Form 6729-D (October 2024)  Department of the Treasury - Internal Revenue Service  VITA/TCE Site Review Sheet						Date of review
Site	e name			SIDN	SEID	!
	Review conducted by RM	Partner Other	B. Type of review Field Site Visit Remote Site Review	☐ Partner review☐ Other	Annou	ed Notification nced ounced
(VS ente and ans mea sho emp	ac), and to monitor site er any information that local/district coordinate wer options which are asurement question are all use Publication 514	operations for Voidentifies a specifiors. Open-ended iunderlined and cae in italics. The medu, VITA/TCE Site	unteer Income Tax Assistant person in the Comments be nterview questions are proving be used to indicate correct assurement questions for defand Return Reviews Job Ai	Quality Site Requirements (QS ice/Tax Counseling for the Elcox. NOTE: The term "coordinided in parentheses, when aptive actions taken. Questions termining if a site is adhering to d for SPEC Partners, for assisiew Resource Guide for SPEC	derly (VITA/TC ator" includes propriate. Cor used to deterr to a QSR are stance in com C Employees,	CE) programs. Do not both site coordinators nments are required for nine how to answer the in <b>bold</b> . Partners pleting this form. SPEC for assistance in
			# 1: Certification			Comments
1	Are all volunteers cer		Standards of Conduct? Not certified	No-Unable to verify		
2	Are all required volun	nteers certified in I	ntake/Interview and Quality	Review?		
3	Are all volunteers wh		issues certified in tax law? Not certified	No-Unable to verify		
4	Did the coordinator(s ☐ Yes	) at the site certify	by passing the Site Coordi	nator Test?		
5	Did the site meet the	e components fo	r QSR #1?			
6	Are all volunteers cer	tified using Link 8	Learn Taxes?			
		# 2: Intake/Inter	view and Quality Review I	Process		Comments
7	Are all volunteers using Yes  No-Not using Form No-Not interviewing No-Not using Form No-Does not quality No-Incomplete or uri	ing correct Intake/ 13614-C the taxpayer 14446 (Virtual Site) review all returns napproved quality re	Interview and Quality Revie	w Processes?		
8	Is there a process whereviewers are assigned Yes No-Not identifying of No-Not identifying polynomy. No-Other					
9	Did the site meet the	e components fo	r QSR #2?			
10	During the return revi Yes Yes-Completed and No		ns 13614-C you reviewed o	complete?		

	QSR # 3: Confirming Photo Identification and Taxpayer Identification Number (TIN)	Comments
11	Are all volunteers using photo identification to confirm the identity of the taxpayer (and spouse, if married filing jointly) and Taxpayer Identification Numbers (TIN) for everyone listed on the return? (Tell me about the process used to confirm taxpayer identity and TIN.)  Yes-Photo IDs checked or exception applies  No-Not confirming taxpayer identification number  No-Spouse/Taxpayer not present/No Power of Attorney	
	QSR # 4: Reference Materials	Comments
12	Are all required reference materials available at the site (electronic or paper)? (Tell me what reference materials you have at the site.)  Yes  No-Publication 4012 not available No-Publication 17 not available No-Publication 4299 not available No-Publication 4299 not available	
13	Is there a process which ensures all volunteer alerts are reviewed by all IRS-tax law certified volunteers? (What is your process for sharing volunteer alerts with your volunteers?)  Yes  No	
	QSR # 5: Volunteer Agreement	Comments
14	Is the volunteer's identity, name and address confirmed using government-issued photo ID, and are Forms 13615 signed and dated by the volunteer and approving official? (Tell me the process for securing signed volunteer agreements.)  Yes  No-Not signed/dated by volunteer or approving official No-Unable to verify No-Form 13206 does not certify Forms 13615 validation No-Not requiring government-issued photo ID No-Other	
15	Were any violations to the Volunteer Standards of Conduct (VSC) identified?  No violations identified  Yes-Violation to VSC #1 - Follow all Quality Site Requirements (QSR)  Yes-Violation to VSC #2 - Do not accept payment, ask for donations, or accept refund payments for federal or state tax return preparation from customers  Yes-Violation to VSC #3 - Do not solicit business from taxpayers you help or use the information you gained about them (taxpayer information) for any direct or indirect personal benefit for yourself, any other specific individual or organization  Yes-Violation to VSC #4 - Do not knowingly prepare false returns  Yes-Violation to VSC #5 - Do not engage in criminal, infamous, dishonest, notoriously disgraceful conduct, or any other conduct considered to have a negative effect on the VITA/TCE programs  Yes-Violation to VSC #6 - Treat all taxpayers in a professional, courteous, and respectful manner	
16	Did the site meet the components for QSR # 5?  Yes  No	
17	Is the latest revision of Publication 4836, VITA/TCE Free Tax Programs (VolTax), available to all taxpayers who seek services at the site? (Tell me about your process for ensuring volunteers and taxpayers know how to report unethical issues.)  Yes  No	
	QSR # 6: Timely Filing of Tax Returns	Comments
18	Are timely filing requirements met after securing taxpayer consent? (Talk about your process for transmitting returns, obtaining acknowledgements, and correcting rejects.  Tell me about the site's process to have taxpayers sign their tax return.)  Yes  No-Not notifying taxpayers of rejects timely  No-Form 8879 not signed prior to e-filing Form  4868  No-Not retrieving acknowledgments timely  No-Other (use if more than one "No" applies)	
	QSR # 7: Civil Rights	Comments
19	Is a current Civil Rights poster made available to all taxpayers who seek services at the site? (Talk about your process for ensuring volunteers and taxpayers know how to report Civil Rights issues identified at your site.)  Yes  No	

	QSR # 8: Correct Site Identification Number (SIDN)	Comments
20	are you using?)	
_	☐ Yes ☐ <u>No</u>	
	QSR # 9: Correct Electronic Filing Identification Number (EFIN)	Comments
21	Is the site using the correct electronic filing identification number? (What electronic filing identification number are you using?)  Yes  No	
	QSR # 10: Security, Privacy, and Confidentiality	Comments
22	Are the site's computers and internet connection encrypted and password protected? (Tell me about measures taken to password protect computers and internet connections.)  Yes  No-Internet not secure No-Other	
23	Are adequate security measures taken to protect computers, printers and all other equipment during and after site operating hours? (Tell me about measures taken to protect computers and all equipment used by the site.)  Yes  No	
24	Does the site protect, safely store and properly dispose of personally identifiable information (PII)? (Talk about the process you use to protect, store and dispose of taxpayer data.)  Document site response in the comments section.  Yes  No-PII not protected  No-Other	
25	If Section 7216 is applicable, are consent notices obtained and properly secured? (Do you or your partner collect taxpayer information which is used for anything other than preparing tax returns? If yes, talk about how a taxpayer's denial to consent of use and disclosure notices are handled.)  Yes-Consent notices are properly secured  No-Consent notices are not properly secured  NA-Consent notices are not required	
26	Did the site meet the components for QSR #10?  Yes  No	
27	Does the site use the tax software features to generally limit volunteer access to tax returns? (Talk about the processes used to limit volunteer access to tax returns in the tax software.)  Yes  No	
28	Do all volunteers identify themselves to the taxpayers they assist? (Tell me about your site's process for volunteers identifying themselves to taxpayers.)  Yes  No	
	Site Operations	Comments
29	Is the site operating information correct in SPECTRM? (What are your site operating days and hours?)  Yes  No	
	Adherence to Quality Site Requirements	Comments
30	What is the overall Quality Site Requirement adherence rating?	The adherence rate is calculated by awarding 10 points for each of the measurement questions marked "Yes". The measurement questions are 5, 9, 11, 12, 16, 18, 19, 20, 21, and 26.

Remarks section (include any general comments and/or required comments if there was insufficient space in an individual question's Comments section)