NEED TO BRING...

**ALL PRINTED / PAPER DOCUMENTS (NOT ON PHONES/LAPTOPS)**



☐ A PICTURE ID

☐ **NO EXCEPTIONS: Social Security Cards OR ITIN forms OR SSA-1099 for you, all dependents, & your spouse**

- SSA-1099 is a benefit statement for older adults getting social security, it must show name and full number from Social Security office
- ITIN stands for Individual Tax Identification Number for people filing without a social security number

☐ Completed INTAKE FORM, IRS Form 13614-C, if possible

- You are not required complete the intake form in advance, but the process will be faster if you come with it filled out. There will be blank copies available onsite.
- Pick up form: 2238 S Park St, Madison, WI 53713 OR 5201 Fen Oak Dr Ste 138, Madison, WI 53718
- Electronic link to print intake form to bring with you
  - English: [tinyurl.com/rdtc-intake-eng](https://tinyurl.com/rdtc-intake-eng)
  - Español: [tinyurl.com/rdtc-intake-esp](https://tinyurl.com/rdtc-intake-esp)

☐ Income Statements, such as:

- Wage statements—Form(s) W-2
- Pension and Social Security Statements—Form(s) 1099R and SSA-1099
- 1099G: Unemployment

☐ All 2025 Financial Statements and Tax Documents, such as:

- Interest and dividends statements—Form(s) 1099INT and 1099DIV
- Mortgage interest statements—Form(s) 1098
- Tuition payments statements—Form(s) 1098T
- Information for all other deductions/credits
- A record of any estimated tax payments made for the 2025 tax year

☐ Copy of tax returns from 2024, if available

☐ Affordable Care Act (ACA) Health Insurance Marketplace statement:

- [Form\(s\) 1095A tinyurl.com/rdtc-1095a](https://tinyurl.com/rdtc-1095a)
- **Required if you had Marketplace Insurance any time during 2025**

☐ Bank account information (account and routing number) for direct deposit of your refund/payment

☐ **If applying for Homestead\***: Completed Rent Certificate, signed by the Landlord/Management Company OR Copy of 2025 Property Tax bill:

[tinyurl.com/wi-rent-certificate](https://tinyurl.com/wi-rent-certificate). (\*Restrictions apply, check if you qualify for Homestead)



**ASL, language interpretation or other reasonable accommodations are available upon request. These services are free. Please tell us your needs when scheduling appointments.**

## **TYPES OF RETURNS** **WE DO NOT DO:**



Married filing separately

People divorced in 2025

People who sold CRYPTO or BITCOIN or VIRTUAL CURRENCY

Business with one of the following: inventory, expenses over \$5000, employees, depreciation, shows a loss

International Students here on a VISA (J-1, F-1, etc.)

People who immigrated to the USA in 2025—you must have lived in USA for all of 2025

People with more than two W2-Gs from gambling



**Extension**  
UNIVERSITY OF WISCONSIN-MADISON  
DANE COUNTY