

Free Tax Return Preparation

The Davis-Monthan AFB (DMAFB) Volunteer Income Tax Assistance (VITA) Office is gearing up for the 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 is open from 08:30 – 15:00 starting on Tuesday, 20 January 2026. Appointments will start on 26 January when we will be accepting walk-ins between 08:45-12:00, on a limited basis, as long as you have all your tax documents in hand when you walk through the door; all other clients must schedule an appointment.

The following categories for walk-ins will be accepted from 26 January - 6 February:

- Active Duty: W-2 only for member/spouse (no dependent[s] on return); max of 2 W-2s for return
- Retirees: 1099R and SSA-1099 *only* for retiree/spouse; max of 2 1099R's/SSA-1099 for return
- Dependent with just 1 W-2

From 9 February 2025 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:

- 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/ PCS Orders and SSN on it *or* Social Security Benefits Statement

- 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 #)

****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

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 or download the form from the IRS Website (Form 13614-C, Dated October 2025), this will also help you ensure you have all the documentation you need for your appointment.

Appointment Line Phone #: 228-3489

Located in Building 3210 @ the NW corner of Craycroft & Ironwood

2025 myPay Tax Statement Schedule	Available on myPay
Retiree 1099-R	12/17/2025
Former Spouse 1099-R	12/17/2025
Annuitant 1099-R	12/17/2025
Civilian Certificate for Income Tax Adjustment	12/19/2025
Reserve Army, Navy, Air Force, Space Force W-2	1/7/2026
Navy Student Loan Repayment Program (SLRP) W-2	1/8/2026

Army Student Loan Repayment Program (SLRP) W-2	1/9/2026
Active/Reserve Marine Corps W-2	1/16/2026
Travel Pay 1099INT	1/20/2026
Active Army, Navy, Air Force, Space Force W-2	1/21/2026
Civilian (DoW/Non-DoW) W-2	1/22/2026
Army Non-Appropriated Fund (NAF) Civilian W-2	1/23/2026
Savings Deposit Program (SDP) 1099INT	1/23/2026
Civilian (DOW/Non-DOW) IRS Form 1095	1/26/2026
Military/Military Retiree IRS Form 1095	1/31/2026
Travel/Miscellaneous W-2	1/31/2026