

OLYMPIC COLLEGE

Internal Revenue Service/Tax-Aide Income Tax Assistance Internship *Frequently Asked Questions (2015 – 2016)*

1. WHAT IS IRS/TAX-AIDE?

The IRS/Tax-Aide Internship is sponsored by the Olympic College Cooperative Education and Internship Program in conjunction with the AARP Foundation and the Internal Revenue Service (IRS) to provide free tax help to those who have uncomplicated returns.

- It began in 1970, and the number of returns filed by volunteers of the program has consistently grown over the years;
- Tax-Aide has served over 1.9 million customers using 32,000 volunteers and interns at 8,000 sites;
- IRS/Tax-Aide interns are usually college students, as well as members of professional organizations, AARP, religious, military, and community groups;
- Olympic college has been one of the largest Tax-Aide sites in Kitsap County for the past 15 years.

2. HOW DO I PARTICIPATE IN IRS/TAX-AIDE?

- Sign-up in the Career Center, HSS 201 or call the Cooperative Education and Internship Program at 360-475-7480 or 1-800-259-6718 ext. 7480 or email us: Cooped@olympic.edu (by **December 4, 2015**).

3. WHEN IS THE TRAINING HELD?

- **December 10 and 11, 2015 (Thurs and Fri) from 9:00 a.m. to 4:00 p.m. in TBD** (two day lecture) **and January 16 or 23, 2016 from 9:00 a.m. to 4:00 p.m. in TBD** (computer training; attend **only one** of the two January dates).

4. DO I NEED TO ATTEND THE TRAINING IF I HAVE COMPLETED A PREVIOUS TRAINING SESSION OR TAXATION CLASS?

- Students completing a previous IRS/Tax-Aide training session or taxation class are **ONLY** required to attend the first morning lecture (half-day) and a one-day computer training session. **ALL** students must pass an exam at the end of the training (take-home open book).

5. WHEN DO I REGISTER FOR IRS/TAX-AIDE TO RECEIVE COLLEGE CREDIT?

- Student registration is completed prior to the training session. **Item # 1300, Course #189A, two (2) credits** or during the orientation held at the beginning of the first day lecture class (**December 10**).

6. DO I NEED ANY SPECIAL EQUIPMENT OR SUPPLIES?

- No special supplies or equipment is needed. However, you need to own a computer or have 12 hours computer availability for training and testing. A hand-held calculator may also be helpful.

7. WHEN DOES THE VOLUNTEER WORK BEGIN?

- **February 2 to April 14, 2016 T/W/TH (approx. 12:30 to 4:30p.m). Location TBD**
- May be closed during spring break (**March 21 – April 1, 2016**). TBD by site coordinator.

OLYMPIC COLLEGE

Internal Revenue Service/Tax-Aide Income Tax Assistance Internship *Frequently Asked Questions (2015 – 2016)*

8. HOW DOES IRS/TAX-AIDE WORK?

- IRS/Tax-Aide provides the training materials for the instructors and volunteer interns.
- Students must go through a three (3) day training session (lecture and computer). ALL students must pass an exam (take-home open book) at the end of the training.
- Students have to document 60 hours of volunteer time (includes 30 hours of training completed during December and January) to earn two (2) college credits,
- Students volunteer the remaining 30 hours as an IRS/Tax-Aide Intern on the Olympic College campus beginning **February 2 through April 14, 2016.**

9. WHAT ARE THE ADVANTAGES OF PARTICIPATING IN IRS/TAX-AIDE?

- Students participate in learning real practical skills that make them more useful and marketable to the employers who would hire them.
- This internship provides students with a hands-on learning experience.
- It is a valuable learning opportunity to see and perform functions that professionals accomplish in the workplace.
- Participation gives the student an opportunity to experience and act in the employer/client relationship
- It encourages self-respect for successfully interacting in a professional capacity.
- Participation in the IRS/TAX-AIDE program is something that impresses employers by showing initiative, ability, and a well-rounded educational background.
- The students represent the college in a community activity and are therefore always well received.
- The students acquire excellent personnel and computer skills and training.

“The spirit of volunteerism combined with professionalism continues today with a successful program (Tax-Aide) that not only benefits the community, but also produces graduates that are better prepared for the workplace.” by Anthony Basile

(Excerpts taken from Business Education Forum, April 1998 “VITA: A Hands-on Learning Experience for Accounting Students” by Anthony Basile)

