



What is the VITA Free Tax Prep Process?

The United Way is an IRS-certified volunteer program that offers free tax prep services to any households with an income of \$57,000 or less.

Clients must call 501-327-5087 to set up a 15-minute intake appointment.

After all tax documents are received for preparation, the 30-minute filing appointment is scheduled for 10-15 business days later.

When are appointments available?

Tuesdays from 9:15 a.m. to 1:45 p.m.

Wednesdays from 10:15 a.m. to 6:45 p.m.

Where are the VITA free tax prep appointments held?

Both appointments scheduled through the United Way of Central Arkansas will be held at 1105 Oak St. in historic downtown Conway. This building is UCA Downtown and can be identified by the purple and gray striped awning.

If you need to drop off additional documents after your appointment, those can be delivered to the United Way of Central Arkansas office at 1110 Oak St. (across from UCA Downtown and next door to Bob's Grill. The office is open M-Th 9 a.m. to 5 p.m. and Friday 9 a.m. to 3 p.m.)

There is free, 2-hour parking along most streets downtown. Handicapped parking is available around the corner on Chestnut.

How can I find the VITA free tax prep site nearest to me?

The IRS has a location finder for free tax prep programs. Visit [irs.gov](https://www.irs.gov) and type "free tax help" into the search bar to access the link to find a location for free tax prep.

<https://www.irs.gov/individuals/find-a-location-for-free-tax-prep>



How will I know when it is time for my filing appointment?

If you do not receive a date when you leave your intake appointment or return all needed documents, a staff or volunteer from the United Way will call to schedule your filing appointment. The call will come from 501-327-5087. Please be sure to accept calls from this phone number.

After my filing appointment, how can I find out the status of my return?

Visit irs.gov/refunds to check the status of your federal refund.

Checking the status of state refunds varies by state. Arkansas tax refunds can be checked at www.atap.arkansas.gov.

Once a return is filed, the United Way and its tax prep volunteers have no access to tax refund status information via the IRS.

How do I get a copy of my social security card for identity verification?

You can visit your local social security administration office and request a letter of confirmation showing your social security number or you can order a replacement card online at ssa.gov. When you apply online, you will need to set up an account and request a replacement card. Most card replacements take 7-10 days to receive in the mail.

Other VITA Sites in Conway:

Arkansas Asset Builders
501-503-2123
arkansasassetbuilders.org

Appointments are available Wednesdays, 1-7pm, and Saturdays, 9am-2pm, starting January 29. They operate out of the Faulkner County Library.