

IF YOU EARNED UNDER \$64,000 IN 2023, YOU MAY BE ELIGIBLE FOR

# FREE TAX PREPARATION & FILING

AND YOU MAY QUALIFY FOR STATE AND FEDERAL EARNED INCOME TAX CREDIT.

Self-employed workers, families and those with ITINs earning up to \$30,000 are eligible for the CalEITC.

**Free tax preparation assistance begins February 1 and continues through April 30.**

## IN PERSON

In-person tax preparation assistance is available by appointment only. Schedule your appointment at [MyFreeTaxes.org](https://MyFreeTaxes.org) or by calling 2-1-1.

### APPOINTMENT LOCATIONS:

- ✘ Many Mansions Hillcrest Villas  
2726 E. Hillcrest Drive, Thousand Oaks
- ✘ Oxnard College - Room OE2  
4000 S. Rose Avenue, Oxnard
- ✘ United Way of Ventura County  
702 County Square Drive, Ste. 100, Ventura
- ✘ California Lutheran University, Oxnard  
2201 Outlet Center Drive, Oxnard #600
- ✘ Ventura Community Service Center  
4651 Telephone Road, #200, Ventura
- ✘ East County Community Service Center  
2900 N. Madera Road, Simi Valley
- ✘ Ventura College East Campus  
957 Faulkner, Santa Paula #106



**VIRTUAL** - To file a return online, visit [GetYourRefund.org/vcunitedway](https://GetYourRefund.org/vcunitedway). You will need access to a smart phone or computer for uploading and downloading documents and ability to print.

## SECURE DROP-OFF

For assistance completing your taxes without an appointment, drop off an envelope with copies of your tax documents at the front desk or in the secure mailbox at one of the following locations:

- ✘ Ventura Community Service Center  
4651 Telephone Road, #200, Ventura
- ✘ East County Community Service Center  
2900 N. Madera Road, Simi Valley

### DOCUMENTS NEEDED TO PREPARE YOUR RETURN:

- Social Security card or ITIN for each family member
- W-2 forms for all jobs worked in 2023
- All 1099 forms for other income
- Picture ID for primary taxpayer and spouse
- 2022 tax return
- Cancelled check for direct deposit of tax refund
- Childcare provider information: name, address, and Tax ID number (if available)
- Form 1095-A (Covered CA) if applicable
- Form 3895 (Covered CA) if applicable

### ADDITIONAL FORMS NEEDED WITH DROP-OFF (AVAILABLE AT FRONT DESK):

- Form 13614 Intake/InterviewForm 14446 Virtual Consent
- Selfie of taxpayer holding picture ID to verify identity

For these and other required documents, instructions and drop-off locations, visit [vchsa.org/tax-preparation](https://vchsa.org/tax-preparation).

