



# VOLUNTEERS MAKE A DIFFERENCE!

Take steps to be an IRS certified volunteer with Alpha Kappa Alpha Sorority, Inc. Phi Tau Omega Chapter, to provide FREE tax help to strengthen working families

## FOR ALL VOLUNTEERS CERTIFICATION

- ✓ Create an IRS Link & Learn Taxes (LLT) account <https://apps.linklearntaxescertification.com>
- ✓ Take the certification tests at your pace, using the IRS resources
- ✓ Navigate to 2023 VITA/TCE Certification Test
- ✓ Take the Volunteer Standards of Conduct Certification test
- ✓ Open and electronically sign your Volunteer Agreement
- ✓ Take the 2023 Intake/Interview and Quality Review Certification test
- ✓ Send Certification Certificates AND electronically signed Volunteer Agreement once you've passed all required tests to [vitaphitauomega@yahoo.com](mailto:vitaphitauomega@yahoo.com)

## FOR TAX PREPARER CERTIFICATION ONLY

- ✓ Navigate to 2023 VITA/TCE Certification Test
- ✓ Take the 2023 Basic or Advanced Exam (The Basic Exam is not a prerequisite for the Advanced Exam)
- ✓ Send Certification Certificates once you've passed all required tests to [vitaphitauomega@yahoo.com](mailto:vitaphitauomega@yahoo.com)

## TEST RESOURCES

- ✓ Publication 4961 VITA/TCE Standards of Conduct-Standards Ethics Training (for the Volunteer Standards of Conduct-Ethics Training)
- ✓ Publication 5101 Intake/Interview & Quality Review Training (for the Intake/Quality Review test)
- ✓ Tax Slayer Pro Practice Lab (the practice lab will allow tax preparers to setup and run through the steps of creating/viewing/modifying returns in the safety of the testing environment) <https://vita.taxslayerpro.com> Password: TRAINPROWEB  
Publication 4012 (for the Basic/Advanced Exam) <https://www.irs.gov/pub/irs-pdf/p4012.pdf>
- ✓ Form 6744, VITA/TCE Volunteer Test/Retest <https://www.irs.gov/pub/irs-pdf/f6744.pdf> (paper version of tests that you may take on paper first, then transfer and submit the answers on the online test at LLT). No paper tests are accepted, all tests must be taken online



Additional VITA training resources under training at  
<https://www.akaphitauomega.org/vita-volunteer>



Questions: Email - [vitaphitauomega@yahoo.com](mailto:vitaphitauomega@yahoo.com)