

November 8, 1999

**MEMORANDUM**

**IMPORTANT: Reply by 11-24-99**

**TO:** Piedmont Region ESL Directors/Basic Skills Directors

**FROM:** Florence Taylor, Ed.D.  
Coordinator  
Adult Basic Education & English as a Second Language

**SUBJECT:** ESL Volunteer IRS Tax Preparers' Pilot Training  
December 4, 1999 ~ Randolph CC

Mary Williams with the Internal Revenue Service in Greensboro contacted me to explain that the IRS wanted to provide training for ESL instructors who could then help ESL students file their federal tax returns. Subsequently, Mary and I met with Ellie Hoke of the IRS and designed a strategy for offering the training.

There are millions of dollars that the IRS wants to see returned to the hard-working foreigners. ESL students can file safely without fear of being reported to the INS. Our students need to know this and have some of our instructors available to help them. You will find that the materials can be easily adapted for use in the ESL classroom.

We are pleased to announce that the Piedmont Region has been selected to participate in the IRS pilot training for volunteer ESL instructors. The session will be held 9:30 a.m. - 3:30 p.m. at Randolph CC in the LRC Auditorium. Rebekah Megerian, Basic Skills Director, is hosting the event. Colleges should send one or two ESL instructors. By the end of the day, instructors should be able to offer tax help to Hispanics and other non-English speakers and become certified volunteer tax preparers through the VITA (Volunteer Income Tax Assistance) program.

Please respond to me by November 24, 1999, with the names of instructors who will attend from your college.

PC: Presidents

S99-052

New Mailing Address: 5024 Mail Service Center~Raleigh, NC 27699-5024