



**Department of
Taxation and Finance**

Facilitated Self Assisted (FSA) Training

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What is FSA?

- Free Tax Preparation
- Brand-name interview based software
- Assistance from Volunteers



Benefits to Taxpayer

- Free tax preparation
- Safe E-filing
- Reduced wait time
- Increased education and understanding
- Builds confidence to file without assistance



Software – MyFreeTaxes

- Computer & Internet
 - Access computer at any location
- Brand name software accessed online
- Free - AGI \$60,000 or less
- Create a log in account
- Need an email account



Requirements

- IRS Ethics Training
 - www.linklearncertification.com
 - Ethics Course
 - Ethics Test
 - Form 13615



Maintaining and Ensuring Confidentiality of Taxpayer Information

- In accordance with Internal Revenue Service (refer to IRS publication 4299) partners and volunteers must maintain confidentiality of taxpayer information by:
 - Protecting the information
 - Providing a Safe Environment for Information
 - Deleting Taxpayer Information
 - Disposing Taxpayer Information



HELP

- NYS – DTF Income Tax
 - www.tax.ny.gov
 - 518-457-5181

- IRS
 - www.irs.gov
 - 1-800-829-1040

- MyFree Taxes
 - 1-855-698-9435



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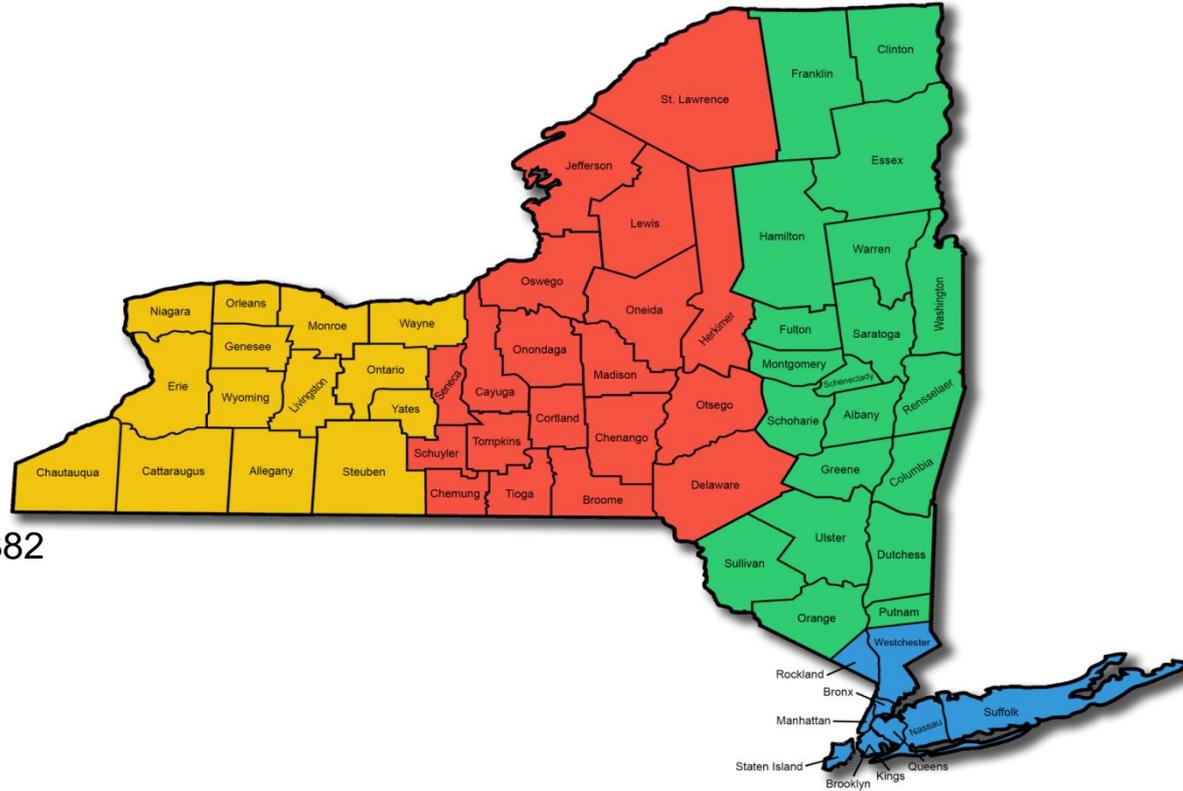
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How to Access

- www.tax.ny.gov
- E-File FOR FREE
- FILE MY TAXES
- E-FILE FEDERAL & STATE
- Answer questions
- Click on the blue link www.myfreetaxes.com



Create Account

Create Your Account

E-mail

Use my E-mail as my Username

Username

Password

Confirm Password

Security Question

Answer

Remember This Computer [LEARN MORE](#)

I agree to the terms and conditions of the [H&R Block Online Services Agreement](#) and I acknowledge that the [H&R Block Privacy Notice](#) was made available to me

Create Account



MyFreeTaxes software

- Skip Import
- Personal Information – Click Next
- Choose Last Year's Filing Status
- Your Year in Review.



QUESTIONS?