



**DEPARTMENT OF THE ARMY**  
**UNITED STATES MILITARY ACADEMY**  
**OFFICE OF THE STAFF JUDGE ADVOCATE**  
**646 SWIFT ROAD**  
**WEST POINT, NY 10996**

MAJA-LA

17 January 2016

MEMORANDUM FOR United States Corps of Cadets and their Parent(s)/Guardian(s)

SUBJECT: Free Income Tax Return Preparation at the West Point Cadet Tax Center

- PURPOSE:** To inform the United States Corps of Cadets and their parent(s)/guardian(s) of the free income tax preparation service offered at the West Point Cadet Tax Center.
- BACKGROUND:** The West Point Cadet Tax Center is a Volunteer Income Tax Assistance (VITA) Program supported by the Internal Revenue Service (IRS). At the West Point Cadet Tax Center, IRS-certified income tax preparers provide free basic income tax return preparation to Cadets.
- OPERATIONAL INFORMATION:** The West Point Cadet Tax Center is located on the fourth floor of building 606. The Cadet Tax Center opens on 6 February 2017 and closes on 7 April 2017. The daily hours of operation are 0900 - 1200 and 1300 - 1600, Monday through Friday.
- INCOME TAX DROP-OFF PROCEDURE:** In order to prepare income tax returns as efficiently as possible, we will employ a drop-off service for Cadets. You can complete the forms attached either before coming to the tax center or when you arrive at the tax center. If you follow the Income Tax Return Drop-Off Check List you will have the information we need to prepare a complete and accurate tax return.
- COMPLETION:** When the income tax return is complete, the Cadet will be notified via email to return to the West Point Cadet Tax Center to review and sign their return. **TAX RETURNS WILL NOT BE FILED WITHOUT THE TAXPAYER'S SIGNATURE.**
- The West Point Cadet Tax Center looks forward to providing free income tax preparation services to all Cadets. For additional information, contact the West Point Cadet Tax Center at (845) 938-5920 or WPStaff\_SJA\_Tax@usma.edu.

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