

AARP Tax Aide
Free Tax Assistance – 2020 Tax Returns
Chinn Park Library

Due to the COVID-19 conditions in Northern Virginia, the start of tax preparation service is delayed until February 23. You must schedule an appointment in advance to have your return prepared. Walk in service will **NOT** be provided. Masks are required.

An appointment must be scheduled by calling 571-316-0493. Leave your full name, phone number and the preferred time for your appointment. Your call will generally be returned within 48 hours. The phone number appearing on the return call will be the number shown above.

At this time, appointments will only be scheduled on Tuesdays and Thursdays. The hours of operation have been modified from prior years due to the change in operating hours at Chinn Park Library. Appointments will be scheduled for 10:00 a.m., 11:00 a.m., 12:30 p.m., and 2:00 p.m. and may change. Several Saturday appointments may be scheduled in March and April.

An intake/interview form 13614-C must be completed in advance of the appointment. This is the form which has been completed on-site in prior years. The form is available at the library in the racks to the right as you enter Chinn Park Library. It may also be obtained through the IRS website: [Form 13614-C \(Rev. 10-2020\) \(irs.gov\)](https://www.irs.gov/pub/irs-soi/1013614c)

When appearing for the appointment, we will receive your tax documents including:

- a) All income and expense information to be used in preparing your return;
- b) Your prior year return;
- c) Taxpayer identification; and
- d) The intake/interview form.

While the return is being prepared, you will **not** be able to sit with the tax counselor. You may be asked to either return to your vehicle or go home while the return is being prepared. If questions arise during the preparation of your return, we will contact you at the phone number you provided on the intake/interview form.

Upon completion of the return, we will contact you to return to the library. At that time, we will go over the return(s) with you prior to electronic filing. Copies of the Federal and Virginia state returns will be provided to you along with the return of all tax documents and IDs.

NOTE: If this is your first visit to Tax-Aide, you must bring social security cards for yourself and all dependents. For those who we have prepared your return in the past, you must also bring the social security card for any new dependent added to the return.