

Looking for Tax Preparers

by Steve Smith

Each fall, we canvas the community to find individuals who might be interested in serving in a paid or volunteer capacity in our tax assistance centers on Kleber Kaserne and at Landstuhl Regional Medical Center.

While prior experience in preparing taxes or an accounting background is helpful, it is by no means a requirement to work in our tax centers. We train our tax preparers from the ground up. They receive four days of basic instruction on how to prepare federal income tax returns from an IRS representative. We follow that up with several more days of advanced topics, including foreign and state tax issues, Puerto Rico returns, and how to prepare returns for Family Child Care providers and other self-employed taxpayers. In addition, we use the IRS Link & Learn training modules to bring our trainees up to speed, and each trainee takes certification exams to ensure they have the level of competence needed before they begin preparing returns for the public.

All our tax preparers, who also include Special-Duty Soldiers and 27D Paralegals, work under the watchful eye of our Tax Program Coordinator, Donald Davis, who has many years of experience preparing tax returns and running tax centers (see adjacent story), and the Chief of Client Services for the Kaiserslautern Legal Services Center, Mark Christensen, who also has years of tax experience under his belt and teaches each year at the USAREUR Tax Continuing Legal Education conference.

Many of our tax preparers from past seasons have returned to the States with a very marketable skill, and letters of recommendation that have helped them get their foot in the door and land paid positions in an increasingly difficult job market. All of them have found working in our tax centers to be a rewarding experience; the smiles on the faces of the taxpayers we assist make it all worthwhile. There is something special about helping those who defend our country get back their own money from the Government. Last season we got back \$6.6 million in K-town alone!

Anyone interested in serving as a tax preparer in either a paid or volunteer capacity should contact Mr. Davis at DSN 483-7684 or Civilian 0631-411-7684, or you can send him an e-mail at donald.l.davis2.civ@mail.mil. He can tell you more about our tax assistance program and talk you through the application procedures. **Anyone interested in a paid position should keep an eye out for job announcements which appear on USAjobs in the late-November to mid-December time frame.**



KAISERSLAUTERN LEGAL SERVICES CENTER

Building 3210
Kleber Kaserne

Legal Assistance 483-8848

Tax Assistance 483-8848*

*after 1 February, call 483-7688

Claims 483-8414/8862

International Affairs 483-8854

Trial Defense Service 483-8397

[Civilian: 0631-411-XXXX]

Administrative Law 484-7450

Criminal Law 484-8311

[Civilian: 0631-413-XXXX]

NEED TAX HELP?

Free tax services are available all year long at the Kaiserslautern Legal Services Center. If you need help preparing or amending a federal or state income tax return and cannot wait until our tax centers open in late January, or if you have tax questions, call DSN 483-8848 or Civilian 0631-411-8848, and ask to speak to Mr. Donald Davis.

