

How to Schedule a Tax Help Appointment – 2025 Tax Season

Step 1: Visit Tax Help website ProsperTaxHelp.org (English), or AyudaDeImpuestosAustin.org (Spanish). Then, click on Schedule Appointment radio button.

Step 2: Select the appropriate tax season appointment type to meet client’s needs. Each appointment type provides a brief description, additional instructions, and anticipated length of time.



Select Appointment

Tax Preparation / Cita para Preparación de Impuesto 3 hours	BOOK
Please book a separate appointment for each tax year you need prepared. For example, for two years of tax returns, you might book appointments at 2:00pm and 3:00pm. Por favor programe una cita por separado para cada año que necesite preparar. Por ejemplo, para dos años de declaraciones de impuestos, puede programar citas a las 2:00pm y a las 3:00pm.	
SHOW LESS	
Tax Preparation WITH SIGN LANGUAGE INTERPRETATION at Prosper South Cita para Preparación de Impuestos CON INTERPRETACIÓN EN LENGUA DE SEÑAS 2 hours 30 minutes	BOOK
This is a tax appointment WITH SIGN LANGUAGE INTERPRETATION at Prosper South, located at 2900 S IH 35, Austin, TX 78704. Esta cita de preparación de impuestos es CON INTERPRETACIÓN EN LENGUA DE SEÑAS en el Centro de Prosperidad Sur, ubicado en 2900 S IH 35, Austin, TX 78704.	
SHOW LESS	
Get Ready appointment for self-employed taxpayers Cita para prepararse para los que trabajan por cuenta propia 1 hour	BOOK
Are you self-employed and have questions or need help getting your income and expenses organized in advance of doing your taxes? Schedule an optional "get ready" appointment BEFORE making your tax preparation appointment. Trabaja por cuenta propia y tiene preguntas o necesita ayuda para organizar sus ingresos y gastos de negocio antes de hacer sus impuestos? Tiene la opción de hacer una cita para recibir ayuda, ANTES de hacer su cita para preparación de impuestos.	

Select based on taxpayer's need

Tax Preparation = tax payers should expect appointment to take 3 hours AND require that a separate appointment is made for each tax year needed.

Tax Preparation with Sign Language Interpretation at Prosper South = make sure tax payer is aware ASL interpretation is available ONLY at Prosper South. Tax payers should expect appointment to take 2.5 hours.

Get Ready Appointment for Self-Employed Taxpayers = provides additional support to self-employed tax payers to identify allowable business expenses and .

Step 3: Select an appointment location, if, more than one is available. Ask the client which location works best for them. Click Select for the tax site that works best for the client.

APPOINTMENT

Tax Preparation / Cita para Preparacion de Impuestos
3 hours
×

Please book a separate appointment for each tax year you need prepared. For example, for two years of tax returns, you might book appointments at 2:00pm and 3:00pm. | Por favor programe una cita por separado para cada año que necesite p ...

SHOW ALL

WITH

2900 S I-35 Frontage Rd, Austin, TX 78704

Prosper South
2900 S IH 35 Frontage Rd, Austin, TX 78704

SELECT

6101 Highland Campus Dr, Austin, TX 78752

Accelerator at ACC Highland

SELECT

5900 Airport Blvd, Austin, TX 78752

Prosper North
5900 Airport Blvd, Austin, TX 78752

SELECT

Select based on taxpayer's need

Step 4: Select Date & Time. Scroll forward through the calendar by clicking on the (>) button to find a suitable appointment time. Note: the appointment scheduler will only display appointments available four weeks out.

TIME ZONE: CENTRAL TIME (GMT-05:00)

IN 2 WEEKS Tuesday Jun 4	IN 2 WEEKS Wednesday Jun 5	IN 2 WEEKS Thursday Jun 6	IN 2 WEEKS Friday Jun 7	IN 3 WEEKS Monday Jun 10
9:00 AM	12:00 PM	9:00 AM	3:00 PM	9:00 AM
10:30 AM	1:30 PM	10:30 AM		10:30 AM
12:00 PM	3:00 PM	12:00 PM		12:00 PM

Step 5: Collect client’s basic information. Note (*) indicates required fields. Click “Complete Appointment” to finalize appointment scheduling. Having a client provide their email address allows for clients to receive appointment reminders and a calendar invite. If client does not have an email address, put taxes@foundcom.org.

Clients will receive appointment confirmation(s) instantly to their mobile and email, if one was provided.

YOUR INFORMATION

FIRST NAME*


First name ...

LAST NAME*

Last name ...

PHONE*

Add your phone number to receive an appointment reminder via text message.

 +1

Message and data rates may apply. One message per appointment.

EMAIL*

Email ...

Use a comma or press enter/return to add additional email addresses

If you don't have an email address, put taxes@foundcom.org | Si no tiene un correo electrónico, ponga taxes@foundcom.org.

Prefiero español

COMPLETE APPOINTMENT

Client can elect to receive an appointment confirmation to multiple emails.

Check box if client prefers assistance in Spanish.

Click, to confirm appointment submission.

Congratulations. You’re done!