

Free income tax services offered

By CAPT. RAYMOND EDWARDS
Chief, Legal Assistance

The Camp Shelby Office of the Command Judge Advocate will offer free income tax services for the 2012 tax year with the opening of its Income Tax Assistance Center on Monday, February 4, 2013. This service provides free personal income tax return preparation to all active duty personnel and retirees. Due to reduced staffing levels, priority will be given to mobilizing, demobilizing and CSJFTC Soldiers.

The Income Tax Assistance Center will operate out of the legal offices in Building 1485 on Lee Avenue and will be open Tuesdays and Thursdays from 0900 to 1400. Due to the nature of the assistance, the Income Tax Assistance Center will operate on an "appointment-only" basis and will take appointments through April 11, 2013. The 2013 Federal Income Tax filing deadline is Monday, April 15, 2013.

The Income Tax Assistance Center is a satellite program of the IRS VITA program and is supervised by a judge advocate and staffed by military members and contract employees trained to the standards required by the IRS for the Volunteer Income Tax Assistance (VITA) program. The VITA program is controlled by the IRS therefore the individual filing the return is legally responsible for the return's content and accuracy once the return is signed. If filing a married-filing-joint tax return electronically, both spouses must be present to sign the required forms.

VITA training includes instruction to address military-specific tax issues. However, tax assistance will be limited to the 2012 tax year and will not include preparation of certain tax schedules, e.g., Schedule E (rental property) and Schedule C (capital gains/losses).

Please dial 601-558-2190 to schedule

an appointment. Initial appointments will be scheduled for an hour and include a review of the client's tax information. Typically, tax returns are projected to require 3-5 business days of processing time to be finalized. To properly complete each tax return, the following items must be presented at the initial appointment:

- Proof of identity (e.g. driver's license, military ID)
- Social Security Cards for you, your spouse, and all dependants
- Birth dates for you, your spouse, and all dependants
- Current year tax package if you received one
- Wage and earning statement(s) (Form W-2, W-2G, 1099-R) from all employers
- Interest and dividend statements from banks (Forms 1098, 1099)
- A copy of last year's federal and state returns if available
- Bank routing numbers and account numbers for direct deposit

NOTE: Military OneSource is once again offering a free, electronic tax filing service. If you are eligible under the Military OneSource program, you can complete, save, and file your 2011 federal and up to three state returns online free with the H&R Block At Home® tool.

To access this free version of H&R Block At Home®, you must start your return from the Military OneSource H&R Block At Home® link. Once you click the link you will be required to log in to Military OneSource. From the login page you will be directed to a site containing additional information on tax preparation, including the link to the Military OneSource free H&R Block At Home® service.

** This notice, however, is provided for informational purposes only and should not be interpreted as an endorsement by the US Army, the Department of Defense or any other government entity.



Dana Elise Smith, CSJFTC Public Affairs

DPCA AWARDS... Many awards were presented in a small ceremony at building 1440 Jan. 31. Presented the Army Achievement Medal were, from left, Sgt. Jack Dillard, Staff Sgt. Toshineda Lankston, newly promoted Capt. Stephanie Williams, Sgt. Tamika Stinson, and Sgt. Randy McWilliams. Sgt. 1st Class Tony Goodwin was awarded the Army Commendation Medal. (Sitting Right to Left) Awarded certificates of appreciation for their support in 2012's Combined Federal Campaign were Jennifer Roberts, Victoria Baughman and Michelle Walters. Williams was also presented certificate of appreciation for her support in the 2012 Combined Federal Campaign.

Don't forget to say thank you...

So you made it through the interview! Now what?

For any job available, many people (sometimes hundreds) apply. Usually the employer limits the numbers who are interviewed to only a few. When you are selected be sure the employer has decided that you have the basic qualifications for the job.

After the interview, writing a thank-you letter gives the employer one more thing to like about you! Most job hunters will not write a "thank-you letter;" if you do, you will separate yourself from the competition.

Mail it in time for the employer to receive it two or three days after the interview. If you were interviewed by more than one person or a panel, address it to the person who conducted the interview and who is responsible for hiring. This gesture will greatly increase your chances for a second interview or a job offer; in fact, several ACAP clients have said this sold the employer on them instead of a competitor.

The thank-you letter tells the employer that you are enthusiastic about the job and the company and that you are confident about your ability to do the job.

The letter should be tailored to the company's needs and the interviewer's personality. Personalize it by mentioning particulars about the job or company, or points specifically addressed at the interview.

If the interview went well, the purpose of the thank-you letter is to remind the employer about you and your qualifications. Communicate your



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