

Free tax preparation through the AARP!

Tuesdays, starting February 1<sup>st</sup>, 9:30am to 12:30pm, **by appointment only**. For the remainder of this month, we will be booking appointments for West Warwick residents **ONLY**. On January 31<sup>st</sup>, any remaining appointments will become available to any Rhode Island resident.

This year's tax preparation will be conducted with minimal contact for the health and safety of both patrons and staff. If you wish to take advantage of the free tax preparation through the AARP at the library you must:

-Come into the library and pick up your tax preparation materials from the reference desk. You may then schedule your appointment in person with the reference staff. **You may not schedule an appointment over the phone**. All appointments must be scheduled in person when you pick up your materials packet.

-**Fill out your materials packet at home**. Sign the consent form and fill out the intake form. Gather all supporting materials including photocopies of your ID and place them in the envelope.

-Arrive on time for your appointment with your envelope containing completed consent and intake forms as well as all of your tax materials. **Bring your physical ID with you to your appointment**. You will have your identity verified when you drop off your packet.

-You must leave the tax preparation area after you drop off your materials. The tax preparer will work on your return and contact you via phone if they have any questions. **You must be reachable by phone from the start of your appointment until you are called to pick up your completed return**. This can take up to an hour and a half. You may wait upstairs in the library, but if called with questions you must take your call outside.

-Unfortunately due to the low contact nature of the service, **if you do not have a cellphone or nearby landline you can monitor, you will not be able to participate in the program**.

-When you are called to pick up your completed return, **you must pick it up within 60 minutes**. Please be considerate of the tax preparers' time. They are volunteers and will not be at the library during all operational hours. They cannot hold completed returns for you for extended periods.