



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:
CMC-JA

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WHITE LETTER NO. 05-03

From: Commandant of the Marine Corps
To: All General Officers
All Commanding Officers
All Officers in Charge

Subj: ELECTRONIC INCOME TAX FILING PROGRAM

1. This year, every Marine Corps legal assistance office will again provide free income tax assistance and electronic filing as part of its tax assistance program. The continued success of this program requires your command support, advance planning, and active participation.
2. Over the last four years, our tax assistance program has been a great success in providing a major quality of life benefit to our military community. With 20 Marine Corps tax centers in the United States and Japan electronically filing over 282,000 Federal returns, Marines and their families saved over \$29.5 million in tax preparation and filing fees - an average savings of almost \$110.00 per Marine.
3. Commanders should establish sites for their tax centers, make an appropriate number of local Marines available to those tax centers, and provide the necessary computer and technical support. The sites, personnel and equipment should be identified by 15 November 2003. In some locations, the tax assistance program will use Universal Tax Systems' TaxWise software program, which is approved and listed on the current Marine Corps Commercial Off The Shelf (COTS) Software Baseline, and will be installed on computers used in the tax center.
4. This is a superb program. Your investment will collectively save Marines and Sailors millions of dollars while enhancing overall unit readiness.


M. W. Hagee