



VITA: Drury's Income Tax Assistance Service

Drury University's Breech School of Business students are certified by the IRS provide some FREE tax services to the community as an IRS Volunteer Income Tax Assistance (VITA) site. We can help most members of the community with income of \$58,000 or less.

Drury is offering drop-off service this year.

Please see the following information for important details.

- **ALL VISITORS MUST WEAR A MASK**
- Come to the north door (left as you are facing the building).
- Sign your name and cell phone number on the waiting list.
- Take an information sheet to complete and return to your car. We will call you when it is your turn to be seen.
- Photo identification will be checked at the time of drop-off. All tax forms will be collected and kept for preparation.
- Only the taxpayer and spouse will be allowed to be present at drop-off. No children or other parties are allowed unless they are needed for communication purposes or needed to help due to a disability.
- Due to COVID-19 concerns, taxpayers will not be allowed to wait in the building prior to their name being called or prior to the list being posted.

If you have questions about the Drury VITA site, please call 417-873-7522 and leave a message. A team member will return your call as soon as possible.

2021 Drury VITA Clinics Schedule

Each clinic is held at the Breech School of Business Administration on the northeast corner of Central Street and Drury Lane. Taxpayers will sign in on the second floor.

Mondays 4 - 8 p.m.

Calling last client at 7:30 p.m.

Monday, February 8

Monday, February 15

Wednesdays 4 - 8 p.m.

Calling last client at 7:30 p.m.

Wednesday, February 12

Wednesday, February 17

Saturdays 8a.m. - 1:30 p.m.

Calling last client at 1 p.m.

Saturday, February 6

Saturday, February 13

Sign up to receive information about our site every year

What to Bring

- **Proof of identity.** We cannot prepare your return without a photo ID for the main taxpayer(s) and social security cards for all taxpayers and dependents
 - **Statements:** W-2s, 1099s, 1095-A marketplace insurance statements, 1098-T tuition statements student loan interest statements, Social Security statements, and other documents that indicate that you need them for tax purposes.
 - Last year's tax return
 - Information which shows the amount of any state income tax refund received last year.
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TAX RETURNS WE ARE NOT ALLOWED TO DO

We are not allowed to do tax returns for taxpayers with the following issues:

- Bankruptcy or insolvency during the tax year
 - Rental property
 - Self-owned business with inventory
 - Self-owned business with a loss
 - Self-owned business with depreciable property
 - Forgiveness of credit card debt with an amount listed in Box 3 of the Form 1099-C (proof of forgiveness of debt)
 - Tax returns for non-US citizens.
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TERMS AND CONDITIONS

- All returns will be filed electronically unless a manual return is required by the IRS.
- All taxpayers must be available to sign the appropriate forms in the case of joint returns.
- **Clients must arrive at least one hour before the scheduled closing time.**
- The site may be closed in the event of bad weather.

- **The VITA site prepares tax returns for taxpayers who earn under \$58,000 annually.** If you exceed this income limit but are over age 60 please contact the IRS for TCE sites that assist seniors of all income levels.
 - Any appointments given to the general public for the Drury site are scheduled through 417-720-2000. This number is NOT a Drury telephone line. It is administered by a separate entity, not by Drury. There is no one at Drury who can make appointments for you.
 - Drury University reserves the right to refuse service to any person. Persons without the necessary documents or who display uncooperative, threatening, or belligerent behavior will not be served.
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Are you 60 or older?

Tax Counseling For the Elderly (TCE) sites will **schedule an appointment** for you.

**These sites are not run by Drury and Drury cannot schedule an appointment for you.*

Please call the number listed for the specific site you wish to visit.

2021 tax locations coming soon.

Want to do your own taxes for free?

Please visit www.myfreetaxes.com.

This site will allow you to prepare your federal and state tax returns for free.

Want to schedule an appointment with another site?

Other locations around the Springfield area offer appointments for their free tax assistance. Please call (417) 720-2000 to make an appointment. The phone line opens on January 14, 2021, at 9 a.m.

- ***This phone line is not staffed by Drury.*** Drury cannot schedule an appointment for you or connect you.
- *Please note that it may be difficult to get through on this line. If you leave a voice message, it may take several days for someone to return your call. If voicemail is full, please keep trying.*