

Delaware **EITC** Campaign

Delaware State University Student Contract

Requirements:

- Completion of 12 hours IRS Certified training provided by an IRS certified trainer.
- Completion of IRS Basic Certification Exam with a passing grade of 80% or more.
- Arrive at tax site each week for a MINIMUM of 12 weeks during tax season (Jan 19-April 15)
- Provide a MINIMUM of volunteer/work 96 hours at a tax site in Delaware as a Tax Preparer.

Nehemiah Gateway CDC Program

Nehemiah Gateway will provide all students with 12 hours of IRS tax training. Mandatory training for new students will be held at Delaware State University during two 6 hour sessions. The first will be December 5, 2009 and the second will be held January 16, 2010. Any returning student must attend the January 16th training during which the IRS certification test will be given. **Due to IRS regulations, no one can prepare tax returns without passing the IRS Basic Certification Exam.**

Each student will also be given a online user name and password for TaxWise Online for training. If you have any problems working this online program, you can contact your trainer or Lynda Baltzer at (302) 653-9353 or by e-mail at deopportunitiesksc@ymail.com [mailto:](mailto:deopportunitiesksc@ymail.com)after the first training.

Nehemiah Gateway has tax sites throughout the state with daytime, evening, and weekend hours. Each site is run by a Site Manager. You can volunteer at any site in the state but you must let the Site Manager know that you are a DSU student working as an intern.

Student Expectations

Students will volunteer MINIMUM of 8 hours each week from January 19 to April 15, for a total of 96 hours. Students will be required to complete at least 32 hours during each of the 3 following time periods:

January 19th to February 18th

February 19th to March 18th

March 19th to April 15th

If you miss 8 hours or less during any of these time periods, your grade will be reduced by one letter grade. Special circumstances do arise and if this happens you must make arrangements with your Site Manager to make up hours if necessary. Let your Site Manager know if you will not be available during spring break. If you know you will be unable to come to your tax site, you must inform your Site Manager as soon as you can and schedule a make-up day. Your site manager will give you a contact number and or e-mail address for emergencies.

Your grade will also be reflective of your attitude with clients and co-workers and willingness to help as needed at the tax site as you may be asked to help in other ways at the site such as setting up the site or signing in clients.

Sites are assigned on a first come first serve basis. All students must submit a volunteer application by going to www.eitcdelaware.net and completing the application process to be assigned to a site. All students who are doing this for credit must fill out an internship packet available at DSU. These must be filled out before the internship starts. You cannot complete the internship packet at the end of the internship.

All students will be required to sign in and out at the tax site using a special time sheet designated especially for our volunteer students. You will indicate the date, time in, time out, and your signature each day you are at the tax site. This will be used to determine how many hours you have worked during the season and will be used to assist in determining your grade. Students are responsible for making sure they complete this process each day they are at the site. The Site Manager will compute the total number of hours for that day and then initial the sheet. You should also keep a record of your hours. A copy of these sheets will be given to Dr. Beugre by each Site Manager at the end of each of the time periods listed above.

Student Contract

I understand that my grade for this course is based on the successful fulfillment of all the requirements listed on the student contract form of which I have a copy. Failure to meet the basic requirements listed above will result in failing the course.

I am a student at Delaware State University, Dover, DE.

Name (please print legibly): _____

Signature: _____ Date: _____

**** The second page of this contract must be turned in to Dr. Beugre's office PRIOR to attending training or volunteering. Keep the first page for your records.***