Free tax preparation and e-filing offered at the City of Phoenix VITA site locations on first come first serve basis.

- Prepare your own tax return using TaxSlayer software on one of our computers. You will need basic computer skills and all your tax documents. Don't worry if you forgot to bring a document with you as you can complete your tax return at home or at any other computer.
- **To create your account, you will need access to you email or to your cell phone to receive a verification code.**
- We recommend using "Guide Me" mode unless you have experience in preparing taxes.
- IRS – certified VITA volunteers are here to assist you with basic tax law questions.
- To electronically file your tax return, **you will need your prior year's Adjusted Gross Income (AGI)** found on your last year's tax return.
- This tax software is also available in Spanish. Simply click on "En Español" on the top of the main TaxSlayer page (see the screenshot below).
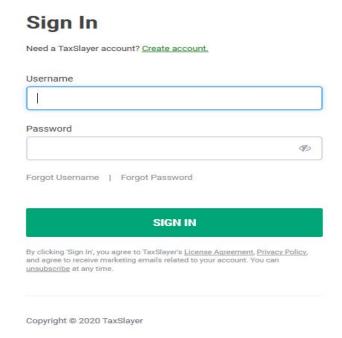
Information to write down while creating your account and preparing your tax return:

Email address used: _____

Username: _____and Password: _____

Answer to secret question, if any: _____

My 5-Digit PIN: _____

My tax filing status: _____ My adjusted gross income: $_____
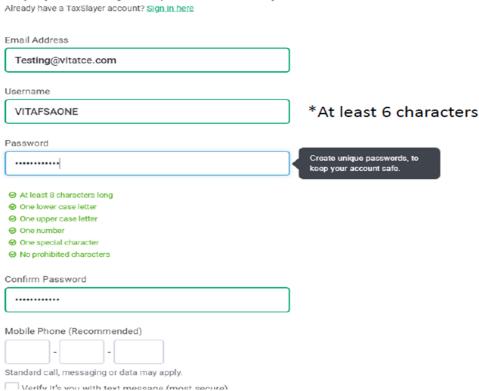
The exact amount of my federal refund: $ _____

How to start:

1. Click on "Do It Yourself FSA" icon on the VITA computer desktop. In the Sign-in screen click "Create account".

TaxSlayer

Sign In

Need a TaxSlayer account? Create account.

Username

Password

Forgot Username | Forgot Password

SIGN IN

By clicking 'Sign In', you agree to TaxSlayer's License Agreement, Privacy Policy, and agree to receive marketing emails related to your account. You can unsubscribe at any time.
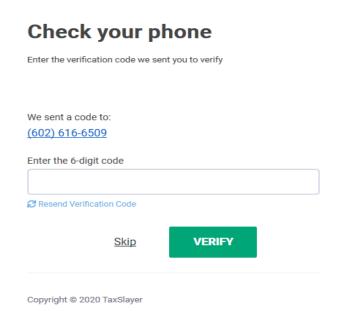
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2. Enter all your information and click create account.

Create your secure account.

Easily file your taxes on the go from any device with 100% accuracy. Already have a TaxSlayer account? Sign in here

Email Address

Testing@vitatce.com

Username

VITAFSAONE   *At least 6 characters

Password

••••••••••••   Create unique passwords, to keep your account safe.

⊘ At least 8 characters long
⊘ One lower case letter
⊘ One upper case letter
⊘ One number
⊘ One special character
⊘ No prohibited characters

Confirm Password

••••••••••••

Mobile Phone (Recommended)

[   ] - [   ] - [   ]

Standard call, messaging or data may apply.

☐ Verify it's you with text message (most secure)

3. Enter the 6-digit code that was texted to your phone number and click verify.

TaxSlayer

Check your phone

Enter the verification code we sent you to verify

We sent a code to:
(602) 616-6509

Enter the 6-digit code

Resend Verification Code

Skip   **VERIFY**

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4. Success you have created your account. You will receive a confirmation e-mail verifying that you have created an account.

✔

Success! Your TaxSlayer account has been created.

Now, let's keep going.

CONTINUE

5. Start your tax preparation.

We recommend using **"Guide Me"** mode unless you have experience in preparing taxes. In this mode, you will be asked series of questions to make sure you enter your information correctly.

6. **Input all your tax documents.** If you're not sure about a form, ask one of our volunteers for assistance. You will have an opportunity to review your information prior to submitting your tax return.

7. The TaxSlayer software will ask you for your **prior year's Adjusted Gross Income (AGI)**.

The AGI must match the one in IRS' record. If you did not file a tax return last year, enter your prior year's AGI as $0.

You will be asked to create a **5-digit PIN** which will help you access your return next year.

8. E- file your tax return.

You will receive an e-mail from TaxSlayer within two to three days telling you if your return was accepted and providing further instructions if it was not.

If you don't receive an email after three days, log back into TaxSlayer's website using the information above and check the status of your return.

Finishing your tax return and e-file at home:

If you were unable to complete your return at the VITA site, you may finish your return elsewhere by going to www.TaxSlayer.com**.** Use the same login information that you created at the VITA site.

Your tax return filing will still be free but only if you've created an account and started your tax return at one of the City of Phoenix VITA sites. You can always come back to the VITA site if you have any questions prior to e-filing your tax return.

Any issues? Send an email to the TaxSlayer from their website: **TaxSlayer.com/SupportCenter/tax-help**

Plan to return to a VITA site next year to file for free again! The list of VITA sites will be available on Phoenix.gov/EITC.
Save these instructions with your tax return to be able to access your account in the future.