**2014 Tax Year and 2015 Filing Season**

**PSU VITA Volunteer Training Schedule**

The Penn State University Park VITA site will open on 2/2/2015 and close on 4/11/2015

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| **Date** | **Time** | | **Location** | | **Purpose** |
| **Required Training for Tax Preparers** | | | | | |
| Saturday 10/4/2014 | | **Attend 1 of the following**  9 a.m.-12:00 noon **or**  1:00 p.m.-4 p.m. | | 110 Business Auditorium-150 seats | Federal Tax Law1 |
| Saturday 10/11/14 | | 9 a.m.-12:00 noon  **(**attend this session **or** the afternoon session that starts @1:00 p.m. in room 207 Business.**)** | | 206 Business Computer Lab—44 seats | TaxWise Orientation1 |
| Saturday 10/11/14 | | 1:00 p.m.-4 p.m. | | 207 Business-Supply Chain Lab 44 seats | TaxWise Orientation1 |
| Saturday 10/18/2014 | | **Attend 1 of the following**  9 a.m.-12:00 noon **or**  1:00 p.m.–4 p.m. (attend 1) | | 112 Katz -75 seats | State Tax Law 1 |
| Tuesday 11/3/2014 | | **OPTIONAL** State Training  Webinar 1-4 p.m. | | 121 Business Bldg. | State Tax Law by PA Dept. of Revenue for VITA sites |
| Saturday 12/6/2014 | | Federal Training 9 a.m.-12p.m.  State Training 1-4 p.m. | | 207 Business Bldg. | **MAKE-UP** Federal and State Training |
| Friday 12/12/2014 | | **OPTIONAL**-Eager Beaver Training to complete exams  6:00-8:00 p.m. **C:\Users\cfb4\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\BZ5RWXPD\MC900440424[1].wmf** | | 206 Business Bldg. | Start early to complete certification exams using the 2014 TaxWise software |
| **2015** | | | | | |
| Friday 1/16/2015 | | 5-8 p.m.  **(attend this or 1 of the options on 1/17**) | 207 Business-Supply Chain Lab 44 seats | | Role play-Preparer and Taxpayer; Complete tax problems1 |
| Saturday 1/17/2015 | | **Attend 1 of the following**  9 a.m.-12 p.m. **or** 1-4 p.m. | 207 Business-Supply Chain Lab 44 seats | | Role play-Preparer and Taxpayer; Complete tax problems1 |
| Tuesday 1/20/2015 | | 12:00 noon | Deadline for passing certification exams and handing in the Volunteer Standards of Conduct Agreement—IRS [Form 13615](http://www.irs.gov/pub/irs-pdf/f13615.pdf) | | |
| **Scheduler and Greeter Training** | | | | | |
| Monday 1/19/2015 | **Attend 1 of the following**  3:00-4:00 p.m. **or**  4:00-5:00 p.m. | | Room 10 Ferguson | | Learn to schedule appointments and greet taxpayers |
| **Supervisor Training** | | | | | |
| Monday 1/19/2015 | 5:00 – 6:00 p.m. | | Room 10 Ferguson | | Supervisors’ Role |

1 Must be attended by volunteers who want to prepare tax returns.