

Hello!

This letter contains important information regarding your appointment, parking, and paperwork, and we would appreciate you taking the time to read it before your appointment. Note that you will need to arrive early to complete paperwork as explained here if you have not completed it already.

**If you are only coming to the Senior Center for your tax appointment, you will need to park in the paid municipal parking lot located immediately prior to the Senior Center where the firehouse used to be.** Parking is \$1 per 30 minutes and can be paid for using cash or the [Passport Parking App](#). (The Parking Zone Code is 1419.) If you pay using cash, you need to use the kiosk which is located by the parking lot entrance. The kiosk will give you a receipt that you will need to put in your windshield before you come into the Senior Center. Please note that the kiosk does not give change and does not take credit or debit cards. Read more about parking in the municipal lot here -- <https://www.phoenixville.org/199/Parking> You should plan on paying for 90 minutes (\$3). If you show up excessively early for your appointment, you will need to pay for extra parking time. The Senior Center parking lot is reserved for our regular customers who come to us for meals, community, and other activities. Thank you for your understanding and cooperation. We hope you will find this a pleasant parking experience, as the municipal lot has plenty of parking spots unlike our parking lot. **The only exceptions to the municipal lot rule are those participating in a senior center activity on the day of their tax appointment.**

The tax preparers are downstairs, and you can take the elevator or the stairs. **You can stop by the Senior Center and pick up the AARP forms so you can fill them out ahead of time, otherwise you'll need to come 15 minutes early to fill those forms out on site.** If you do stop by the Center to pick them up, we recommend that you avoid coming at noon as lunchtime is our busiest time of day. If you would like to print and complete these forms at home, you may download them at this link -- <https://phoenixvilleseniorcenter.org/tax-paperwork/>

**Please bring last year's tax return, your social security card or statement, and a government-issued photo ID.** After filing, you will be given an envelope with your tax forms, just like in previous years. Please keep your documents in this envelope as you will be asked to bring them with you to next year's appointment.

**Refunds and Direct Deposits.** If you would like your refund to be deposited directly into your bank account, please bring a check with your account and routing numbers. If you do not have this information, your refund check might be delayed significantly.

**Pennsylvania Rent/Property Tax Rebate.** The new yearly income limit is \$48,110 for both homeowners and renters. This includes only half of Social Security income. If you think you might qualify, please bring your tax receipts with you.

**Did you finance a new car that was assembled inside the U.S. in 2025?** If yes, bring the VIN and loan information.

**Did you earn overtime or tips?** If yes, please bring your final 2025 paystub that shows this information.

**Did you make any energy efficient improvements to your home in 2025?** Bring the documentation for these improvements.

**We require that all NEW tax customers complete a Senior Center Participant Form.** If you are filing jointly, that means that both you and your spouse will need to complete a participant form. That form can be found at this link <https://phoenixvilleseniorcenter.org/join/> or you can pick up a copy at the Senior Center. You can return it to us via email, mail, in-person before your appointment, or you may bring it to the center on the day of your tax appointment.

**Evening appointments.** If you have an evening appointment, please plan to arrive no more than 15 minutes prior to your appointment time. A Tax Aide team member will check the front door in the 15 minutes prior to your appointment time to let you into the building.

**If the Senior Center is closed due to inclement weather,** we will contact you with a robocall as soon as possible to let you know that your appointment is cancelled, and we will call you within a day or two to reschedule your appointment.

**If you are sick,** please contact me so I can reschedule your appointment. If you need to reschedule or cancel your appointment for any reason, you can reach out to me by replying to this email, calling the tax extension (26), or sending a text message to the Senior Center at 610-935-1515. Please note that if we are fully booked for the year, we will do our best to reschedule you if you need to cancel, but we might not be able to.

Take care,

—

**Cari Foreman** (*she/her*)  
Aging Resources Coordinator | PA MEDI Counselor  
Phone: 610-935-1515 x24  
Text message: 610-935-1515  
Email: [cforeman@phoenixvilleseniorcenter.org](mailto:cforeman@phoenixvilleseniorcenter.org)  
Tax Scheduling Line: 610-935-1515 x26

Phoenixville Area Senior Center  
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Phoenixville, PA 19460  
<https://phoenixvilleseniorcenter.org/>

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