

Volunteer Site Information Sheet

Purpose: Information provided on this form is used by our IRS toll-free assistance line and is posted to the VITA Site Locator Tool on irs.gov to help taxpayers locate the nearest volunteer tax preparation site. Review the information below carefully. Update and/or correct **missing or existing** information. Return the completed form to your local IRS contact. **If the site information changes after submitting this form, please provide your local IRS contact with the updated information immediately.**

Site Information

Site Name: Black & Williams Center	Is the site open to public?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Site Address: 498 Georgetown Street	Is the site an appointment only site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
City, State: Lexington, KY	If yes to the above question, please provide the phone number for site.	2-1-1
Zip Code: 40508	If yes to the above question, please provide the contact name for site.	Call Specialists
Site Identification Number (SIDN) S43013888	Federal e-file	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	State e-file	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
First day open/ Last day open 01/23/2017 / 04/07/2017	Does the site use the Virtual Delivery Method for return preparation? If "Yes" <input type="checkbox"/> Intake Site <input type="checkbox"/> Preparation Site <input type="checkbox"/> Both	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the site a mobile only site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What languages are offered at the site? English	Does the site Prepare Non-Resident Alien/Foreign Student/Scholar Returns?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the site offer Certifying Acceptance Agent (CAA) service?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does site prepare prior year returns? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Does the site offer Financial Education and Asset Building Services?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Program Type: FSA, VITA, VITA Grant, Military, AARP, TCE	VITA
	If VITA or TCE Grant, enter name of Grant Organization	CKEEP

Site Operating Hours

Day	Time		Comments (e.g. holiday closures, alternative opening times)
	Open	Close	
MON	5:00 PM	8:00 PM	Closed Monday, February 20, 2017
TUE	5:00 PM	8:00 PM	
WED			
THUR			
FRI			
SAT			
SUN			

Site Coordinator or Contact

Name: Paula King	Best Time to Call: <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
Mailing Address: 109 Ocoee Ct	Email Address: paula.king@twc.com
City, State, Zip: Lexington, KY 40511	Is this a revision of information you previously provided for this year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Phone Number: 859-494-4670	Date of this revision:

IRS Use Only

Date Form 13715 Received in Territory Office:	
Territory Manager Approval (Signature & Date):	
Date SPECTRM Updated:	
SEID of employee who updated SPECTRM:	

Privacy Act and Paperwork Reduction Notice – Our legal right to ask for information is 5 U.S.C. 301 and 26 USC 7801. The primary purpose of asking for this information is to assist us in providing services to taxpayers at sites supporting IRS volunteer income tax preparation and outreach programs. The time estimated for participation is 30 minutes. We may provide information to volunteers who coordinate activities and staffing at taxpayer assistance sites. Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to promote your assistance in these programs. For more information about uses, see the Privacy Act notice for SPEC Total Relationship Management (SPECTRM) in the Federal Register: July 19, 2004 (Volume 69, Number 137) [Notices] [Pages 43055-43056]