

Memorandum of Understanding
Between
_____ PARTNER ORG _____
And
VITA ORG
PARTNERSHIP DATES/TIME FRAME

Community Partner Volunteer Income Tax Assistance Program (VITA) Tax Site Operations

ABOUT YOUR ORG

PARTNER ORGANIZATION wishes to partner with VITA ORG to provide VITA tax services to PARTNER ORG clients. This Memorandum of Understanding (MOU) describes the tasks and responsibilities of the Parties in delivering these VITA services.

PARTNER ORGS agree that:

Location/Hours/Access

- 1. VITA Site Location:
- 2. PARTNER VITA Service Hours:
 - a.

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

- 3. The schedule above (Section 2a) services will be in effect:
 - a. DATES
- 4. All this should be replaced by the process that NSC clients use to schedule appointments and any other details about how we will be providing services.

Communications

5. PARTNER COMMUNICATION PROCESS.
6. The contact persons for all activities related to this MOU will be:

Costs and Expenses.

7. ANY AGREED UPON COSTS
8. Except as otherwise described in this MOU, each party is responsible for its own expenses and costs associated with the tax site.

Liability

9. PARTNER will bear no responsibility or liability for the delivery of VITA services by CWF.

Relationship of the Parties.

10. Nothing contained in this MOU shall be construed to create a joint venture, partnership, association or other affiliation or like relationship between ORGS . Each party shall be responsible for acts and omissions of its employees and any other persons or entities acting on its behalf.

Amendments

11. Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

Entirety of Agreement

12. This MOU, consisting of 3 pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

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Signatures

13. In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

Signature

Date

Signature

Date