



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE ACADEMY

22 January 2016

MEMORANDUM FOR USAFA

FROM: HQ USAFA/JA

SUBJECT: 2016 Tax Program Instructions

1. **OVERVIEW:** Tax season is upon us. One of the benefits military members and retirees receive is free tax preparation assistance. Our goal this year is to provide our military community the opportunity to obtain tax preparation and filing assistance for federal and state returns using a virtual self-service tax center.
2. **FACTS:** Over the past several years, both the number of volunteers available and the demand for full-service tax assistance have decreased. This is related to the introduction of alternate, low-cost or free online tax assistance preparation programs. With the new virtual self-service tax center, IRS-certified volunteers will still assist with electronically filing federal and state tax returns, but will provide these services remotely using free, internet-based software. The goal of this new program is to better utilize available resources to provide the best service to the USAFA community.
3. **INSTRUCTIONS FOR USAFA COMMUNITY:**
 - a. **Active Duty Members:** In order to receive tax preparation services, please reach out to your mission element representative(s). Unlike in prior years, the volunteers will be facilitating self-assistance, i.e. they will be available to assist you and guide you as you complete your returns. Each volunteer's contact information is listed on the Legal Office's website in the "Volunteer Chart." You will need to schedule an appointment with a mission element representative. Prior to attending your tax services appointment, please review the "What to Bring to Your Appointment" document on the legal office's website and bring all required documents/information to your appointment. If you have any specific tax questions, please contact the legal office to set up a legal assistance appointment at 333-3920.
 - b. **Retirees:** Tax preparation services will be scheduled through and provided at the Retiree Activities Center. Please contact the Retiree Activities Center at (719) 333-7877 to schedule an appointment.
 - c. **Cadets and Cadet Candidates:** The legal office will be conducting a briefing on how to prepare your tax returns for each cadet group as well as for all cadet candidates. Additionally, a cadet and cadet candidate tax day will be scheduled. More information will be provided directly to cadets and cadet candidates regarding specific dates and times.

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