

Helping Low-income TaxPayers get refunds and credits from the U.S. Treasury:
A request for City Assistance

Shahid Mujtaba
VITA Milpitas Community Library
March 26, 2008

The VITA¹ Milpitas Community Library helps low income, elderly, disabled and limited English speaking Tax Payers prepare and file their taxes accurately at no cost, and get the credits for which they qualify. The site operates in the Community room of the Milpitas Community Library next to Milpitas City Hall and serves clients on Saturdays 10:00 am to 2:00 pm from February 1, 2008 through April 12, 2008

Unpaid IRS-trained and certified volunteers provide services to the community. Some materials and supplies, such as training material, laptops, printers, forms and paper are provided by the IRS. Some volunteers provide their own personal laptops. Additional wireless laptops and other equipment from a technology grant from HP to Friends of Bolivia, Inc (a non-profit community organization) increased our capacity, and compensated for reduced number of IRS provided laptops. The Milpitas City Council generously provided funds that help improve productivity.

Of the 30 or so sites in Santa Clara County, the VITA Milpitas Community Library site is unique in pushing to accomplish the goal of 100% electronically filed returns. We use an encrypted wireless LAN set up every week supporting a central database and shared network pool printers. Since networking is outside the scope of IRS support, technically proficient volunteers provide the technology support. The support of the Mayor and Milpitas City Council in the past helped us purchase components and supplies at office supply stores and RAM memory upgrade of one laptop to a Windows 2003 Server and experiment with new ideas to continuously improve our processes. Increased quality and productivity this year was provided by 10-key pads for numeric data entry and a high speed scanner to capture document images electronically. A paper shredder is used to destroy confidential taxpayer documents in compliance with IRS privacy requirements. The result is a site that leads technologically among the other sites in the County and we break new ground in the using technology to help in the tax preparation activities.

The VITA Milpitas Community Library requests assistance from the City of Milpitas to cover all or some of the out of pocket expenses for this year. The expenditures for items were as follows:

	Quantity	Unit Cost	Cost
10-Key Pads	3	\$22	\$66
Fujitsu High Speed Scanner	1	\$394	\$394
Document Shredder	1	\$160	\$160
		Total	\$620.00

With your kind permission, the detailed numbers of the accomplishments of this site for this year will be presented to you and other City Council members during a future City Council meeting.

¹ VITA stands for Volunteer Income Tax Assistance, a program of the Internal Revenue Service supports more than 7000 sites to help low-income, limited English speaking, disabled, and elderly prepare and file income taxes. Each site runs in partnership with a local organization or National Organization.

From: Jose Esteves
Sent: Tuesday, February 26, 2008 7:33 AM
To: 'Lorna Eborá'
Cc: Mary Lavelle
Subject: RE: National Camp for Blind Children (CRS)

Thank you...I am requesting that this be agendized in our next council meeting..you will be notified.

-----Original Message-----

From: Lorna Eborá [mailto:lornaebora@yahoo.com]
Sent: Sunday, February 24, 2008 5:17 PM
To: Jose Esteves
Subject: National Camp for Blind Children (CRS)

Mayor Joe Esteves
& City Council
Milpitas, CA 95035

Sir / Madam:

We would like to thank you for helping our blind campers last year 2007. We had a total of 68 blind kids in attendance of which three (3) were from Milpitas.

We need your help again this year 2008. One campership for the year 2008 is \$ 560.00
We would like to thank you for doing one campership again.

Very respectfully yours,

Ely A. Eborá, CRS Representative

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4/10/2008