



Site and Training Class Information

Use this form to request a VITA instructor for the California State Meeting or Training session for your VITA site. Be sure to include the opening and closing date of your site. If you are the coordinator but will have a different contact for the site and/or training class include the name and number of the person(s) we may contact. Please provide two date options for your meeting/training in the event the first date is not available. Once complete, email or fax your request to volunteercoordinator@ftb.ca.gov or 916.845.9004.

Site Information

Release coordinator information to the public? Yes No

Site Coordinator's Name	Initial	Last Name	Date Requested
Location Name (Military Base/AARP)	Site ID		EFIN
Address (Do Not Use a PO Box)			Apt. No./Ste. No.
City	State	Zip Code	
Email	Phone		

On-Site Contact Information

Site opening _____ and closing _____ Schedule (Site Operating Hours) _____

Name	Initial	Last Name
Email	Phone	

Training Class Coordinator and Logistics Information

Contact Name	Initial	Last Name
Address (Do Not Use a PO Box)		Building/Room Number
City	State	Zip Code
Email	Phone	
Class Location	Number of Attendees	Event <input type="checkbox"/> State Training <input type="checkbox"/> Meeting

Will your agency provide an instructor for State training? Yes No

If Yes, provide instructor's name _____

Provide first and second choice for dates and time.

First choice date _____ time _____, **Second choice** date _____ time _____

Connect With Us

Web: ftb.ca.gov/individuals/vita
 Phone: 800.522.5665 from 7:30 a.m. to 4 p.m. weekdays, except state holidays
 916.845.7052 from outside the United States
 TTY/TDD: 800.822.6268 for persons with hearing or speech impairments
 Fax: 916.845.9004
 Email: volunteercoordinator@ftb.ca.gov