

****Free File FSA VITA Instructions**

1. A Certified Tax Preparer will assist with software questions and tax preparation via
 - a. Phone: call 712-252-1861 x108
 - b. Email: cfs@centerforsiouxland.org
 - c. Zoom: Call 712-252-1861 x108 and we will set up a Zoom meeting between you and a Certified Tax Preparer
2. **Free File FSA Options**
 - a. **Option 1 – OnLine Taxes**
 - i. Eligibility Requirements:
 1. Any age
 2. Adjusted Gross Income (AGI) under \$79,000, OR
 3. Eligible for EITC, OR
 4. Active Duty Military and under \$79,000 AGI
 5. Free state return if you qualify for a free federal return
 - ii. Log-in Link:
 1. <https://www.olt.com/main/vita/getstarted.php?affiliate=VITAFREE&linkID=S26063046>
 2. If you have previously filed your taxes using OnLine Taxes and already have an account, you will be able to use that account with the link above to file your taxes.
 - b. **Option 2 - Tax Act**
 - i. Eligibility Requirements:
 1. Between age 20 – 58 years old **AND** Adjusted Gross Income (AGI) under \$79,000, OR
 2. Active Duty Military and under \$79,000 AGI,
 3. Free state return if you qualify for a free federal return.
 - ii. Log-in Link:
 1. https://www.taxact.com/ffa/vita?sc=23050399&promo=TY23FFAVTAFILE&utm_source=irs.gov&utm_medium=vita&ad=S26063046
 2. If you have previously filed your taxes using Tax Act and already have an account, you will be able to use that account with the link above to file your taxes.
 - c. **Option 3 – MyFreeTaxes.com**
 - i. Eligibility Requirements:
 1. Adjusted Gross Income (AGI) under \$79,000
 2. Free state return(s) if you qualify for a free federal return.
 3. Access to prepare and e-file 1040-NR and 1040-PR returns
 - ii. Log-in Link:
 1. <https://myfreetaxes.com/>
 2. Click on “File My Own Taxes.” Answer the 3 questions. Click “File Now.” You will be directed to TaxSlayer
 3. If you have previously filed your taxes using TaxSlayer and already have an account, you will be able to use that account with the link above to file your taxes.

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Once you have chosen Option 1, 2, or 3 above:

1. Create Your Personal Account for:
 - a. OnLine Taxes (You will need to enter our SIDN: S26063046.) **OR**
 - b. TaxAct **OR**
 - c. MyFreeTaxes.com **OR**
 - d. Log into your existing account if you have used [olt.com](#) OR [taxact.com](#) OR [TaxSlayer](#) in the past.
2. Start new return
 - a. determine filing status
 - b. enter basic information, as needed, for taxpayer, spouse, dependents
3. Prepare Federal Return
 - a. enter income
 - b. enter adjustments
 - c. enter deductions
 - d. enter health insurance information, including 1095-A, if necessary
4. Prepare State Return(s)
 - a. you may have multiple state returns if you worked in more than 1 state or lived in 1 state and worked in another, etc.
5. Finish Return – to finish your return you will have to:
 - a. select direct deposit/debit (if you owe) or paper check/mail payment for both federal and state returns
 - b. enter bank information for direct deposit/debit
 - c. enter your prior year's AGI (found on last year's tax return). Enter 0 if this is your first year filing or if you did not file last year.
 - d. enter your State ID information
6. Print or Save a copy of your tax return to your computer
7. Transmit to the IRS
8. Log-out of your OnLine Taxes, TaxAct, OR TaxSlayer Account