

## Steps to a Complete 2020 Tax Return

- Make appointment and meet with intake volunteer
- Once your return is prepared, a volunteer will call you to review your return.
- When your return is finalized, a copy will be mailed to you for your review. Review the complete return, especially
  - Your SSN number(s) or ITIN(s)
  - The spellings of all names
  - YOUR BANK ACCOUNT INFORMATION
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- Return SIGNED IRS Form 8879 in one of the following ways:
  - By returning it to the intake site at 407 East Water Street
  - By US mail (envelope will be included)
  - In black dropbox at the **United Way offices** (box to left of door, left of USPS box)

The United Way of Greater Charlottesville is located at 806 East High Street, Charlottesville, VA, 22902. This office is closed to the public: only dropbox is available.

### ***Intake Site is open (weather permitting) on the following days and hours:***

Mondays from 5pm to 7pm

Tuesdays from 5pm to 7pm

Wednesdays from 5pm to 7pm

Fridays from 10am to 12pm

Saturdays from 10am to 12pm

Please check for weather closures on CBS19 News, [www.cvilletaxaid.org](http://www.cvilletaxaid.org) or our Facebook page United Way of Greater Charlottesville.