



2020 INCOME TAX PREPARATION

**LOW TO MODERATE INCOME** TAXPAYERS

EMPHASIS ON AGE 60+

### **Many Changes for This Tax Year**

**Appointments Required, Call 715-513-7252, Weekdays 9 AM – 1 PM to Schedule**  
January 19 – March 26, 2021

All appointments to be held at the UW-Extension Bldg, 212 River Dr., Wausau, WI,  
Tuesday & Wednesday Mornings,

February 2 through March 31, 2021, **8:00 AM – 12:00 Noon**

**Per AARP Guidelines, masks, social distancing will be required and building capacity will be limited. There will be fewer appointments available.**

Please note there will be no Off-Site preparation of taxes this year.

Due to changes in the program, two appointments will be required this year.

At the first appointment, the taxpayer will be required to have completed an Intake/Interview which will be mailed to them prior to the appointment. All 2020 tax documents must be removed from mail envelopes and clipped together. At the appointment, the payer identification, Intake/Interview form, Taxpayer Consent and all tax documents will be scanned. A second appointment will be created and the taxpayer will receive a 2020 tax envelope (with all scanned documents) to bring with them for the second appointment. Failure to follow all guidelines will result in the cancellation of the appointment.

A tax counselor will then prepare the tax return remotely and a second counselor will review for accuracy.

At the second appointment, the taxpayer will bring their 2020 tax envelope. A review of the printed return will be completed with taxpayer and signature(s) will be obtained for electronic filing of the return. The printed tax return and all documents will be returned in the 2020 envelope to the taxpayer for their records.