

Free Tax Return Preparation

The Davis-Monthan AFB (DMAFB) Volunteer Income Tax Assistance (VITA) Office is gearing up for the next tax season. DMAFB VITA volunteers are trained and certified by the IRS to prepare returns for our military community. This is a free service for any of the following personnel: Active Duty, dependents (with valid military ID), National Guard, Reserve, Public Health Service, NOAA and Military Retiree with valid ID and access to the base. We cannot assist Veterans who have base access using their Veterans Health Identification card.

The appointment line will open 16 January 2024 from 0845 – 1500. Appointments begin 22 January 2024. Walk-ins are accepted between 0845-1200, on a limited basis, as long as you have all your tax documents in hand when you walk in the door. (Dates subject to change based upon IRS schedule for accepting tax returns)

The following categories for walk-ins will be accepted from 22 January - 9 February:

- Active Duty with W-2 only for member/spouse (no dependents on return); max of 2 W-2's for the return
- Retirees with 1099R and SSA statements only for retiree/spouse; max 2 1099R's for the return
- Dependent with just 1 W-2

From 12 February through the rest of the tax season, only the first category above will be accepted as a walk-in.

Key paperwork to bring to your appointment is:

- Government / Military ID for Taxpayer and Spouse (not required for dependents unless we are doing a return for them)
 - Social Security Number (SSN) Cards for everyone who is listed on the return -- MANDATORY PER THE IRS
- Preparers are required by the IRS to verify SSN Cards for each person listed on a return each year even if we have prepared your return previously. A photocopy or picture on your phone is acceptable.

Accepted alternatives: Military ID Card w/ SSN on it or Social Security Benefits Statement

NOTE: To request a replacement SSN Card go to the Social Security Administration website at SSA.GOV or contact them at the 1-800-772-1213. The local office is available to take calls M-F from 9am-4pm. They are located at:

- 3808 N 1st Ave

- Last year's Federal and State Tax Returns
- All Tax Forms (W-2s, 1099's, 1098's, etc)
- Checking/Savings Account Information (Institution, Routing # and Account #)
 - A blank check has this information; do not bring a deposit slip as the routing number on the deposit slip is different.

To better prepare for your appointment, we recommend you stop by the office a few days before your scheduled appointment to pick-up the Interview/Intake Sheet to fill out before your appointment. This will also help you ensure you have all the documentation you need for your appointment.

Appointment Line Phone # is 228-3489

MyPay has posted the schedule for release of Tax Forms

2023 myPay Tax Statement Schedule	Available on myPay
Retiree 1099-R	12/18/2023
Former Spouse 1099-R	12/18/2023
Annuitant 1099-R	12/19/2023
Civilian Certificate for Income Tax Adjustment	12/22/2023
Navy Student Loan Repayment Program (SLRP) W-2	1/4/2024
Reserve Army, Navy, Air Force, Space Force W-2	1/5/2024
Army Non-Appropriated Fund (NAF) Civilian W-2	1/5/2024
Active/Reserve Marine Corps W-2	1/12/2024
Civilian (DoD/Non-DoD) W-2	1/18/2024
Army Student Loan Repayment Program (SLRP) W-2	1/18/2024
Active Army, Navy, Air Force, Space Force W-2	1/18/2024
Travel Pay 1099INT	1/22/2024
Civilian (DoD/Non-DoD) IRS Form 1095	1/25/2024
Savings Deposit Program (SDP) 1099INT	1/29/2024
Military/Military Retiree IRS Form 1095	1/31/2024
Travel/Miscellaneous W-2	1/31/2024