



2023 Free Tax-Preparation Providers (2022 Taxes)

Below are options for free tax preparation – please read details below

Provider	Dates	Hours	Additional Information
CapUp 1103 Oliver Hill Way Richmond, VA 23219	February 1 – April 7	Every Monday, Wednesday 9:00 am -1:00 pm 5:00 pm -7:00 pm Every Friday 9:00 am -1:00 pm Saturday (Open February 4 & February 18 / March 4 & March 18) (Closed on February 20) 9:00 am -1:00 pm	No appointment necessary. Curb-side service only. First come first served. Do not arrive before 9:00 a.m. Park in parking lot, located at the corner of Coalter St. and Oliver Hill Way. Come to door if closed and knock loudly and wait.
Blackwell Recreation Center 300 E. 15 th St Richmond, VA 23224	January 30 – April 5	Monday, Tuesday, Wednesday 6:00 pm - 8:00 pm	Note: Closed holidays and during inclement weather.
University of Richmond at St. Paul's Episcopal Church 815 E Grace St. Richmond, VA 23219	February 7 – April 15	Tuesday (Closed on March 7) 3:30 pm - 7:00 pm Thursday (Closed on March 9) 3:30 pm - 5:00 pm Friday (Closed March 3, 10, 17, April 7) 12:30 pm - 4:00 pm Saturday (Open February 18, March 4 & March 18 / April 1 & 15) 9:45 am - 1:00 pm	Appointment preferred-limited walk-ins taken. Call 804-505-4906 or schedule online tinyurl.com/UofRVITA

Disclaimer: All information deemed reliable, but not guaranteed. Individuals are encouraged to confirm information directly with service providers.

Revised, February 2023

Provider	Dates	Hours	Additional Information
Neighborhood Resource Center Location: 1519 Williamsburg Rd. Richmond, VA 23231	February 21 – April 15	Tuesday, Thursday 2:00 pm - 6:00 pm Saturday (Open March 4 & April 4 only) 9:00 am -12:00 pm	Priority given to residents in the 23231 Greater Fulton and Montrose area. Will also serve 23075, 23150, 23223, 23250. By appointment only. Call: 804-864-5797 Masks are required to be worn in the building.
Sacred Heart Center Location: 1400 Perry St. Richmond, VA 23224	January 30 – April 18	Monday, Tuesday, Wednesday (Closed on February 20 and April 10) 4:00 pm - 8:00 pm	*Spanish Speaking location, assistance in Portuguese and ASL By appointment only: 804-230-4399 Masks are required to be worn in the building.
VCU School of Business (ONLINE ONLY)	March 11 – April 18	Saturday 9:30 am – 3:30 pm	This site preparers international (Form 1040NR) returns only and offers a DIY service for US Returns (Form 1040) through Zoom only. This is an online service only. To make an appointment please e-mail roxannespindle@mail.com
Virginia State University 1 Hayden Dr Singleton Hall Rm 333 Petersburg, VA 23806	February 7- April 7	Tuesday 4:00 pm - 7:00 pm Wednesday 4:00 pm - 8:00 pm Thursday 4:00 pm - 7:00 pm	For additional information, please reach out to Professor Mary Scott – 804-504-7079 or to Admin Asst. Bertha Morgan – 804-524-5842

IF YOU HAVE QUESTIONS ABOUT YOUR FEDERAL TAXES, CONTACT

Federal Internal Revenue Office

400 N Eighth St.
 Richmond, VA 23219
 (844) 545-5640
 Customer service hours by phone:
 Monday-Friday / 7am – 7 pm your local time

IF YOU HAVE QUESTIONS ABOUT STATE TAXES, CONTACT

Virginia Department of the Treasury

State Government Office in Richmond, VA
 101 N 14th St, Richmond, VA 23219
 Phone: 804-225-2142
 Hours: Monday-Friday / 9am – 5pm

*This information is compliments of your
 Richmond City Treasurer Office where we are taking
“Small Steps for Big Change”*

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