TAXES

CAA Intake Instructions
Tax Year 2023
1/29/2024 – 4/15/2024

1. Please complete all the pages included in this packet.
2. **WE NEED <u>COPIES</u> OF ID's, TAX DOCUMENTS, AND THE FULLY COMPLETED TAX INTAKE FORMS.**
3. **We cannot process your tax return, if the intake forms are not complete** or if there are **missing COPIES** of IDs or tax documents.
4. To **make** tax prep **appointments: call 513-569-1840**. Appointment availability is based on the number of tax volunteers. OR see **App.CAPAppointments.Com .**
5. **For drop-offs: Place completed INTAKE** and **COPIES** of tax documents and IDs in the **tax envelope**. Drop the envelope in the black drop box in the CAA 2nd Floor Lobby. **YOU WILL NOT GET THESE COPIES BACK. THEY WILL BE SHREDED AT THE END OF THE TAX SEASON!**

Pre-Screening of drop-offs – **optional but recommended -** is available at CAA, **1/31/2024 – 4/5/2024**

Days and Hours: Wednesdays 9:00 am – 3:30 pm

Pre-screening by a volunteer helps to ensure that you have the necessary tax documents.

1. Take a number, pick-up a TAX packet and tax envelope from the Resource table in the CAA 2nd Floor Lobby, and complete the packet.
2. Place in the envelope your tax packet and **<u>COPIES</u>** of your tax documents and ID.
3. Wait in the Lobby for the screener to call you. If you have waited over 15 minutes, please go into the Tax Center and talk with a greeter.
4. Your packet will be reviewed. If forms are missing, you will be given a list of what is needed. If your packet is complete, the Tax Center will keep it. Do not leave without knowing the status of your packet.

GET COPIES OF TAX DOCUMENTS FREE

Cincinnati Library Branches will let you make black and white copies of your documents & ID first 20 pages **FREE**, pages 21 and after cost $0.15 a page.

You need to get COPIES of:

- **Photo ID –** has your picture and name
- **Social security cards or ITIN's for everyone on your tax return OR SSA-1099's OR letter or document from Social Security with your name and last four digits of your social security number**
- **Tax Documents –** W2's, 1099's, income statements, bank statements, charitable giving, gambling winnings, etc.
- **Bank Account Info for direct deposit –** bank name, routing number & account # & type of account (checking or savings)

For prior tax years, 2020 or 2021, you will additionally need:

- **Letter 6419 from the IRS, if you received Advanced Child Tax Credits**
  (The IRS started sending this out in December, 2021.)
- **Letter 6475 from the IRS, if you received the third round of Economic Impact payments.**
  (The IRS sent this out in late January, 2022.)
- **Your 2019 tax return**, if you earned more money in 2019 than in 2020 or 2021. If your 2019 tax return was prepared at CAA, you do not need to include it.

Updated: 1/22/2024

CAA – TAXES – CONTACT INFORMATION – TAX YEAR 2023

Complete and Place in Envelope

Name
First: **MI:** **Last:**

School District:	**County:**

What are the two best methods to contact you during this tax season?

1 – Best **2 – Good**	**Contact Information**			
	Cell #:	**Best time(s) to call:**	**Can you send text messages?**	**Can you receive text messages?**
	Landline #	**Best time(s) to call:**		
	Email Address:			
	Mailing Address: **City:** **State:** **Zip:**			

For Direct Deposit of your refund, please provide:

Bank Routing Number: ____________________ Bank Account Number: _____________________
Bank Name: ______________________________ ___ Checking ____ Savings Account

If you owned a Health Savings Account (HSA) in 2023, please complete the below questions:

Was the HSA for single or family coverage? ______________________________________

Did you take an HSA distribution in 2023? If so, how was it used? (E.g., medical expenses)

If you took an IRA distribution before you were age 59 ½, how was the distribution used?

RECEIVE FINAL COPY OF TAX RETURN BY: ________________________________

- Email
- Download (from GetYourRefund or FTP Link)
- US Postal Mail Service
- Pickup at CAA (Arrange with Reviewer)

Form **13614-C** (October 2023)	Department of the Treasury - Internal Revenue Service **Intake/Interview and Quality Review Sheet**	OMB Number 1545-1964

You will need:
- **Tax Information such as Forms W-2, 1099, 1098, 1095.**
- **Social Security cards or ITIN letters for all persons on your tax return.**
- **Picture ID (such as valid driver's license) for you and your spouse.**

- **Please complete pages 1-4 of this form.**
- **You are responsible for the information on your return. Please provide complete and accurate information.**
- **If you have questions, please ask the IRS-certified volunteer preparer.**

Volunteers are trained to provide high quality service and uphold the highest ethical standards.
To report unethical behavior to the IRS, email us at wi.voltax@irs.gov

Part I – Your Personal Information (If you are filing a joint return, enter your names in the same order as last year's return)

1. Your first name	M.I.	Last name	Best contact number	Are you a U.S. citizen? ☐ Yes ☐ No
2. Your spouse's first name	M.I.	Last name	Best contact number	Is your spouse a U.S. citizen? ☐ Yes ☐ No

3. Mailing address	Apt #	City	State	ZIP code

4. Your Date of Birth	5. Your job title	6. Last year, were you: a. Full-time student ☐ Yes ☐ No b. Totally and permanently disabled ☐ Yes ☐ No c. Legally blind ☐ Yes ☐ No
7. Your spouse's Date of Birth	8. Your spouse's job title	9. Last year, was your spouse: a. Full-time student ☐ Yes ☐ No b. Totally and permanently disabled ☐ Yes ☐ No c. Legally blind ☐ Yes ☐ No

10. Can anyone claim you or your spouse as a dependent? ☐ Yes ☐ No ☐ Unsure

11. Have you, your spouse, or dependents been a victim of tax related identity theft or been issued an Identity Protection PIN? ☐ Yes ☐ No

12. Provide an email address (optional) (this email address will not be used for contacts from the Internal Revenue Service)

Part II – Marital Status and Household Information

1. As of December 31, 2023, what was your marital status?

☐ Never Married (This includes registered domestic partnerships, civil unions, or other formal relationships under state law)

☐ Married
a. If Yes, Did you get married in 2023? ☐ Yes ☐ No
b. Did you live with your spouse during any part of the last six months of 2023? ☐ Yes ☐ No

☐ Divorced Date of final decree ____________

☐ Legally Separated Date of separate maintenance decree ____________

☐ Widowed Year of spouse's death ____________

2. List the names below of:
- **everyone** who lived with you last year (other than your spouse)
- **anyone** you supported but did not live with you last year

If additional space is needed check here ☐ and list on page 3

Name (first, last) Do not enter your name or spouse's name below (a)	Date of Birth (mm/dd/yy) (b)	Relationship to you (for example: son, daughter, parent, none, etc) (c)	Number of months lived in your home last year (d)	US Citizen (yes/no) (e)	Resident of US, Canada, or Mexico last year (yes/no) (f)	Single or Married as of 12/31/23 (S/M) (g)	Full-time Student last year (yes/no) (h)	Totally and Permanently Disabled (yes/no) (i)	To be completed by a Certified Volunteer Preparer: Is this person a qualifying child/relative of any other person? (yes/no)	Did this person provide more than 50% of his/ her own support? (yes,no,n/a)	Did this person have less than $4,700 of income? (yes,no,n/a)	Did the taxpayer(s) provide more than 50% of support for this person? (yes/no/n/a)	Did the taxpayer(s) pay more than half the cost of maintaining a home for this person? (yes/no)

Check appropriate box for each question in each section

Yes	No	Unsure	Part III – Income – Last Year, Did You (or Your Spouse) Receive
☐	☐	☐	1. (B) Wages or Salary? (Form W-2) **If yes, how many jobs did you have last year?** ______
☐	☐	☐	2. (A) Tip Income?
☐	☐	☐	3. (B) Scholarships? (Forms W-2, 1098-T)
☐	☐	☐	4. (B) Interest/Dividends from: checking/savings accounts, bonds, CDs, brokerage? (Forms 1099-INT, 1099-DIV)
☐	☐	☐	5. (B) Refund of state/local income taxes? (Form 1099-G)
☐	☐	☐	6. (B) Alimony income or separate maintenance payments?
☐	☐	☐	7. (A) Self-Employment income? (Forms 1099-MISC, 1099-NEC, 1099-K, cash, digital assets, or other property or services)
☐	☐	☐	8. (A) Cash/check/digital assets, or other property or services for any work performed not reported on Forms W-2 or 1099?
☐	☐	☐	9. (A) Income (or loss) from the sale or exchange of stocks, bonds, digital assets or real estate? (including your home) (Forms 1099-S, 1099-B)
☐	☐	☐	10. (B) Disability income? (such as payments from insurance, or workers compensation) (Forms 1099-R, W-2)
☐	☐	☐	11. (A) Retirement income or payments from pensions, annuities, and or IRA? (Form 1099-R)
☐	☐	☐	12. (B) Unemployment Compensation? (Form 1099-G)
☐	☐	☐	13. (B) Social Security or Railroad Retirement Benefits? (Forms SSA-1099, RRB-1099)
☐	☐	☐	14. (M) Income (or loss) from rental property?
☐	☐	☐	15. (B) Other income? (gambling, lottery, prizes, awards, jury duty, digital assets, Sch K-1, royalties, foreign income, etc.)

Yes	No	Unsure	Part IV – Expenses – Last Year, Did You (or Your Spouse) Pay
☐	☐	☐	1. (B) Alimony or separate maintenance payments? If yes, do you have the recipient's SSN? ☐ Yes ☐ No
☐	☐	☐	2. Contributions or repayments to a retirement account? ☐ IRA (A) ☐ Roth IRA (B) ☐ 401K (B) ☐ Other
☐	☐	☐	3. (B) College or post secondary educational expenses for yourself, spouse or dependents? (Form 1098-T)
☐	☐	☐	4. Any of the following? ☐ (A) Medical & Dental (including insurance premiums) ☐ (A) Mortgage Interest (Form 1098) ☐ (A) Taxes (State, Real Estate, Personal Property, Sales) ☐ (B) Charitable Contributions
☐	☐	☐	5. (B) Child or dependent care expenses such as daycare?
☐	☐	☐	6. (B) For supplies used as an eligible educator such as a teacher, teacher's aide, counselor, etc.?
☐	☐	☐	7. (A) Expenses related to self-employment income or any other income you received?
☐	☐	☐	8. (B) Student loan interest? (Form 1098-E)

Yes	No	Unsure	Part V – Life Events – Last Year, Did You (or Your Spouse)
☐	☐	☐	1. (A) Have a Health Savings Account? (Forms 5498-SA, 1099-SA, W-2 with code W in box 12)
☐	☐	☐	2. (A) Have credit card, student loan or mortgage debt cancelled/forgiven by a lender or have a home foreclosure? (Forms 1099-C, 1099-A)
☐	☐	☐	3. (A) Adopt a child?
☐	☐	☐	4. (B) Have Earned Income Credit, Child Tax Credit or American Opportunity Credit disallowed in a prior year? If yes, for which tax year? ______
☐	☐	☐	5. (A) Purchase and install energy-efficient home items? (such as windows, furnace, insulation, etc.)
☐	☐	☐	6. (A) Receive the First Time Homebuyers Credit in 2008?
☐	☐	☐	7. (B) Make estimated tax payments or apply last year's refund to this year's tax? If so how much? ______
☐	☐	☐	8. (A) File a federal return last year containing a "capital loss carryover" on Form 1040 Schedule D?
☐	☐	☐	9. (A) Have health coverage through the Marketplace (Exchange)? [Provide Form 1095-A]

Additional Information and Questions Related to the Preparation of Your Return

1. Would you like to receive written communications from the IRS in a language other than English? ☐ Yes ☐ No If yes, which language? ______
2. Presidential Election Campaign Fund (If you check a box, your tax or refund will not change)
   Check here if you, or your spouse if filing jointly, want $3 to go to this fund ☐ You ☐ Spouse
3. If you are due a refund, would you like: a. Direct deposit ☐ Yes ☐ No b. To purchase U.S. Savings Bonds ☐ Yes ☐ No c. To split your refund between different accounts ☐ Yes ☐ No
4. If you have a balance due, would you like to make a payment directly from your bank account? ☐ Yes ☐ No
5. Did you live in an area that was declared a Federal disaster area? ☐ Yes ☐ No If yes, where? ______
6. Did you, or your spouse if filing jointly, receive a letter from the IRS? ☐ Yes ☐ No
7. Would you like information on how to vote and/or how to register to vote? ☐ Yes ☐ No

Many free tax preparation sites operate by receiving grant money or other federal financial assistance. The data from the following questions may be used by this site to apply for these grants or to support continued receipt of financial funding. Your answer will be used only for statistical purposes. These questions are optional.

8. Would you say you can carry on a conversation in English, both understanding & speaking? ☐ Very well ☐ Well ☐ Not well ☐ Not at all ☐ Prefer not to answer
9. Would you say you can read a newspaper or book in English? ☐ Very well ☐ Well ☐ Not well ☐ Not at all ☐ Prefer not to answer
10. Do you or any member of your household have a disability? ☐ Yes ☐ No ☐ Prefer not to answer
11. Are you or your spouse a Veteran from the U.S. Armed Forces? ☐ Yes ☐ No ☐ Prefer not to answer
12. Your race?
    ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White ☐ Prefer not to answer
13. Your spouse's race?
    ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White ☐ Prefer not to answer
    ☐ No spouse
14. Your ethnicity? ☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Prefer not to answer
15. Your spouse's ethnicity? ☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Prefer not to answer ☐ No spouse

Additional comments

______
______
______
______
______
______

Privacy Act and Paperwork Reduction Act Notice

The Privacy Act of 1974 requires that when we ask for information we tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory. Our legal right to ask for information is 5 U.S.C. 301. We are asking for this information to assist us in contacting you relative to your interest and/or participation in the IRS volunteer income tax preparation and outreach programs. The information you provide may be furnished to others who coordinate activities and staffing at volunteer return preparation sites or outreach activities. The information may also be used to establish effective controls, send correspondence and recognize volunteers. Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to use your assistance in these programs. The Paperwork Reduction Act requires that the IRS display an OMB control number on all public information requests. The OMB Control Number for this study is 1545-1964. Also, if you have any comments regarding the time estimates associated with this study or suggestion on making this process simpler, please write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, Washington, DC 20224

Form **15080**
(October 2023)

Department of the Treasury - Internal Revenue Service

Consent to Disclose Tax Return Information to VITA/TCE Tax Preparation Sites

Federal Disclosure:

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot disclose your tax return information to third parties for purposes other than the preparation and filing of your tax return without your consent. If you consent to the disclosure of your tax return information, Federal law may not protect your tax return information from further use or distribution.

You are not required to complete this form to engage our tax return preparation services. If we obtain your signature on this form by conditioning our tax return preparation services on your consent, your consent will not be valid. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature.

Terms:

Global Carry Forward of data allows TaxSlayer LLC, the provider of the VITA/TCE tax software, to make your tax return information available to ANY volunteer site participating in the IRS's VITA/TCE program that you select to prepare a tax return in the next filing season. This means you will be able to visit any volunteer site using TaxSlayer next year and have your tax return populate with your current year data, regardless of where you filed your tax return this year. This consent is valid through November 30, 2025.

The tax return information that will be disclosed includes, but is not limited to, demographic, financial and other personally identifiable information, about you, your tax return and your sources of income, which was input into the tax preparation software for the purpose of preparing your tax return. This information includes your name, address, date of birth, phone number, SSN, filing status, occupation, employer's name and address, and the amounts and sources of income, deductions and credits that were claimed on, or contained within, your tax return. The tax return information that will be disclosed also includes the name, SSN, date of birth, and relationship of any dependents that were claimed on your tax return.

You do not need to provide consent for the VITA/TCE partner preparing your tax return this year. Global Carry Forward will assist you only if you visit a different VITA or TCE partner next year that uses TaxSlayer. You have the right to receive a signed copy of this form.

Limitation on the Duration of Consent: I/we, the taxpayer, do not wish to limit the duration of the consent of the disclosure of tax return information to a date earlier than presented above (November 30, 2025). If I/we wish to limit the duration of the consent of the disclosure to an earlier date, I/we will deny consent.

Limitation on the Scope of Disclosure: I/we, the taxpayer, do not wish to limit the scope of the disclosure of tax return information further than presented above. If I/we wish to limit the scope of the disclosure of tax return information further than presented above, I/we will deny consent.

Consent:

I/we, the taxpayer, have read the above information.

I/we hereby consent to the disclosure of tax return information described in the Global Carry Forward terms above and allow the tax return preparer to enter a PIN in the tax preparation software on my behalf to verify that I/we consent to the terms of this disclosure.

Primary taxpayer printed name and signature	Date
Secondary taxpayer printed name and signature	Date

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484. Report a Crime or IRS Employee Misconduct - U.S. Treasury Inspector General for Tax Administration (TIGTA) (https://www.tigta.gov/reportcrime-misconduct).

Additional Consents

COMPLETE THIS PAGE

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot use or disclose your tax return information to third parties for purposes other than the preparation and filing of your tax return without your consent. If you consent to the use or disclosure of your tax return information, federal law may not protect your tax return information from further use or distribution.

You are not required to complete this form to engage our tax return preparation services. If we obtain your signature on this form by conditioning our tax return preparation services on your consent, your consent will not be valid. If you agree to the use, disclosure, and Relational EFIN of your tax return information, your consents are valid for three years. If you agree to the Global Consent, your consent is valid until November 30, 2025.

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by email at complaints@tigta.treas.gov.

You have the option to opt out of the following services:

- Consent to Disclose: You allow us to share non-identifiable tax information with our tax preparation partners. Information disclosed to partners does not include Personally Identifiable Information – names or SSNs.
- Consent to Use: You allow us to count your return information, such as refund amount, in reports. No Personally Identifiable Information – names or SSNs – will be used.
- Global Carryforward: You allow us to make your tax return information available to other VITA programs you may visit.
- Relational EFIN: You allow the tax office that prepares your return to report data to their parent organization. Without this consent, we will be able to prepare a paper return for you to mail **but will not be able to e-file your return!!!**

Additional Consent	**Taxpayer Signature & 5-digit PIN**	**Date**	**Spouse Signature & 5-digit PIN**	**Date**
Consent to Disclose: You allow us to share non-identifiable tax information with our tax preparation partners.	X____________________+ _ _ _ _ _	___/___/_____	X____________________ _ _ _ _ _	___/___/_____
Consent to Use: You allow us to count your return in reports.	X____________________ _ _ _ _ _	___/___/_____	X____________________ _ _ _ _ _	___/___/_____
Global Carryforward: You allow us to make your tax return information available to other VITA programs you may visit.	X____________________ _ _ _ _ _	___/___/_____	X____________________ _ _ _ _ _	___/___/_____
Relational EFIN: You allow the tax office that prepares your return to report data to their parent organization.	X____________________ _ _ _ _ _	___/___/_____	X____________________ _ _ _ _ _	___/___/_____

The full Consent to Use/Disclose Personal Tax Return Information, Consent to Disclose/Use Information to the VITA/TCE programs Relational Offices, and IRS Form 15080 Consent to Disclose Tax Return Information to VITA/TCE Tax Preparation Sites will be provided to you. A copy of this consent will be retained on site, as required by the IRS.

Prior Year Tax Processing Information Required

For processing tax years 2020 or 2021:

IF you earned more income in 2019 than in 2020 or 20201 – 2019 Lookback:
If you think you earned more income in 2019 than in 2020 or 2021, please **bring your 2019 tax return**. The IRS will let you use the 2019 earned income amount when processing tax years 2020 or 2021, which may result in a **larger earned income credit**. If you had your 2019 return prepared at CAA, you do not have to bring us your 2019 return.

Recovery Rebate Credits

In 2021, if you received the $1400 recovery rebate credit for everyone on your tax return,
How much did you receive in total? _____________

In 2020, if you received the $1200 per person and $500 per child rebate,
how much did you receive in total? _______________

If you received the $600 for everyone on your tax return,
how much did you receive in total? _________________

For prior tax years, 2020 or 2021, you will additionally need:

- **Letter 6419 from the IRS, if you received Advanced Child Tax Credits**
  (The IRS started sending this out in December, 2021.)
- **Letter 6475 from the IRS, if you received the third round of Economic Impact payments.**
  (The IRS sent this out in late January, 2022.)

Charitable $'s Given

Charitable $'s Given in 2021: _________________

Charitable $'s Given in 2020: _________________

Form **14446** (November 2023) | Department of the Treasury - Internal Revenue Service

Virtual VITA/TCE Taxpayer Consent

This form is required when either the Intake/Interview and/or the Quality Review are not conducted in-person between the taxpayer and the VITA/TCE volunteer. The site must explain to the taxpayer the process used to prepare the taxpayer's return. If applicable, volunteers must advise the taxpayer of the associated risk of transferring their data from one site location to another site.

Part I - To be completed by the VITA/TCE site:

Site name

Community Action Agency Cincinnati | Hamilton County

Site address (street, city, state, zip code)

1740 Langdon Farm Rd, Cincinnati, Ohio 45237

Site identification number (SIDN) S43011222	Site coordinator name Diggs
Site contact name Wamba	Site contact telephone number (513) 924-2039

This site is using the following Virtual VITA/TCE method(s) to prepare tax returns:

☐ **A. Drop Off Site:** This site uses a drop off process which includes the site maintaining personally identifiable information (Social Security numbers, Form W-2, etc.) to prepare the tax return at the same site but at a later time. In this process, the taxpayer comes back to the same site for the quality review and/or signing the completed tax return. The site must explain the method it uses to contact the taxpayer if additional information is needed.

Note: Sites where the taxpayer does not leave the site's property, for example waiting in another room or in a vehicle, are NOT considered drop off sites. Since the taxpayer remains at the site, they are not required to complete Form 14446. If the taxpayer leaves their tax documents at the site and then leaves the site's property for any reason, the taxpayer must complete Form 14446.

☐ **B. Intake Site:** This method includes the taxpayer leaving their personally identifiable information (Social Security numbers, Form W-2 and other documents) at the site in order to prepare and/or quality review the tax return at another location. In this process, the taxpayer's tax return information may be sent to another location for one or more of the following reasons; interviewing the taxpayer, preparing the tax return, or performing a quality review. The taxpayer may come back to the intake site for the quality review or to review and sign the completed tax return.

☐ **C. Return Preparation and/or Quality Review Only Site:** This site may receive returns from one or more intake sites to prepare and/or quality review returns. This site generally does not take walk-ins or appointments in their location.

☒ **D. Combination Site:** This site prepares returns for other permanent or temporary intake sites and assists walk-ins and appointments in their location.

☐ **E. 100% Virtual VITA/TCE Process**: There is no in-person interaction with the taxpayer and any of the VITA/TCE volunteers in this process, during the intake, interview, return preparation, quality review, and signing the tax return. The site must explain the virtual processes and consent. This includes the virtual procedures to send required documents (Social Security numbers, Form W-2 and other documents) through a secured file sharing system to a designated volunteer for review.

Part II: The Site's Process:

Explain how each process will be followed to assist the taxpayer remotely. The questions in parentheses below provide guidance on what to include in the explanation for each process. How will the site manage:

1. Scheduling the appointment (How is the appointment made: by phone, online portal, email, or by other means)

No appointments are necessary for drop-off processing of returns. On Wednesdays during the tax season, taxpayers can have pre-screening, first come, first served. Otherwise taxpayers complete the intake package. They then drop-off the intake package and copies of source documents in the locked black box in the 2nd floor lobby or the drop-off box in the parking lot.

2. Securing Taxpayer Consent Agreement (How is the 14446 signed, received, and stored)

Taxpayer has to sign the Consent Agreement as part of the intake process. The 14446 is part of the intake package which includes: Forms 13614-C, 14446, Consent Agreement, Client Contact Sheet, copies of id and tax docs.

3. Performing the Intake Process - securing all documents (How are the taxpayer's supporting documents received, stored and tracked)

A table of tax envelopes with GetYourRefund like labels and taxpayer envelopes are placed in the appropriate stack, e.g. needs more info, etc. The 13614-C or envelope is updated. For preparers/reviewers who are remote only, the site coordinator works with them, placing returns they will process in GetYourRefund. At close of day, all the return info is placed in a box in a locked office.

4. Validating taxpayer's authentication - reviewing photo identification and Social Security cards/ITIN letters (What communication channel, either in-person or virtually, is used to validate the taxpayer's identity and which documents are reviewed)

If the taxpayer comes in on Wed or meets with an interviewer/reviewer, the validation is in person. Otherwise, we will use zoom to see the taxpayer, and also we compare last year's information with the current year where possible.

5. Performing the interview with the taxpayer (What communication channel, either in-person or virtually, is used to conduct the interview)

On Wednesdays we have in person interviews. If the taxpayer did a drop off without any discussion or after hours, the preparer reviews the tax info via phone with the taxpayer.

6. Preparing the tax return (Where is the tax return prepared and how are documents accessed by the preparer)

Most tax returns are prepared in person onsite. Preparers/reviewers who work off-site, use GetYourRefund to access documents. If preparers/reviews are onsite, they use the various stacks of return info which paralled GetYourRefund statuses.

7. Communicating with the taxpayer (Site must explain the method(s) it uses to contact the taxpayer if additional information is needed)

The intake package discusses how we get in contact with taxpayers. Also, the taxpayer completes the 14446.

8. Performing the quality review (Where is the tax return reviewed and how are documents accessed by the reviewer)

Most quality reviews are performed in person using return info from envelopes stored in stacks with names similar to GetYourRefund statuses. For any quality reviewers who are remote, they will send a copy of the return to the taxpayer for review online and discuss the return with the taxpayer using GetYourRefund.

9. Sharing the completed return (What communication channel, in-person or virtually, is used to share the completed return and how does the volunteer and/or taxpayer access the completed return)

For dropoffs, the taxpayer is sent a copy of the tax return via email using CAA's FTP product. In some instances the return is mailed to the client. For remote reviewers, the returns are accessed through GetYourRefund.

10. Signing the return (Does taxpayer sign the return in-person or electronically and if electronically, which software is used to sign the return)

The taxpayers can meet with a reviewer and sign and pick up their return info. Taxpayers can elect to sign via GetYourRefund. They can also send signed tax documents back to CAA via CAA's FTP. The site coordinator handles the FTP communications.

11. E-filing the tax return (When is the return e-filed: immediately or at the end of the day)

E-filing occurs near lunch time and the end of the day.

Page three of this form will be maintained at the site with all other required documents.

COMPLETE PAGE

Part III: Taxpayer Consents:

Request to Review your Tax Return for Accuracy:

To ensure you are receiving quality services and an accurately prepared tax return at the volunteer site, IRS employees randomly select free tax preparation sites for review. If errors are identified, the site will make the necessary corrections. IRS does not keep any personal information from your reviewed tax return and this allows them to rate our VITA/TCE return preparation programs for accurately prepared tax returns. If you do not wish to have your return included as part of the review process, it will not affect the services provided to you at this site. If the site preparing this return is selected, do you consent to having your return reviewed for accuracy, by an IRS employee?

☐ Yes ☐ No

Virtual Consent Disclosure:

If you agree to have your tax return prepared and your tax documents handled in the above manner, your signature and/or agreement is required on this document. Signing this document means that you are agreeing to the procedures stated above for preparing a tax return for you. (If this is a Married Filing Joint return both spouses must sign and date this document.) If you chose not to sign this form, we may not be able to prepare your tax return using this process. Since we are preparing your tax return virtually, we have to secure your consent agreeing to this process. If you consent to use these non-IRS virtual systems to disclose or use your tax return information, Federal law may not protect your tax return information from further use or distribution in the event these systems are hacked or breached without our knowledge. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year from the date of signature. If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by e-mail at complaints@tigta.treas.gov. While the IRS is responsible for providing oversight requirements to Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE) programs, these sites are operated by IRS sponsored partners who manage IRS site operations requirements and volunteer ethical standards. In addition, the locations of these sites may not be in or on federal property.

I agree to use this site's Virtual VITA/TCE Process ☐ Yes ☐ No

Printed name		Printed name (spouse if married filing joint)	
Date of birth	Date	Date of birth	Date
Telephone number		Telephone number	
Email address		Email address	
Signature (electronic) OR		Signature (electronic) OR	
Signature (type/print)		Signature (type/print)	