



**THE PITON
FOUNDATION**

at Gary Community
Investments

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3. Denver Partner Email: This email was sent out to our partnering organization a week before the Taxathon to finalize plans. (page 5)
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5. Denver Taxathon Media Advisory: This advisory was sent out several times before the event and was included in the media packets on site. (page 14)
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7. Denver EITC Client Stories Consent Form: Consent form used to collect stories at the Taxathon. (page 17)
8. Denver Notice of Filming: This notice was posted in certain areas of the waiting room and hallways. We also designated areas that would not be used for filming. (page 18)
9. Denver Taxathon Pictures: A few shots we took during the event to highlight some of the events of the day.
 - a. Welcome sign
 - b. Volunteers filing in for the first shift
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 - g. Welcome table
 - h. Visit from State Representative Leslie Herod with volunteer high school students

2017 Taxathon Run of Show
Friday, February 3rd, 7:00 am – 9:00 pm
Mile High United Way, 711 Park Ave. W, Denver, CO 80205

Piton Contacts:

- Courtney O'Reilly, Tax Help Colorado Program Manager, coreilly@garycommunity.org, 303-454-3756 (direct), 909-702-6555 (cell)
- Kindle Fahlenkamp-Morell, Manager of Public Informations Campaign, kmorell@garycommunity.org, 303-454-3733 (direct)
- Melissa Viola, V.P. of Communications, mviola@garycommunity.org, 303-454-3768 (direct), 562-706-9698 (cell)

Mile High United Way Contact:

Meghan Minter, Operations Manager, meghan.minter@unitedwaydenver.org, 303-561-2109 (office), after hours call cell.

Project Description: The Denver Taxathon aims to increase the number of families receiving free tax help and raise awareness about tax credits for working families by providing tax services in one location over a 12-hour period. The event will also include additional community resources throughout the day, as well as snacks and activities for visiting taxpayers.

Volunteer Roles/Responsibilities: Listed below are the various volunteer roles for this year's Taxathon (Desired number of volunteers during all shifts)

- Tax Screeners, preparers and quality reviewers (40): IRS certified students and volunteers screening, preparing and quality reviewing taxes. Must be certified for tax year 2016 and provide the Volunteer Agreement (form 13615) before performing this role.
- Translators (5): Assist in translating at the greeting station and when needed during the tax preparation process. Most common languages in need of translation services include Spanish, Vietnamese, Russian, Nepali, Amharic, French, and Chinese.
- Greeters (3): Welcome taxpayers at the greeting table. Check to make sure they have their photo I.D., social security cards (or ITINs) and tax documents before signing them in for either screening, FSA, or drop off. Give them intake/interview sheet (form 13614) and guide them to the waiting room. Let them know a rough estimate of when they should be called. In addition to signing in taxpayers you will also answer general questions like bathrooms, parking, wait time, etc.
- Kid's station (2): The event will have a kids table with crayons, coloring sheets, and balloons. Engage with children in the waiting room, pass out these materials, try to keep table organized and fun!
- Story Collectors (4): Each year The Piton Foundation collects stories from families visiting the free tax site to help get a picture of the importance of free tax assistance and important tax credits. These stories are used to support legislation that supports hard-working, low-income families. They may be published on social media to promote tax

sites. Volunteer story collectors will use a story collection prompt and release forms to collect information about taxpayers. Volunteers selected for this role should feel comfortable talking openly with families about difficult financial situations and be empathetic to their story.

| Run of Show | |
|--------------------------------|---|
| Time | Task |
| February 2nd | |
| 9:00 | Pick up snacks for the event |
| 10:00-2:00 | Drop off supplies at MHUW. |
| February 3rd | |
| 7:00-8:00 | <ul style="list-style-type: none"> • Setup <ul style="list-style-type: none"> ○ Greeting table ○ Volunteer room ○ Waiting/partner exhibit room ○ Tax site room ○ Facilitate Self Assistance room ○ Signage up in Hallways |
| 8:00-8:30 | MHUW doors open. Greet taxpayers. If weather is bad, have them wait inside to check-in. Max capacity for foyer is 30 people |
| 8:00-8:30 | Volunteer Check-In Part 1 <ul style="list-style-type: none"> • Meet volunteers and assign roles • Review role responsibilities and any needed training • Collect volunteer agreement forms |
| 8:10-8:30 | <ul style="list-style-type: none"> • Try to snap a quick group picture of the tax site for social media • Post picture with “We’re open for business” |
| 8:30 | Taxathon is open to the public! General announcements to taxpayers (thanks for coming, make sure you have your ss card, I.D., and tax documents) and begin moving them towards greeting table. Staff should man the greeting table until volunteers arrive. |
| 8:30 | Tax prep begins |
| 8:30am - 8:30pm | Take pictures of event w/regular camera. Shots of: <ul style="list-style-type: none"> • Volunteers together, getting ready • People using engagement wall • Kids table • Building |

| | |
|---------------|---|
| | <ul style="list-style-type: none"> • VIP visitor pics. Taxpayer engagement: <ul style="list-style-type: none"> • Help people engage with engagement wall • Collect longer stories before quality review • Take audio of people if taxpayer approves |
| 11:00-11:30 | Update goal chart. To include: tax return count, refund amount, and EITC amount |
| 11:15 | Put out afternoon snack/lunch in Board room, break room and replenish water, coffee, etc. as needed. For other rooms, ensure trash is empty, areas picked up. |
| 12:00 - 12:30 | Volunteer Check-In Part 2 |
| 12:00 - 12:10 | Updates to social media <ul style="list-style-type: none"> • Try to snap a quick group picture of the tax site for social media • Post stories, photos, progress as available. |
| 2:00 -2:30 | Update goal chart. Ask site coordinator (Sasha, Courtney, Solomon) for updated: <ul style="list-style-type: none"> • Tax return count • Refund amount • EITC amount • Savings |
| 2:30 - 8:00 | <ul style="list-style-type: none"> • Collect and post social media based on Carley's social media run of show. • Refer taxpayers to Brooke and Kelly for longer stories. • Help people engage with engagement wall. |
| 4:00 | VIP Greet Rep. Leslie Herod |
| 4:00 - 4:30 | Volunteer Check-In Part 3 |
| 4:30 - 5:00 | Put out afternoon snack/lunch in Board room, break room and replenish water, coffee, etc. as needed. For other rooms, ensure trash is empty, areas picked up. |
| 5:30 - 6:00 | Update goal chart. Ask site coordinator for updated: |
| 7:00 | Check on taxpayer sign in sheet to determine when we should cut off |
| 7:00-7:30 | Clean up as much as possible |
| 8:30 | Take picture of final taxpayer of the day or of remaining staff and volunteers. |
| 8:30 | Thank volunteers for their time |
| 8:30 | Tally final numbers for goal chart. Post results to social media and thanks for partners, taxpayers, and volunteers |
| 8:30 – 9:00 | Clean up MHUW and load up all supplies in cars |

Supply List by Room and Station

- **Greeting Table/Station**
 - ✓ Partner Recognition Bumper
 - ✓ Slides for monitor
 - ✓ Tax Help Colorado Pens
 - ✓ Intake sheets (English and Spanish)
 - ✓ Client folders
 - ✓ Clipboards
 - ✓ Sign in sheets
 - ✓ Signage describing what we need to see: Photo I.D., Social security cards (ITINs)
 - ✓ Highlighters
 - ✓ Civil Right IRS poster
 - ✓ Will do/Won't do poster
 - ✓ Welcome signage
 - ✓ Tax Help Colorado standing banner near greeting table
 - ✓ Tax Help Colorado Tablecloth
- **Board room**
 - ✓ Save your refund signage
 - ✓ Engagement interactive posters
 - ✓ Kids station
 - Crayons
 - Coloring sheets
 - Balloons
 - Little mazes
 - puzzles
 - ✓ GCI/Piton interactive
 - Water bottles
 - Snacks
 - EITC board/signage
 - THC fliers
 - ITIN fliers
 - Acceptance Agency (ITINs) list
 - Piton tablecloth
- **Multipurpose room A for drop offs**
 - ✓ Scanner/Copier
 - ✓ IRS civil rights poster
 - ✓ Form 14446 Virtual VITA Taxpayer Consent Form
 - ✓ Additional intake sheets
 - ✓ Locked cabinet or holding case
 - ✓ Will do/Won't do one pagers
 - ✓ Drop-off procedures
 - ✓ Pens
- **Multipurpose rooms B&C for traditional tax prep**
 - ✓ Will do/Won't do one-pagers
 - ✓ Printers
 - ✓ Laptops
 - ✓ IRS civil rights posters
 - ✓ Pens
 - ✓ QR boxes
 - ✓ E-file and paper "bins"
 - ✓ Reams of paper
 - ✓ Save your refund signage
 - ✓ Site procedures
- **Volunteer Break Room**
 - ✓ Name tags
 - ✓ Volunteer sign in sheets
 - ✓ Binder for volunteer forms
 - ✓ Volunteer Role Description One Pager
 - ✓ VIP visitor packet
 - ✓ Press packet
 - ✓ Food, coffee, drinks, paper plates, cups, etc.

- Hallway Signage
 - ✓ Directional arrows pointing people in the correct location
 - ✓ “Can’t wait? Sign up to drop-off your tax information”
 - ✓ Get help preparing your own return with Facilitated Self Assistance
 - ✓ What you need before signing in: Photo I.D., Social Security card or ITIN for all members of your household, all 2016 tax documents.
 - ✓ Taxathon goals
- ✓ Welcome!
 - ✓ Engagement wall
 - Tape
 - Post-its
 - Markers
 - “How will you be using your tax refund?”
 - Visual background for social media pictures

| Partners Attending Taxathon | |
|--|---|
| Organization | Notes |
| Broomfield Health and Human Services Denver Public Health Tri County Health Department | <ul style="list-style-type: none"> • May set up in a private space to help others enroll in Medicaid • Will share information about the ACA • Separate tables next to each other |
| Mpowered | <ul style="list-style-type: none"> • Financial coaching • They will be there in four hour shifts • Would like access to private area for one-on-one’s |
| Taxpayer Advocate Service | <ul style="list-style-type: none"> • Sharing brochures and available to answer questions • Will leave at 6 pm |
| Mile High United Way/211 | <ul style="list-style-type: none"> • Share information on other programs they are supporting |
| AmeriCorps NCCC | <ul style="list-style-type: none"> • Only able to come from 12-2 • Sharing information on the AmeriCorps NCCC as an option to help pay for college expenses. |
| Denver Scholarship Foundation | <ul style="list-style-type: none"> • Only able to come 6:00 pm -8:30 pm • Information on FASFA |

| Scheduled VIPs | |
|---|---|
| Who | Notes |
| Rep Leslie Herod, House District 8 | Should arrive at 4:00 p.m. Works to raise the Colorado minimum wage; support family flexible workplace policies for state employees as a model for what's possible in everyday businesses; require equal pay for women; build on the federal Family Leave Act and the Child Care Family Supporting Jobs Act to aid families in maintaining a job, ending poverty, and improving the quality of life for all working families; advance policies that protect pregnant women and moms in the workplace; require best value contracting at the state level--supporting and protecting workers statewide. |
| Sam and Rob Gary | Should arrive in the afternoon (12:30-1:00) |
| Senator Angela Williams, Senate District 33 | According to Colorado Democrats, Williams is known as the business champion and tries to open up lines of communication between governments and business. She organizes bi-weekly meetings with 15 of CO's major business. Maybe talk about how we can share EITC information with businesses? |
| Ben Weeda, Mpowered, Business Development Director | Tracey is working with Ben on a grant. Could lead to future partnering opportunities. Should arrive between 2-5. |

Comms Staff Roles and Responsibilities

Media POC - Kindle and Melissa

- Receive any media that visits the site
- Hand out press packets
- Give tour as needed
- Help set up interviews with taxpayers, students/volunteers, site coordinators, etc.
 - Brian Gilsdorf, Instructor and Site Coordinator at CCD
 - Geoff Brown, Executive Director, Denver Asset Building Coalition
 - Alan Tabuyo Herrera and Hugo Romero - Students at Northglenn High School

VIP Tour Guide - Kindle and Melissa

- Welcome VIPs and alert any necessary staff of their arrival (Rob Gary, Christine Benero, etc)
- Hand out visitor packet
- Give tour
- Explain our programs and answer any questions they may have
- Get pictures for social media

Volunteer POC - Brooke lead with support from Carley (Sasha and Courtney for Tax Volunteers)

- Welcome volunteers as they arrive

- Sign them in and hand out name tags
- Hand out name tags
- If they are a tax volunteer, send them to multipurpose room and site coordinators will assign them a tax job.
- Review volunteer positions to all non-tax volunteers
- Assign volunteers to a position.
- Give client story prompts and release forms to story collectors.
- Go on quick tour
- Take pictures of volunteers
- Assign breaks as needed
- Be overly thankful!

Social Media POC - Carley lead with support from Kindle

- Handle day-of posts to Facebook and Twitter.
- Use set hashtags #taxathon #eitcounts
- Share pictures, quotes, and goals
- Retweet, like, or share other partner posts
- Encourage taxpayers to fill out client story wall

Client Engagement POC - Danielle lead with support from Brooke

- Help keep the kids station organized
- Update goal chart
- Encourage taxpayers to fill out client story wall
- Take pictures throughout (Danielle)
- Take audio bites
- Collect longer stories
- Distribute and collect all photo and story release forms

Site Coordinators (Courtney, Sasha, Geoff, and Solomon)

- Assigning tax volunteers their roles,
- Answering tax questions
- Controlling the flow of taxpayers through each step
- Transmitting returns and keeping track of # of returns, refunds, EITC refunds, and savings for goal update

Subject line: Denver Taxathon Details - Friday February 3

[add personal greeting and sentence for your contact]

I've attached logistical details of the event for your review. Please send us a copy of your logo to include on the rotating signage for the event. [attach this as a word doc]

**Denver Taxathon
Partner Information**

Event Date: Friday, February 3: 8:30 a.m. - 8:30 p.m.

Event Location: Mile High United Way
711 Park Ave. West
Denver, CO 80205

Event Partners: Broomfield Health and Human Services, mPowered, Denver Taxpayer Advocacy Service, Wells Fargo, Denver Public Health, Tri-County Health Department, Centura Health, Mile High United Way, AmeriCorps NCCC, Denver Scholarship Foundation

Event Hosts: Tax Help Colorado, a program of The Piton Foundation, and Denver Asset Building Coalition (DABC)

Points of Contact

This event will be staffed by many different organizations. DABC and Tax Help Colorado staff will be running the free tax site. To help identify the various staff and volunteers at the event we've designated different colored name tags: All tax preparers will be wearing green badges, presenting partners will have white name badges, and Piton/Taxathon staff will be wearing yellow badges. If you run into problems, look for a staff member with a yellow badge. Specific contact information listed below:

| Name | Notes | Contact Information |
|--|---|--|
| Courtney O'Reilly, Manager of Tax Help Colorado Program | Project lead Courtney will be in the conference room most of the day. However, she can answer any questions related to the event leading up to the day of the event. | coreilly@garycommunity.org 303-454-3756 (direct) 909-702-6555 (cell) |
| Kindle Fahlenkamp- Morell, Manager of Public Information Campaigns for The Piton Foundation | Point of contact onsite. | kmorell@garycommunity.org 303-454-3733 (direct) 303-903-7131 (text) |

Materials

Exhibitors will be provided one 8' table and two chairs in the Brad R. Busse Board Room. There is limited space, so NO canopies or portable trade show booths. Branded tablecloths are acceptable.

There is access to power outlets, but please bring your own computers, power strips and charging accessories.

Per IRS regulations, exhibitors may not sell any products at this event.

Exhibitors will have access to the Grant Thornton Conference room if they need a private area to interact with their clients. The room will have a sign-up sheet for 20-minute time slots. Exhibitors may reserve more than one slot at a time if needed.

Load in

Partners are welcome to load in as early as 7:00 a.m. Please let us know what time you plan to arrive and leave. There will be staff at each entrance to help you in. You cannot hold doors open for too long or the alarm will sound. If you have trouble getting in, please text Kindle at 303-903-7131.

The doors to the building will be locked to all other guests until 8:00 a.m. Taxpayers will be allowed into the Boardroom after 8:30 a.m.

Parking

Parking at Mile High United Way is limited. For your convenience, you will need to unload by parking at a 2-hour slot, then move your car to a nearby lot. The nearest paid lot (\$2.25 per day) is at Park Avenue and California Street, and there are many more lots along Stout street.

WiFi

The wifi login is MHUGuest, and the password is volunteer (all lowercase). Please do not share the login with our taxpayer guests, as we want to ensure that the wifi is speedy for tax returns and partner services.

Social Media and Story Collection

Our event will use the hashtag #Taxathon. Please review our [marketing materials](#) to help promote the event, and use this hashtag onsite.

We'll also be collecting stories from the taxpayers and volunteers to help spread awareness of free tax services. If you meet someone you think would be a good person to interview, please let us know.

Food and break rooms

The Busse Board Room will have food for our taxpayer guests. Our volunteers have a break room in the Moderators Conference Room, which will include snacks and meals. If you need to take a break, you are welcome to use this room and share our food. We also encourage you to visit [Café United](#), a social change kitchen, located on the southeast side of the building.

Reminders

- Familiarize yourself with the venue. The floor plan is included in this information.
- Please do not leave anything valuable at your exhibitor table unattended.
- We are not sure what the flow of the crowd will be. We do expect an early rush when it opens at 8:30, and then another rush when people are out of school and work (after 3:00 p.m.). It is possible that we will stop inviting taxpayers to stand in line before 8:00 if our capacity for filing taxes is full.

Load Out

The Taxathon is a 12-hour event, but we understand partners may not stay for the full day. Please be sure to alert a Piton staff member when you leave so we can ensure that your area is cleaned up and you've taken all your materials.

If you are staying until 8:30, here are some things to remember:

The building doors will lock at 5:00 p.m. An alarm will sound if the doors are held open too long.

We would appreciate any help you can offer in leaving the room clean and orderly.



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Dear partner,

Tax Help Colorado and the Denver Asset Building Coalition (DABC) are holding the first ever Denver Taxathon – 12 hours of free tax preparation services to increase access to free tax help and increase the number of qualifying Coloradans claiming the [Earned Income Tax Credit](#) (EITC). One of the nation's most successful anti-poverty tools, the EITC is a federal and state tax credit that working families with children receive to increase their financial stability. Below is content that you can use to promote the Taxathon to your partners or to qualifying Colorado families.

Background and Newsletter text for partners:

Tax Help Colorado and the Denver Asset Building Coalition Host Denver's First Taxathon

[Tax Help Colorado](#) and the [Denver Asset Building Coalition \(DABC\)](#) are hosting the first ever Denver Taxathon -- 12 hours of free tax preparation for Coloradans with annual incomes of \$54,000 or less.

The event will be staffed by IRS-certified tax preparers, trained to ensure taxpayers get the best refund possible.

The Taxathon aims to increase the number of families receiving free tax help, and raise awareness about tax credits for working families by providing tax services in one location over a 12-hour period. Other community resources will be offered throughout the day, and there will be snacks and activities for visiting taxpayers.

To learn more, visit www.garycommunity.org/taxathon.

Newsletter or Facebook text for Coloradans:

Save the Date: Denver's First Taxathon Feb. 3!

Tax Help Colorado and the Denver Asset Building Coalition (DABC) are throwing a 12-hour tax party! If you made \$54,000 or less last year (2016), get your taxes done for FREE by IRS-certified preparers trained to get you the best refund possible. A drop-off service will also be offered to taxpayers unable to stay for in-person assistance.

- ✓ Get your taxes done early
- ✓ Get the best refund possible
- ✓ Get connected to other community resources
- ✓ Enjoy snacks and activities

For more information, call 2-1-1 or visit www.garycommunity.org/taxathon.

Or

Are you looking forward to your tax refund to make ends meet? If you made \$54k or less last year, get the best refund possible with help from FREE IRS-certified preparers. Find a free tax

site near you by dialing 2-1-1 or get your taxes done early at the Denver Taxathon on Feb. 3. www.garycommunity.org/taxathon.

Twitter:

Join our Thunderclap to promote the event at <http://thndr.me/A1TDIH>. When you join, a message will be posted to your Twitter, Facebook or Tumblr page on Feb. 1 (in advance of the event).

- Want your best tax refund? If you made 54k or less, file early at #Denver #Taxathon Feb.3. #EarlyBird www.garycommunity.org/taxathon.
- Save money for things that count. File your taxes for free at #Denver #Taxathon Feb. 3. #resolutions www.garycommunity.org/taxathon.
- Need tax refund to make ends meet? Get best refund possible w/FREE IRS-certified preparers Feb. 3. #Denver www.garycommunity.org/taxathon.
- Free tax prep Feb. 3 @UnitedWayDenver if you made 54k or less last year. #Denver #Taxathon www.garycommunity.org/taxathon



THE PITON FOUNDATION

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MEDIA ADVISORY FOR Friday, February 3, 2017

For more information contact:

Tax Help Colorado and Denver Asset Building Coalition Host Denver Taxathon - 12 hours of Free Tax Preparation on February 3

To help connect eligible families to free tax help, The Piton Foundation's Tax Help Colorado program and Denver Asset Building Coalition are hosting the first ever Denver Taxathon -- 12 hours of free tax preparation for Coloradans with annual incomes of \$54,000 or less on Friday, February 3, 2017 from 8:30 a.m. to 8:30 p.m. at Mile High United Way.

The event will be staffed by IRS-certified high school and college volunteers who are trained to ensure taxpayers get the best refund possible. Other community resources will be available throughout the day, and there will be snacks and activities for taxpayers visiting the site.

WHAT: Denver's First Taxathon

WHEN: Friday February 3 from 8:30 a.m. to 8:30 p.m.

WHERE: Mile High United Way - 711 Park Ave W, Denver, CO 80205

WHY: Many Colorado families file early because they count on their tax refunds to help make ends meet.

The Denver Taxathon aims to increase the number of families receiving free tax help, as well as raise awareness of the [Earned Income Tax Credit \(EITC\)](#) by providing tax preparation services in one location over a 12-hour period. The EITC is a refundable tax credit from the Internal Revenue Service (IRS) that helps boost the incomes of low-wage, working families. It is also considered one of the nation's most effective anti-poverty tools. Families who are unable to attend the Taxathon can still receive help at other free tax sites through March by checking location dates and times at www.piton.org/tax-help.

For more information, visit www.garycommunity.org/Taxathon and www.piton.org/eitc.

Tax Help Colorado and Mile High United Way 2-1-1 staff are available for interviews to promote the event.

Photo opps: Media is invited to speak with EITC-eligible families and learn more about free tax help.

###

The Piton Foundation, which is part of Gary Community Investments, is a private foundation established in 1976 by Denver oilman Sam Gary. It is committed to improving the lives of Colorado's low-income children and their families by increasing access to quality early childhood and youth development opportunities and fostering healthy family and community environments. In addition to investing in creative solutions for Colorado's low-income children and their families, Piton operates its own programs, including Shift Research Lab, Tax Help Colorado, and the nation's largest and longest-running Earned Income Tax Credit public information campaign.

GET YOUR TAXES DONE FOR FREE



Denver Taxathon
Friday, February 3
8:30 a.m. - 8:30 p.m.

Mile High United Way
711 Park Ave West
Denver, CO 80205

Join us on February 3 for Denver's first Taxathon. We're throwing a 12-hour tax party! **If you made \$54,000 or less last year (2016)**, get your taxes done for FREE by IRS-certified preparers trained to get you the best refund possible. A "drop-off" service will also be offered to taxpayers unable to stay for in-person assistance.

- ✓ Get your taxes done early
- ✓ Get the best refund possible
- ✓ Get connected to other community resources
- ✓ Enjoy snacks and activities

For parking information, and a list of documents you must bring, see the reverse side of this flyer.

Learn more: www.garycommunity.org/taxathon.



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For more than 25 years, The Piton Foundation has conducted the Tax Credits for Working Families Public Information Campaign and the Tax Help Colorado program to help increase the number of low-income families receiving the EITC and free tax help. Learn more at www.piton.org/tax-help.

WHAT TO BRING TO THE TAXATHON

- ✓ **Social security cards (or ITINs) for all family members and Photo I.D. for taxpayer are required.**
- ✓ All W-2s, 1099s and any other income-related documents. A copy of last year's tax return, if available.
- ✓ Proof of mortgage interest, property taxes, charitable donations and tax-deductible expenses.
- ✓ For the Child & Dependent Care Credit, total paid to daycare provider and the provider's tax ID.
- ✓ For college expenses: In addition to Form 1098T from your college, bring records of expenses paid for tuition, books, fees and supplies.
- ✓ If eligible for Colo. Rent-Heat Rebate: 2016 rent receipts and heating bills.
- ✓ Bank account number and routing number to direct deposit your refund.
- ✓ Your health coverage form. If you or your family had coverage through:
 - ✓ **Connect for Health Colorado:** You will need a Form 1095-A, which you should receive by mid-February. If not, log in to connectforhealthco.com or call Connect for Health Colorado, 1-855-PLANS-4YOU.
 - ✓ **Health First Colorado:** You may need a Form 1095-B, which you should receive by January 31st. If not, log in to Colorado.gov/PEAK contact Health First Colorado at 1-800-221-3943.
 - ✓ **Your Employer:** You will need a Form 1095-C or Form 1095-B. Contact your employer benefits department if you haven't received it.

DIDN'T HAVE HEALTH COVERAGE IN 2016? You may have to pay a fine. Before paying the fine, check to see if you qualify for an exemption by visiting www.healthcare.gov.

WHAT IS THE "DROP-OFF" SERVICE?

Instead of waiting for someone to finish preparing your return, you can drop off your tax information and return at a later time to review, approve and e-file your completed return. Taxathon staff will comply with all IRS regulations to keep your information safe and secure.



www.facebook.com/taxhelpcolorado



[@taxhelpCO](https://twitter.com/taxhelpCO)

Sponsored by

**WELLS
FARGO**

PARKING AND TRANSPORTATION

Location: Mile High United Way
Morgridge Center for Community Change
711 Park Avenue West, Denver, CO 80205

PARKING

Free: 1-2 hour street parking on California and 24th streets.

Paid: \$2.25 per day, cash only parking lot on Park Avenue and California Street.

Handicap: Surface lot behind Mile High United Way, accessible from California or Stout streets.

PUBLIC TRANSPORTATION

RTD Bus Stops near Mile High United Way.

| | | |
|---|---|--|
| #8 Park Ave. and Lawrence Broadway and Stout | #38 21st and Stout 21st and California 25th and Stout Stout and Park Avenue | #44 18th and Stout Broadway and Stout 21st and Broadway |
| #30L, 36L 20th & Champa | California and Park Avenue 25th and California | #48 13th and Welton 21st and Champa |
| #32 17th and Stout 22nd & Downing | | |

RTD Lightrail Stations

20th & Welton
25th & Welton
27th & Welton

B-Cycle Stations - bike rental

Tremont & Park Avenue West
Welton and 26th

[Insert Logo Here]

STORY RELEASE FORM

I agree that [insert program name] may use my name, voice, and/or likeness, unrestricted and in a way that shall be unlimited as to time (perpetuity), place (worldwide), and manner of use (without restriction). I agree and understand that I will not be entitled to any monetary or other compensation. I agree further to waive all my rights to inspect and approve the finished product, its use, or such written copy as may be used in connection therewith.

THIS RELEASE MAY NOT BE CHANGED ORALLY.

Agreed and Accepted:

Client Signature _____

Print Name _____

Date _____

Address _____

Phone _____

IF CLIENT IS UNDER 18 YEARS OF AGE, complete the following section:

Print Name of Client _____

Parent or Guardian Signature _____

Date _____

DENVER TAXATHON

February 3, 2017 at Mile High United Way

NOTICE OF FILMING

This area is being used to photograph and record video and film footage in connection with the promotional and publicity campaign of the series Piton Foundation's Taxathon.

By your presence in this area, you acknowledge that you have been informed that you may be photographed and recorded as part of the release in home video and/or any media now known or hereafter devised, in perpetuity and the advertising and publicity thereof. Further, by your presence here, you grant your permission for your likeness and voice to be included therein without compensation, credit or other consideration. If you do not wish to be photographed, recorded, or appear under these conditions, you should leave this area immediately.

Thank you for your cooperation.