



**UNITED STATES MARINE CORPS**  
MARINE CORPS BASE  
BOX 555010  
CAMP PENDLETON, CALIFORNIA 92055-5010

5890  
SJA  
7 Jan 10

BASEGRAM 2-10

FROM: COMMANDING OFFICER  
TO: DISTRIBUTION LIST

SUBJ: VOLUNTEER INCOME TAX ASSISTANCE (VITA) CENTER GRAND  
OPENING

REF: (A) JAGINST 5890.1

1. THE MARINE CORPS BASE VOLUNTEER INCOME TAX ASSISTANCE (VITA) CENTER WILL COMMENCE FREE INDIVIDUAL INCOME TAX PREPARATION STARTING ON 19 JANUARY 2010 FOR ALL MILITARY PERSONNEL AND DEPENDENTS ELIGIBLE FOR LEGAL ASSISTANCE (ACTIVE DUTY, RESERVISTS, DEPENDENTS, ETC.).

2. THE MAIN VITA BUILDING IS LOCATED IN BUILDING 1687 (PHONE#: 760.763.2518) ON MAIN SIDE. THE VITA CENTER WILL OPEN TWO ADDITIONAL SATELLITE OFFICES DURING THE TAX SEASON LOCATED AT THE SAN ONOFRE COMMUNITY CENTER (PH#: 760.725.4310) AND THE ABBY REINKE COMMUNITY CENTER (PH#: 760.763.0650).

3. VITA OFFICE HOURS FOR ALL LOCATIONS ARE TUES-FRI 0800-1800 HOURS AND SAT 0800-1400 HOURS. VITA WILL BE CLOSED ON SUNDAYS AND MONDAYS TO CONSOLIDATE THE PAPERWORK FROM THE PREVIOUS WEEK. DUE TO CUSTOMER INFLUX, VITA DOES NOT SCHEDULE APPOINTMENTS. THE TAX PREPARATION SERVICE IS A FIRST COME, FIRST SERVE BASIS, AND IT IS ADVISED TO VISIT THE VITA OFFICES BEFORE THE PUBLISHED CLOSE OF BUSINESS DAY AS SERVICES MAY BE CUT OFF IF THERE IS A TWO HOUR OR MORE WAITLIST.

4. ALL CLIENTS ARE REQUIRED TO PROVIDE A MILITARY ID, ALL W2S, SOCIAL SECURITY CARD FOR ANY DEPENDENTS, ALL IRS FORMS (EX: 1099-INT, 1099-DIV, MORTGAGE INTEREST STATEMENT, PROPERTY STATEMENTS, 1098-T, EITN, OR SSN FOR DAY CARE) DOCUMENTATION FOR ITEMIZED DEDUCTIONS. FOR JOINT RETURNS, YOUR SPOUSE WILL NEED TO BE PRESENT WITH YOU TO SIGN THE E-FILE 8879 FORM REQUIRED BY THE IRS UNLESS YOU HAVE A POWER OF ATTORNEY GIVING YOU PERMISSION TO SIGN FOR YOUR SPOUSE OR YOU ARE FILING A PAPER RETURN.

SUBJ: VOLUNTEER INCOME TAX ASSISTANCE (VITA) CENTER GRAND  
OPENING

5. FOR MORE INFORMATION PLEASE VISIT THE VITA WEBSITE AT  
([HTTP://WWW.PENDLETON.USMC.MIL/BASE/LEGALASSISTANCE/VITA/VITA.AS  
P](http://www.pendleton.usmc.mil/base/legalassistance/vita/vita.asp)) OR CALL THE VITA CLERK AT PH#: 760.763.2518.

6. THIS BASEGRAM IS CANCELED ON 15 APRIL 2010.

---

DISTRIBUTION: A-3  
B

  
R. T. ROMERO  
BY DIRECTION